

## **Faculty Handbook Faculty of Arts and Sciences**

### **Overview:**

Rutgers-Camden is one of the three campuses of Rutgers, the State University of New Jersey, which was founded in 1766. This campus dates from the 1920s, when a group of interested citizens established the South Jersey Law School and the College of South Jersey. Those entities became part of the Rutgers system in 1950.

At present, Rutgers-Camden is a comprehensive campus with a broad range of undergraduate and graduate educational opportunities for a diverse and expanding group of students. Undergraduate programs of high quality, post-baccalaureate programs, distinguished graduate and professional education, and the creation of Research Centers and Service Initiatives focused on the campus's areas of expertise lie at the core of the vision for this campus.

The schools and colleges of Arts and Sciences are committed to excellence in research, teaching, and service. We expect to be and be recognized as one of the best small public urban research universities in the nation.

The three units that comprise Arts and Sciences (Camden College of Arts and Sciences, University College, and the Graduate School) offer opportunities for learning in the liberal arts and sciences, for developing new knowledge through research and the creative arts, and for serving multiple constituencies through a wide variety of approaches. Our vision includes:

- providing a rich and comprehensive source of excellent higher education, emphasizing academic programs at all levels that address the needs of the region, state, nation, and the world;
- developing new knowledge through research and creative achievement, which fundamentally advances scholarship and promotes the public good at local, regional, national, and international levels; and
- engaging and serving the community by using knowledge-based responses to major issues facing the region, the nation, and the world.

Within that vision, each academic unit has a distinct purpose and set of goals.

- The College of Arts and Sciences provides excellent undergraduate liberal arts, professional, and pre-professional education; focuses on the value of a liberal arts education as preparation for lifelong learning; prepares students for graduate study and for the changing workplace of the twenty-first century; and provides opportunities in research guided by faculty members. The College of Arts and Sciences also houses the Honors College, which is "a college within a college."

- The Graduate School has grown dramatically in the last decade. Since its inception, the Graduate School has provided master's degrees; it now offers fifteen degree programs. The hallmark of our three Ph.D. programs is their innovative interdisciplinary focus. The Graduate School also offers an MFA in Creative Writing, a DPT (Doctor of Physical Therapy (jointly with the School of Allied Health at UMDNJ), and an MPH program (in collaboration with the UMDNJ School of Public Health).
- University College offers undergraduate programs of study, both on and off-campus, to adult and part-time students. University College also houses the Academic Transitions Program. Degree completion programs in several majors are offered at four community colleges, with plans for expansion of such programs.

Arts and Sciences houses multiple Centers and Institutes: the Senator Walter Rand Institute for Public Affairs, the Center for Urban Research, the Center for Children and Childhood Studies, Center for Computational and Integrative Biology, the Mid-Atlantic Center for the Humanities, the Rutgers-Camden Center for the Arts, and the Institute for Twenty-First Century Education. Another, the Center for the State Constitutional Studies is a collaborative endeavor of Arts and Sciences and the Law School.

### **Campus Structure:**

The campus is also home to the Law School and the School of Business. Chancellor Wendell Pritchett presides over the campus, while a dean leads each major academic division. Kriste Lindemeyer serves as Dean of the Faculty of Arts and Sciences as well as of the College Arts and Sciences, University College, and the Graduate School. Rayman Solomon is Dean of the Law School and Jaishankar Ganesh is Dean of the School of Business.

See <http://www-camden.rutgers.edu/chancellor/index.htm> for information about the Chancellor's Cabinet.

**Dean's Office  
Faculty of Arts and Sciences**

**Who Does What:**

***Dean of the Faculty of Arts and Sciences & the Graduate School:***

Kriste Lindenmeyer – kl436@camden.rutgers.edu – x6097

The Dean is the Chief Operating Officer of Arts and Sciences, leading its units – the College of Arts and Sciences, University College, and the Graduate School – toward effective teaching, high-quality research, and service to the community, state, and country. He also directs the appointment and promotion process, the faculty academic service increment program, and the pay for performance/staff compensation programs.

***Associate Deans:***

- **Howard Marchitello** – marchitello@camden.rutgers.edu – x6149

*Primary responsibility: Graduate Studies*

The Associate Dean for Graduate Studies and University College manages all matters pertaining to the Graduate School; arranges all matters pertaining to external review and reaccreditation of all Arts and Sciences departments and programs; develops special programs connected to the Graduate School; and carries out any other projects as requested by the Dean.

- **Tyler Hoffman** – thoffman@camden.rutgers.edu – x6515

*Primary responsibility: Camden College of Arts and Sciences*

The Associate Dean administers the part-time lecturer budget; monitors course enrollment and makes sure that resources are used efficiently; processes promotion/tenure packets; maintains communication with department chairs on various issues; handles student complaints beyond the departmental level; oversees research centers and institutes; and assists the Dean in developing new campus-wide projects.

- **Nancy G. Rosoff** – nrosoff@camden.rutgers.edu – x6486

*Primary responsibilities: University College and Academic Affairs*

The responsibilities of the Associate Dean for University College and Academic Affairs include providing leadership, management, and oversight for multiple programs for adult learners and the Academic Transitions Program; developing and implementing policies, processes, and guidelines related to academic programs in Arts and Sciences; providing leadership in the development and implementation of strategies to improve and sustain recruitment, enrollment, and retention of students; overseeing awarding of scholarships

utilized for both recruitment and retention; and spearheading Arts and Science programs related to support of undergraduate research.

- **Allen Woll** – awoll@camden.rutgers.edu – x6671 (director of the Honors College)  
*Primary responsibility: Honors College*

The Associate Dean and Director of the Honors College manages all aspects of the Honors College, including student recruitment and retention, programming, scheduling, and oversight.

***Assistant Dean for Development:***

**Suzanne Schaffer** – schaff@camden.rutgers.edu – x2865  
*Primary responsibilities: Development and Alumni Relations*

The Assistant Dean for Development advises the Dean on issues related to development and alumni relations. The Office of Development directs and supports activities to generate funds that will benefit students, faculty, and staff as well as programs for the Faculty of Arts & Sciences; projects include working with internal and external constituencies to raise funds for scholarships, fellowships, endowed chairs, and professorships and creating endowments for the college and for its centers of excellence.

***Director, Computing and Instructional Technologies Group***

**Rich Buonpastore** – ribuonpa@camden.rutgers.edu – x2824

The Director of the Computing and Instructional Technologies Group (see below for more information on the group) operates as our chief technology officer, assessing IT needs for FAS and developing strategic plans to meet them.

***Business Manager (x6100):***

**Maria Garcia** – magarcia@camden.rutgers.edu

The Business Manager for the Faculty of Arts and Sciences oversees the budget for the entire unit and the smaller entities for which it is responsible. She supervises the secretaries and administrative assistants who serve the academic units and programs in FAS. She also deals with payroll, summer salary; student payroll; forms to make changes for payroll deductions, address change, W-4, and direct deposits; paychecks; and budget issues.

***Executive Assistant to the Dean (x6097):***

**Iris Rodriguez** – irisr@camden.rutgers.edu

The Executive Assistant to the Dean serves as a liaison between the Dean's Office and campus, university, and community, as well as professional units, groups, and organizations; acts as the confidential and executive assistant to the Dean; maintains records and works with a variety of faculty committees regarding faculty appointment, assignment, promotion, reappointment,

and review; coordinates, prepares, distributes, and compiles records regarding FASIP, Pay for Performance, departmental and working budgets, sabbatical and competitive leave; oversees production of the annual report; and oversees the functioning of the Dean's Office.

***Administrative Assistant to the Associate Dean for Graduate Studies and the Associate Dean for University College and Academic Affairs (x6149):***

Julie Strasser – jstrasse@camden.rutgers.edu

The Administrative Assistant to the Associate Dean for Graduate Studies and the Associate Dean for University College and Academic Affairs deals with matters pertaining to the Graduate School (students, faculty, and graduation); prepares the faculty work load report; oversees the preparation of selected publications, including the graduate catalog; organizes key events such as the Celebration of Undergraduate Research and Creative Activity and the Honors Convocation; provides administrative support for the Associate Deans and the Dean's Office as well as for special college projects.

***Administrative Assistant to the Associate Dean for CCAS (x6515):***

Andrea Ohrenich – ango@camden.rutgers.edu

The Administrative Assistant to the Associate Dean for CCAS prepares contracts for and maintains files regarding PTLs, TAs, GAs, Assistant Instructors, and Instructors; gathers and prepares materials for promotions and reappointments; provides support services for the Associate Dean and Dean's Office; and serves as the contact person between undergraduates and the Associate Dean's Office.

***Principal Accounting Assistant (x6096):***

Louise Waters – louisew@camden.rutgers.edu

The Principal Accounting Assistant reports to the Business Manager and is responsible for expediting purchase orders, reimbursements, and travel advances; managing expenditures charged to departmental and supplemental accounts as well as to start up funds; responding to queries about payroll or health benefits; and supporting the work of the Dean's Office, especially regarding financial matters.

***Administrative Assistant (x6357):***

Kathy Boyle – kboyle@camden.rutgers.edu

The Administrative Assistant provides support to the Executive Dean and also serves as a key point of contact for visitors to the Dean's Office.

***Receptionist (x6097):***

Pat Piccoli – annapic@camden.rutgers.edu

The receptionist answers phone and personal inquiries and assists on additional Dean's Office projects as needed.

***FAS Postal Clerk (x6437):***

Edwin Alicea – ea79@camden.rutgers.edu

The FAS Postal Clerk manages the distribution of delivered mail from centralized points to decentralized offices; advises departments on mailing operations and assists with special projects, including bulk mailing, overnight delivery, and other special handling; and assists the Dean's Office with special projects.

## **Policies and Practices at Rutgers-Camden**

### **Faculty Responsibilities:**

In addition to the core responsibilities of teaching, research, and service, faculty responsibilities include seeing that teaching evaluations are distributed, engaging in academic advising for majors, completing the faculty-administration survey, and responding to periodic communications from administrative offices. The College takes teaching evaluations seriously, and each faculty member is expected to participate in the student evaluation of teaching process. Academic advising is an essential faculty responsibility; faculty should be available to meet with departmental majors and other students during regularly scheduled office hours, and especially during the pre-registration periods in the fall and spring. Communications from administrative offices solicit information vital to planning programs, budgets, and other matters; a timely response is expected. . It is important to complete the annual faculty survey, so that faculty activities can be properly reported each year. The survey can be found at: <https://surveys.rutgers.edu/facsurv>.

### **Tenure and Promotion:**

Faculty members should discuss procedures and deadlines with their department chair, who, in consultation with the appropriate members of their departments, are normally responsible for initiating recommendations for faculty reappointments and promotions. Further information, guidance, and appropriate forms may be found at the Academic Reappointment and Promotions page located at: <http://ruweb.rutgers.edu/oldqueens/FACpromotions.shtml>.

### **Workload:**

Rutgers University is an institution committed to research and creative achievement; instruction at the undergraduate, graduate, and professional level; and service. The professional duties of faculty members, including research, teaching, and service, constitute their workload. Teaching duties are to be consistent with the missions of the departments and the larger academic units, and workload policies are to be consistent with the practice of the academic unit. The Dean, as the chief academic officer of the Faculty of Arts and Sciences and the Graduate School, is responsible for ensuring that the professional duties required of the faculty shall be in accordance with the mission of the university.

### **Sabbatical Program:**

Rutgers University offers a generous sabbatical program for one or two semesters, depending on eligibility. Full information about the sabbatical program, especially the terms of eligibility, the application process, and salary can be found on the web site of the Office of the Executive Vice President for Academic Affairs: <http://academicaffairs.rutgers.edu/AcademicPersonnelPoliciesPage.shtml>.

### **Faculty Compensation Program:**

This program provides for regular and enhanced salary increases to faculty members, including those who have demonstrated recent and continuing excellence based on one or more of the criteria of teaching, scholarship, and service. Detailed information about eligibility and the program can be found in the collective bargaining agreement located on the Rutgers AAUP web site: <http://www.rutgersaaup.org/contract.htm>.

### **Faculty Governance:**

Faculty governance is outlined in the bylaws of the Faculty of Arts and Sciences and the Graduate School. The text of these bylaws, which outline responsibilities and governance structures, can be found on the website of the FAS Faculty Senate: <http://senate.camden.rutgers.edu/>.

### **American Association of University Professors--American Federation of Teachers:**

Faculty are represented by the Rutgers chapter of the American Association of University Professors--American Federation of Teachers. The collective bargaining agreement covers such issues as salary, reappointment and promotion, family leave, and the sabbatical program; the full agreement can be found at: <http://www.rutgersaaup.org/contract.htm>. Information about the Rutgers chapter of the AAUP-AFT can be found at: <http://www.rutgersaaup.org/>.

### **Research Policies:**

According to University policy, all research involving the collection of information, data, or samples from or about human subjects or information, data, samples gathered from people at some prior time either by the researchers themselves or someone else, must be reviewed and approved prior to such studies being undertaken. This policy applies to any work whether new, ongoing, or proposed for funding, whether conducted at the University or elsewhere, by anyone affiliated with Rutgers.

The Institutional Review Board for the Protection of Human Subjects is the body at Rutgers charged with reviewing all projects using human subjects. All faculty, staff, students and others anticipating conducting research projects involving human subjects must be in compliance with University policies and procedures regarding human subjects. Further information can be obtained from the web page of the Institutional Review Board for the Protection of Human Subjects in Research (IRB): <http://orsp.rutgers.edu/Humans/procedure/default.php>.

### **Grant-Funded Released Time:**

The following policy applies to released time from teaching funded by grants:

The grant itself should fund the released time. The released time per three-credit course shall be calculated at 20% of the faculty member's salary, plus benefits, which currently are set at 35.4% of salary (please note that the fringe benefit rate is subject to change annually).

Ordinarily faculty shall apply for only one course of released time in any academic year. In extraordinary circumstances, the dean may approve release for more than one course, or may allow the use of part of the 20% per course figure as matching funds.

All proposed course release should be approved in advance of the faculty member's submission of a grant proposal. A faculty member shall first discuss the proposal with her/his chair. In making the decision to approve or reject a request for grant-funded released time from teaching, the dean shall consult with the chair.

This policy applies to all grant-funded released time, whether the grant is internal or external to the university.

Faculty should allow enough time for the approval process. Ordinarily ten working days before the submission deadline will be sufficient.

### **Funding for Research:**

There are two main offices on campus that provide support as you seek funding for your research: the Arts and Sciences Development Office and the Office of Sponsored Research. For further information and assistance, you can contact:

Suzanne Schaffer, Assistant Dean for Development – x2865;

schaff@camden.rutgers.edu

See also: <http://www.camden.rutgers.edu/RUCAM/development.php>.

Camie Morrison, Director of Sponsored Research – x2949;

cammor@camden.rutgers.edu

See also: <http://orsp.rutgers.edu/camden/>

### **Teaching:**

You should discuss your teaching responsibilities with your department chair, who will provide you with information about specific departmental or course guidelines and policies. In general, you should provide each student with a syllabus, which should include: basic course information as well as class meeting times and location; contact information for you (including office hours, appointment procedures, email, and office phone number, and other contact information); goals and/or objectives of the course; list of textbooks and other reading materials; a clearly delineated schedule of assignments and due dates; class meeting dates; and

policies regarding grading, participation, academic integrity and attendance for class and exams. You should make clear your expectations for the class during your first meeting.

### **The Department Chair:**

The Department Chair has general administrative responsibility for the department. In addition, she or he serves as a valuable resource and guide for the new faculty member. Your chair should inform you about expectations for research, teaching, and service, and help you develop a plan to balance those obligations. You should go to the chair with questions about college, campus, and university policies, particularly those that pertain to teaching (e.g., grading, academic integrity, and scheduling) and the promotion and tenure process.

### **Responsibilities of Department Chairs:**

According to University Regulations, the Department Chair has general administrative responsibility for the department. This includes: overseeing the scheduling of classes, managing the budget, and serving as the point of contact for students and as the intermediary between the department and the dean's office; planning, with the members of the department, ongoing improvements in the department's programs; continuously evaluating the instructional, research, and administrative processes of the department; periodically evaluating members of the department and reporting the evaluations as required; in consultation with appropriate members of the department, recommending appointments, reappointments, promotions, non-reappointments, and dismissals in accordance with University policies and regulations; ensuring that adequate supervision, advice, and training are afforded to new members of the department and other members who might profit thereby; collecting and maintaining thorough records of each member's teaching, scholarship, and service, taking care to measure teaching effectiveness objectively and continuously by such means as peer reviews and student evaluations; and, generally, promoting the effectiveness of the department, college, and University by every appropriate means.

### **Class Rosters:**

Class rosters are available online through the Registrar's Office website. Your departmental secretary or administrative assistant should make the appropriate arrangements to secure online access for you. Once those arrangements have been made, you can access that information from the Registrar's Office at: <https://www.acs.rutgers.edu/rosters>. You will need to use your NetID and password to access rosters and other information. Partway through the semester, you will be asked to submit warning grades, as appropriate, for poor course attendance and/or poor academic performance. Final grades can also be submitted online, once you have appropriate access.

Be sure to keep careful, permanent records of class attendance and grades. However, do not post student grades in any public location (see below for information about the confidentiality

of student records). In addition, the university uses a Rutgers ID number for student records; thus, social security numbers should *not* be used to identify students.

Please note the University's policy on absence due to religious observance, quoted from the catalogue ([http://catalogs.rutgers.edu/generated/cam-ug\\_0608/pg27365.html](http://catalogs.rutgers.edu/generated/cam-ug_0608/pg27365.html)): "It is the policy of the university to excuse without penalty students who are absent because of religious observances and to allow the makeup of work missed because of such absence. Examinations and special required out-of-class activities are ordinarily not scheduled on those days when such students refrain from participating in secular activities. A student absent from an examination because of required religious observance is given an opportunity to make up the examination without penalty."

### **Grading:**

Grades should be used to evaluate student performance in light of the stated objectives for the class. Be sure to indicate how students will be graded and the value of various assignments and examinations in your syllabus. The following grades are used for undergraduates in Arts and Sciences: A (Outstanding), B+ (Intermediate), B (Good), C+ (Intermediate), C (Satisfactory), D (Poor), and F (Failing). Information about other grade symbols and when they should be used can be found at: [http://registrar.camden.rutgers.edu/undergraduate\\_grading.html](http://registrar.camden.rutgers.edu/undergraduate_grading.html).

The grade of INCOMPLETE (IN) should be used when a student with extenuating circumstances receives your permission to complete course work after the roster is turned in. Final grades are submitted on authorized Change of Grade forms (available from your department secretary). By February 1 (for the fall semester), June 1 (for the spring semester), and September 15 (for summer session), the registrar must receive either the final grade or an approved Extension of the Deadline for Course Completion form. When a deadline passes without receipt of a grade change or an extension, the permanent grade becomes F, NC, or U and adversely affects term and cumulative averages. Extension of Incomplete forms are available in the Registrar's Office. Further information about grade symbols can be found at the registrar's site indicated above.

You should discuss departmental standards for grading with your department chair. In addition, according to the Camden Undergraduate Catalog, the "classroom, studio, or laboratory instructor has the responsibility for the assignment of grades. Complaints about a grade must be directed to the instructor in writing, within ten working days of its assignment. Disputes unresolved at this level are referred, in writing, to the appropriate department chairperson. Complaints remaining unresolved at this level should be directed, in writing, to the dean of the appropriate college."

### **Student Behavior:**

The university classroom should offer the opportunity for the exchange of information and ideas. Discussion should be conducted in a respectful manner. From time to time, students

may engage in disruptive behavior, which is not acceptable. For information on relevant policies and procedures, as well as useful strategies, please see: <http://studentaffairs.camden.rutgers.edu/classroomdisruption.html>.

### **Final Examinations:**

If a final exam is given in a course, it must be given in the scheduled exam period, which is published in the class and hour schedule each semester. It may not be given during the last week of class or during the reading period.

### **Academic Integrity:**

Students must understand the importance of integrity and honesty in their academic work. Be sure to discuss with them possible violations of academic integrity and how to avoid them. You should instruct students about the appropriate methods for citing materials in any work they produce for your class. Your syllabus should include information about the academic integrity policy as well as a brief discussion of *possible* consequences.

Violations of academic integrity may include: cheating (the use of inappropriate and unacknowledged materials, information, or study aids in any academic exercise); fabrication (the falsification or invention of any information or citation in an academic exercise); facilitating academic dishonesty (when students knowingly or negligently allow their work to be used by other students or who otherwise aid others in academic dishonesty); plagiarism (the representation of the words or ideas of another as one's own in any academic exercise); and denying others access to information or material.

If you suspect a student of violating the campus academic integrity policy, may choose to investigate and sanction non-separable academic integrity violations (those that would not lead to a recommendation for suspension or expulsion, known as Level 1 and Level 2 violations in the policy), then report the sanction to the unit's Academic Integrity Facilitator (AIF). Faculty members may also refer alleged violations to the unit AIF for investigation and sanction. No matter which option is selected, the faculty member should use the Academic Integrity Violation Form to report the violation to the Dean's Office. This is particularly important in case a student has previously been found to have committed an academic integrity violation. Please note that students may continue to participate in a course or research activities until the case has been adjudicated. Under no circumstances should a student be offered a choice of either dropping a course or facing disciplinary action. A grade of **TZ** should be assigned, pending resolution of this matter, and no penalties should be imposed until this complaint is resolved.

The full version of our Academic Integrity Policy and related materials can be found at: <http://www.camden.rutgers.edu/RUCAM/info/Academic-Integrity-Policy.html>. Please use the forms and sample letters/emails found on this website for reporting a violation and for communicating with students.

Please note that a new University-wide academic integrity policy was approved by the University Senate in April 2011. This policy takes effect on 1 September 2011. Until the final details of implementation have been established, please continue to use the practices and forms available on the website indicated above. Once the University-wide procedures have been implemented, that page will have a link to the web site of the Office of Student Conduct, which will have the final version of the policy, procedural information and timelines, and a link to an online reporting form.

### **Evaluation:**

Student evaluations for each class are conducted each semester through the Teaching Excellence Center in New Brunswick. Departmental secretaries distribute the evaluation forms. The results of the evaluations will be sent to your department chair during the following semester; the evaluations should be shared with you. You should retain these evaluations and summaries, which will be needed for the reappointment and promotion process. Past evaluations are accessible online at: <http://sirs.rutgers.edu/>.

In addition, department chairs and/or other tenured faculty may observe your class from time to time. Such evaluations and observations can provide useful information about teaching techniques and effectiveness.

### **Class Absence Policy for Faculty:**

Faculty members are expected to meet with their classes at all of the scheduled time periods. If a faculty member is ill and must be absent from class, the faculty member must contact the department chairperson so that coverage of the class can be arranged. Except in instances of illness, faculty members are expected to meet with their scheduled classes. A faculty member who believes that he/she cannot meet with regularly scheduled classes for reasons other than this should seek approval from the department chairperson for both absence from class and the alternative arrangements for coverage of the missed classes.

Ordinarily faculty members should not miss more than one half of one week's classes in the course of a semester. However, when extraordinary professional development opportunities are available, a faculty member may discuss with the department chairperson the possibility of making alternative arrangements for longer absences from class. If the chairperson judges both that the professional development opportunity is extraordinary and that the alternative arrangements provide for high quality education for students, the chairperson may approve a faculty member's request to be absent from classes for longer periods. All costs associated with the alternative arrangements (e.g., hiring a guest lecturer) are to be borne by the faculty member.

### **Honors College:**

The Honors College at Rutgers-Camden offers talented students the opportunity to participate in a challenging academic program that includes honors seminars, junior and senior year projects, and extracurricular activities. Selection into this program is very competitive; approximately 100 new students are accepted into the Honors College at Rutgers-Camden each year. Additional information about the Honors College can be found on its website at: <http://honors.camden.rutgers.edu>.

Honors seminars comprise a key part of the Honors College experience. Each student must take three seminars during their first two years. These seminars give faculty members the opportunity to teach a small class with many opportunities for discussion. If you are interested in teaching an honors seminar, contact Allen Woll, Associate Dean and Director of the Honors College (x6671 or [awoll@camden.rutgers.edu](mailto:awoll@camden.rutgers.edu)).

### **Winterim and Summer Session:**

Winterim classes use a compact schedule, meeting in the first two weeks of January. Students generally meet for an orientation before the winter break and then engage in a series of directed readings and/or Internet activities before classes begin. Undergraduate and graduate day and evening classes are offered during the summer in several separate sessions.

Faculty wishing to teach either Summer Session or Winterim classes should notify their department chair. Further information about both programs may be obtained from the Summer Session and Winterim web sites: <http://summer.camden.rutgers.edu/> and <http://winterim.camden.rutgers.edu/>.

### **Academic Advising:**

There are three academic advisors for Arts and Sciences, who work with students who have not yet declared majors. They also review students for compliance with graduation requirements. Students who have declared majors will be advised by departmental faculty; this responsibility is considered to be part of your service to your department and the College. Please note that departmental advisors are primarily responsible for advising students about major requirements. Our advising staff is available to answer questions about general education and graduation requirements.

An online advising handbook for faculty can be found at: <http://advising.camden.rutgers.edu/faculty/index.html>.

A useful tool for academic advising is the Degree Navigator program. Access to this degree audit program can be found at: <http://dnadvisor.rutgers.edu> . You will need to log in using your NetID and password. Questions about Degree Navigator can be directed to Assistant Dean Nancy Gulick (856/225-6043) or [nvgulick@camden.rutgers.edu](mailto:nvgulick@camden.rutgers.edu).

The offices of our academic advisors are on the second floor of Armitage Hall. The office can be reached by phone at 856/225-6043; Krista Wehlen is the administrative assistant for the office.

Our advisors are:

Assistant Dean Nancy Gulick, [nvgulick@camden.rutgers.edu](mailto:nvgulick@camden.rutgers.edu)

Assistant Dean Danyelle Thurman, [dthurman@camden.rutgers.edu](mailto:dthurman@camden.rutgers.edu)

Assistant Dean Jennifer Thiel, [jjthiel@camden.rutgers.edu](mailto:jjthiel@camden.rutgers.edu)

### **Office of Civic Engagement:**

The Office of Civic Engagement supports and coordinates Rutgers–Camden’s efforts to benefit communities beyond the campus. OCE provides a link between the university and the community, facilitating partnerships that create opportunities for learning and research in settings that advance community goals. OCE consults with faculty, departments, and programs seeking to integrate civic engagement into curricula through service learning courses, community-based research, public interest internships, and collaborative projects. Faculty in any discipline interested in exploring opportunities for integrating civic engagement into their teaching or research are encouraged to contact Andrew Seligsohn, Director of Civic Engagement, [ajs@camden.rutgers.edu](mailto:ajs@camden.rutgers.edu) or x6754.

### **Confidentiality:**

Rutgers complies with the Family Educational Rights and Privacy Act (FERPA). FERPA affords students certain rights with respect to their education records, including the right to inspect and review those education records and the right to request amendment of education records that the student believes are inaccurate or misleading. According to University guidelines, “Rutgers shall obtain the prior consent of the student before disclosing personally identifiable information contained in the student's education records, EXCEPT to the extent FERPA authorizes disclosure without consent.” Moreover, “there are a number of exceptions to the general rule prohibiting disclosure of personally identifiable information from education records without prior consent of the student.” Some common exceptions used by Rutgers include disclosure to Rutgers officials with legitimate educational interest in the records being sought and the release of student directory information. More details from the University Policy can be obtained from the Office of Compliance, Student Policy, and Judicial Affairs at their web site: <http://www.rci.rutgers.edu/~polcomp/ferpa2.shtml>. Questions about FERPA can be directed to Associate Chancellor/Dean of Students Mary Beth Daisey ([daisey@camden.rutgers.edu](mailto:daisey@camden.rutgers.edu)).

Faculty members should take care to protect student confidentiality. For example, do not publish or display lists of students by student identification number, do not list grades publicly by name or student identification number or publish grades on a web site or an email list, and do not leave student papers or exams for pickup outside your office. All papers, exams, and

other graded materials should be kept securely in your possession until picked up by students or mailed to them in a self-addressed, stamped envelope provided by the student.

### **Policy Prohibiting Harassment:**

Rutgers is committed to maintaining a diverse academic, work and living environment free from harassment based on an individual's race, religion, color, national origin, ancestry, age, sex, sexual orientation, disability, and marital or veteran status. The university requires that all students, faculty, and staff adhere to the law and university policies aimed at preventing harassment and discrimination. Faculty members should acquaint themselves with appropriate procedures for the referral and assistance of a student or employee concerned about harassment. Information about the policy and complaint process can be found on the web page of the Office of Employment Equity at: <http://uhr.rutgers.edu/ee/Harassment.htm>. The Office can also be contacted by phone at 732-932-3020 (x4030).

### **Library Information and Resources:**

The Paul Robeson Library houses traditional and electronic publications. To find information about the library and its resources, as well as guides for finding books, articles, and electronic publications, and to access the catalogue, go to: [http://www.libraries.rutgers.edu/rul/libs/robeson\\_lib/index.html](http://www.libraries.rutgers.edu/rul/libs/robeson_lib/index.html). Helpful information for faculty can be found at: [http://www.libraries.rutgers.edu/rul/libs/robeson\\_lib/index.html](http://www.libraries.rutgers.edu/rul/libs/robeson_lib/index.html). The library assigns a reference librarian as a liaison for faculty in particular subject areas. To determine which librarian is most appropriate for you to contact, go to [http://www.libraries.rutgers.edu/rul/libs/robeson\\_lib/dept.html](http://www.libraries.rutgers.edu/rul/libs/robeson_lib/dept.html).

Directions for placing items on reserve (traditional or electronic) can be found at : [http://www.libraries.rutgers.edu/rul/libs/robeson\\_lib/findreserves.html](http://www.libraries.rutgers.edu/rul/libs/robeson_lib/findreserves.html).

Note that access to the library and its resources requires an identification card and its accompanying barcode number. The procedure for obtaining an identification card is described above.

The library staff provides instruction for students in research strategies and resources. Arrangements for such instruction can be made through the library liaison for your department.

### **Computing:**

According to the Acceptable Use Policy, "the University expects all members of the community to use computing and information technology resources in a responsible manner, respecting the public trust through which these resources have been provided, the rights and privacy of others, the integrity of facilities and controls, and all pertinent laws and University policies and standards." All members of the Rutgers community are expected to comply with the provisions of the acceptable use policy, the full text of which can be found at: <http://oit.rutgers.edu/acceptable-use.html>.

Camden Computing Services provides support for our technology infrastructure and is part of the University's Office of Information Technology. Their web page provides information about the specific services they provide and how to access them:  
<http://computing.camden.rutgers.edu/facstaff.php>.

### **NetID:**

Your NetID provides access to computing accounts and other web-based applications, such as class rosters and grading. Going to the Faculty/Staff page on the Camden Computing Services website will provide guidance in establishing your account. Go to <http://www.camden.rutgers.edu/computing/facstaff.php> and select "Creating and Managing Your NetID." Information about other services is also available at this site.

### **Email Account:**

Once you have followed the procedures to create your NetID, you should also have created an email account. You will be able to access email through an email program on your office computer. In addition, access is available through WebMail, which enables you to use email through an Internet browser. To access WebMail in Camden, go to:  
<http://webmail.camden.rutgers.edu/> and click on Faculty and Staff to begin the login process.

### **Web Pages/ Course Management System:**

Establishing an email account also enables you to establish professional web pages. Assistance in developing your web page is available from Emily Corse, program director for Instructional Design and Technology (see below).

If you wish to use a course management system (CMS), Rutgers participates in the Sakai Project, which is an open source CMS. See <https://sakai.rutgers.edu/portal>. Emily Corse can provide assistance as you develop your course site(s).

### **Support for Computing:**

Generally, you should use the Arts and Sciences Computing and Instructional Technologies (CIT) group as a resource for solving computing problems. CIT provides computer hardware and software installation and troubleshooting services. Related services include support of the campus video conferencing facility, the campus distance learning facility, and web page administration. Information about the specific services provided by CIT can be found on their web site at: <http://cit.camden.rutgers.edu/>. Your departmental secretary can assist you in contacting CIT for assistance or you can call x6673 directly.

### **Instructional Design and Technology:**

The Instructional Design and Technology Program supports the appropriate integration of technology into the curriculum. The Program Director is available to consult with faculty on an individual basis and also conducts training workshops. Some of the specific topics addressed by this office include course management systems (including Sakai), creating digital content, using multimedia for teaching, and faculty website development. Further information about the program and a schedule of upcoming workshops can be found at its website:

<http://idt.camden.rutgers.edu/index.htm>. You can contact Emily Corse, the program director, at [corse@camden.rutgers.edu](mailto:corse@camden.rutgers.edu) or x6474.

### **Support for Smart Classrooms:**

Support for smart classrooms and mobile equipment requests are managed by Camden Computing Services. These classrooms have either a PC built into a podium or a wall-mounted unit to which you can connect a notebook computer. All smart classrooms contain a VCR and several have DVD players available. Information about the specific equipment available in individual classrooms as well as instruction for equipment use can be found at:

<http://computing.camden.rutgers.edu/smartclass/index.php>. If you plan to use mobile audio, video, or projection equipment in your class, you should request that equipment by using the web-based form available at the Computing Services website:

<http://computing.camden.rutgers.edu/smartclass/MobileEquipmentRequestForm.html>.

Please note that Camden Computing Services is changing the configuration of many smart classrooms so that you may no longer need to bring a notebook computer with you. Until this project is completed, it is probably best to check the rooms in which you have been assigned to teach to check the latest configuration of equipment.

### **Identification Card:**

You may obtain your identification card, sometimes called the RUConnection Card, at the Impact Booth, which is located in the lobby of the Campus Center. You will need to have created a NetID in order to obtain an identification card. Your NetID is the same as your email username (see above for procedures to follow).

### **Ordering Textbooks:**

Textbooks can be ordered online through the campus bookstore:

<https://secure.bncollege.com/webapp/wcs/stores/servlet/FacultySplashLoginView?storeId=65132&jspStoreDir=ConsumerDirectStorefrontAssetStore&catalogId=10001&langId=-1&langId=-1&krypto=xlktNo2ZrledEbtVFkciTAUGUSWi9Pvxy5m%2BLwxlh8KPdSQFgiuzRWc97eC2QvNEomOkBBKFQL31%0Aai1Jjt2duw%3D%3D>. The bookstore may be contacted by phone: 856/968-1200. It is located at 6<sup>th</sup> and Cooper Streets and its web site is:

<http://universitydistrict.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=66513&catalogId=10001>

### **Financial Matters:**

Paychecks are issued every two weeks, normally on Fridays. You may elect to have your check directly deposited into your checking account after you have received your first check. To do so, you will need to submit a blank check and completed form to Ms. Maria Garcia, the FAS Business Manager, whose office is on the third floor of Armitage Hall. If you do not elect direct deposit, your check will be available from your departmental secretary. Any questions about paychecks should be directed to Ms. Garcia (email: [magarcia@camden.rutgers.edu](mailto:magarcia@camden.rutgers.edu) or phone: 856/225-6100).

### **Human Resources:**

As a Rutgers employee you have access to a comprehensive benefits package. University Human Resources offers a variety of employee benefits seminars to help you better understand and fully utilize your benefits. The campus human resources office can provide information and assistance about the full range of benefits, including health benefits, insurance, and pension plans. The University Human Resources site can be found at: <http://uhr.rutgers.edu/>.

For information about benefits and enrollment as well as other human resources matters, contact Gregory O'Shea, the campus human resources manager by phone: 856/225-6475 or email: [osheag@camden.rutgers.edu](mailto:osheag@camden.rutgers.edu).

### **Reimbursement of Travel and Related Expenses:**

The full University policy about reimbursement of these expenses can be found at: <http://policies.rutgers.edu/PDF/Section40/40.4.1-current.pdf>. The policy requires careful documentation of expenses and submitting receipts along with a Travel and Business Expense Report (TABER), which can be downloaded at <http://rias.rutgers.edu/Forms/Travel/expense.doc>. You might also find the University's travel site helpful: <http://www.ruttravel.rutgers.edu/>.

To be reimbursed for travel and other expenses, you need appropriate documentation and the approval of your department chair. Your departmental secretary or administrative assistant can help you with the preparation of the appropriate forms and related materials. Reading the University's policy before you travel will simplify and expedite the reimbursement procedure. Specific questions can be directed to your departmental secretary or to Louise Waters in the Dean's Office. Please note that very specific documentation is often required to comply with University regulations.

**Office Facilities:**

You will be provided with office space near other faculty members from your department. The departmental secretary will arrange for the key for your office.

**Mailbox and Photocopying:**

Your departmental secretary will provide you with information about where you can pick up your mail as well as the procedures to be followed for requesting or making photocopies of materials for class use.

All faculty members should minimize the use of photocopying services by placing as much material as possible on Sakai sites for their classes.

**Parking:**

A permit is required to park in University lots; you may apply online for the permit at: <http://parking.camden.rutgers.edu/faculty-staff.html>. Faculty/staff parking is available in lots next to and across from Armitage Hall, across from the gymnasium, next to the Business and Science Building, and in the main lot located at Delaware Avenue and Cooper Street (on the waterfront). A regular shuttle service is available from the waterfront lot. In addition metered parking is available on the streets; be sure to keep the meter fed, as they are regularly checked and tickets issued.

An online map of the campus, showing buildings and parking lots is available at: <http://maps.rutgers.edu/maps/default.aspx?campus=3>.

Do not park in lots designated for residents or with other posted restrictions. If you get a ticket, payment may be made at the Bursar's Office, located at 4<sup>th</sup> and Cooper Streets.

**Inclement Weather:**

It is the general policy of the University not to cancel regularly scheduled classes because of weather conditions. In most cases, therefore, of emergencies that disrupt local transportation facilities or create personal problems, students and faculty members should make decisions as to attendance that appear appropriate to them in their particular circumstances. However, there are instances where especially adverse and hazardous road conditions make it impossible to travel and to conduct academic activities at the campus. On these infrequent occasions appropriate announcements will be made over KYW (1060 AM), an area radio station. The following code numbers will identify the campus: 605 – Day Session classes (8:00 a.m. - 6:00 p.m.) and 2605 -- Evening Session classes (6:00 p.m. - 10:30 p.m.). Information about campus closings will also be posted on the campus home page: <http://www.camden.rutgers.edu/>.

### **Services for International Students:**

These services are provided for international students in Arts and Sciences and Business. They are coordinated by Elizabeth Atkins, Assistant Dean for International Students, who is part of the Division of Student Affairs. She can be reached via phone (856/225-2521) or email (atkins1@camden.rutgers.edu). See <http://ois.camden.rutgers.edu/> for further information.

### **Learning Center:**

The Rutgers-Camden Learning Center provides assistance with study, organizational, and writing skills to students through tutoring, academic coaching, and workshops. Information about their services can be found at: <http://learn.camden.rutgers.edu/>. The Learning Center is located on the second floor of Armitage Hall.

### **Educational Opportunity Fund (EOF):**

The Educational Opportunity Fund is a state-funded program providing opportunities for higher education to New Jersey residents who would not be able to attend college without the program's financial assistance and special services. The Rutgers-Camden EOF program offers academic support, academic advising, specialized tutoring, counseling, supervised and independent study groups, special skills workshops, and bilingual services for its students. For more information about the EOF program and its staff, see <http://eof.camden.rutgers.edu/index.html>.

### **Students with Disabilities:**

Rutgers is committed to providing fair treatment and reasonable accommodations for students with disabilities. Information about disability services can be obtained from Thomas DiValerio, Associate Dean of Students. He can be reached by phone (856/225-2663) or email (tdivaler@camden.rutgers.edu). See <http://www.camden.rutgers.edu/dept-pages/studentaffairs/disabled.html> for further information.

### **Other Services for Students:**

Many services are provided for students, including health services (physical and psychological), career services, student activities, athletics and recreation, dining services, and residence life.

Specific information about health services at Camden can be found at: <http://crab.rutgers.edu/~ruhealth/>. Counseling is available for students experiencing personal difficulties; information about services offered, the referral process, and emergency procedures is available at: <http://healthservices.camden.rutgers.edu/psychservices/psychinfo-howtorefer.html>. The staff of Health Services and Psychological Services can be reached by phone at x6005.

Information about the Career Center can be found at: <http://cc.camden.rutgers.edu/>.

The Office of Campus Involvement provides information about student activities and related matters at its web site: <http://activities.camden.rutgers.edu/>.

Other useful web sites are:

athletics and recreation (<http://athletics.camden.rutgers.edu/>),

the campus center (<http://www.camden.rutgers.edu/Camden/Student/index.html>),

and residence life (<http://housing.camden.rutgers.edu/>).

### **End of the Year Events:**

The conclusion of the academic year is marked by a series of celebrations that mark the accomplishments of our students. These events include:

- *CURCA* (Celebration of Undergraduate Research and Creative Activity) – students present their scholarly and creative work to the campus community. This year’s program is scheduled for April 14, 2011.
- *Honors Convocation* – an awards ceremony that recognizes student academic achievements and campus service. This year’s program is scheduled for May 12, 2011.
- *Graduation* -- This year’s ceremony is scheduled for May 19, 2011.

It is important for faculty to attend these events. Our students treasure their connections with the faculty and it is very meaningful for them to have their professors join them for these occasions.

### **Additional Information:**

Other useful information may be found in the faculty menu of the Faculty of Arts and Sciences home page: <http://www.camden.rutgers.edu/RUCAM/index.php>.