To: University Senate

Report to the Senate – December 16, 2019

From: Ad Hoc Committee to Initiate Updates for a Table of Contents for the Faculty Handbook

               Dr. Jennifer Musial, Chairperson

                        Dr. Kathleen Mahoney

                        Dr. Sungbeen park

                        Prof. Jeanette Ramos-Alexander

                        Dr. Yufeng Wei

                        Ms. Anna Scanniello

December 5, 2019

Recommendation of Committee (Action Item)

Preamble:

[At the Senate meeting of April 15, 2019 a resolution was made to create an Ad Hoc Committee to Initiate updates for a table of contents for the Faculty Handbook.](https://webmail.exchange.njcu.edu/owa/redir.aspx?C=QXJRih8evAHIUx5ZUkAEs0fTeAr8kJ5slxC8II4DlYJnGsQEYHrXCA..&URL=http%3a%2f%2fwww.njcu.edu%2f) In Fall 2019, a 5-member committee scoured the handbook for inaccuracies and updates. We made recommendations of what needed to be changed or added to the handbook.

**WHEREAS:** The last faculty handbook was written in 2009;

**WHEREAS:** There have been many physical infrastructure, technology, procedure/policy, and labor contract changes since 2009;

**WHEREAS:** The 2009 faculty handbook is out-of-date, sometimes inaccurate, and limited in its usefulness for new and returning faculty members;

**WHEREAS:** AFT contract negotiations are underway leading to a new faculty contract;

**WHEREAS:** Some of the policies and procedures in the faculty handbook are currently under review by committees and/or various administrative or student service offices;

**WHEREAS:** A faculty handbook is an important “one-stop-shop” for all faculty members and acts as an essential orientation document for new faculty members;

**RESOLVED:** That the Ad Hoc Committee on the Faculty Handbook calls upon the Senate to revise the faculty handbook according to the following suggested recommendations at the conclusion of AY 2019-2020 or when the AFT contract is settled, whichever comes last, so that the handbook reflects the most up-to-date information available heading into AY 2020-2021:

**RESOLVED:** The Senate will update the faculty handbook every three years thereafter.

***Chapter 1 – The University............................................................................................***

**General Description...............................................................................................................**

*Change to current president*

**A Brief History of the University ..........................................................................................**

**University Mission .................................................................................................................**

*Align language of the learning outcomes to language passed in Fall 2019*

**Academic Organizational Structure ...................................................................................**

*Add School of Business; remove Center for Teaching and Learning; remove Office of Academic Services for Evening Students; add new Latinx Center*

**Accreditation/ Approvals/Memberships .............................................................................**

**Degree, Minor and Certificate Programs............................................................................**

Undergraduate Programs.................................................................................................................

Graduate Programs..........................................................................................................................

*Needs updating with new programs/degrees*

**New Pathways to Teaching in New Jersey (NPTNJ) ..........................................................**

*Revise or remove to reflect current status of this program*

**Academic and Administrative Buildings.............................................................................**

*Add: West Campus/University Place, School of Business*

**Residence Buildings .............................................................................................................**

*Add: West Campus/University Place*

**Off Campus Sites .................................................................................................................**

*Add: WALL/Fort Monmouth Campus; Harborside*

***Chapter 2 – Governance and Administrative Structure................................................***

*Add: statement on shared governance*

**Board of Trustees.................................................................................................................**

General Responsibilities of the Board of Trustees.........................................................................

The Board of Trustees’ Role in Regard to University Personnel Matters.......................................

*Change: Names; Add: direct readers to the website*

**Higher Education in New Jersey .........................................................................................**

**The Commission on Higher Education in New Jersey........................................................**

**The New Jersey Presidents’ Council ...................................................................................**

**The Labor Relations Process in New Jersey .......................................................................**

Bargaining Units within the State College/Universities ...........................................................

Council of N.J. State College Locals, AFT, AFL-CIO...............................................................

*Change: Needs to reflect current AFT contract language*

**Operating Procedures and Regulations ..............................................................................**

Accountability and Financial Disclosure..........................................................................................

*Change: eliminate email addresses to ensure information stays current*

**University Senate and Constitution.....................................................................................**

New Jersey City University Senate Constitution ..........................................................................

***Chapter 3 - Personnel Policies and Procedures............................................................***

*Change: Whole section needs to reflect current AFT contract language*

**Academic Freedom Policy ...................................................................................................**

**Absence from Work Policies ...............................................................................................**

Child Care Leave of Absence without Pay.......................................................................................

Donated Leave................................................................................................................................

Family Medical Leave Act Policy (FMLA)......................................................................................

Leave of Absence without Pay ........................................................................................................

Maternity Leave..............................................................................................................................

Medical Leave of Absence ..............................................................................................................

Sick Leave ......................................................................................................................................

Special Leaves ................................................................................................................................

Unauthorized Absences...................................................................................................................

Workers’ Compensation/Sick Leave Injury (S.L.I.).........................................................................

**Animals on Campus Policy..................................................................................................**

**Change of Address and/or Status Policy .............................................................................**

**Civil Unions Policy...............................................................................................................**

**Conscientious Employee Protection Act (“Whistleblower Act”)........................................**

**Dismissal Policy ...................................................................................................................**

*Change: eliminate email addresses to ensure information stays current*

**Drug and Alcohol Policies ...................................................................................................**

Alcohol Policy ................................................................................................................................

Drug-Free Workplace Policy...........................................................................................................

**Falsification of Application Materials.................................................................................**

**Personnel Files .....................................................................................................................**

**Resignation Policy................................................................................................................**

**Sexual Harassment Policy ...................................................................................................**

*Change: must reflect current Title IX officers on campus*

**Smoking on Campus Policy.................................................................................................**

*Change: must reflect current smoke-free campus*

**Standards of Conduct Policies.............................................................................................**

Conflicts of Interest/Ethics Program Summary ................................................................................

Faculty Responsibility for Reviewing and Understanding the Uniform Code, the NJCU Code, and the Guide..............................................................................................................................................

**Workplace Violence Policy and Procedure.........................................................................**

Policy Statement .............................................................................................................................

Workplace Violence Procedures......................................................................................................

**Faculty Appointments .........................................................................................................**

Period of Appointment....................................................................................................................

Qualifications for Academic Rank...................................................................................................

Retention and Tenure......................................................................................................................

Tenure ............................................................................................................................................

Procedures/Guidelines/Criteria for Faculty Promotions....................................................................

University-wide Promotions Committee ..........................................................................................

**Range Adjustment Policy ....................................................................................................**

Merit-based Criteria for Range Changes ..........................................................................................

Campus-wide Committee on Range Adjustments for Faculty..........................................................

**Grievance Procedures..........................................................................................................**

**Retirement Policies ..............................................................................................................**

Transition to Retirement Program....................................................................................................

***Chapter 4 - Departmental and Organizational Matters ................................................***

**Department Chairpersons ...................................................................................................**

*Change: needs to reflect current AFT contract language for Dept chairs*

**Functions and Responsibilities of Departments..................................................................**

Faculty Code of Professional Commitment......................................................................................

Teaching Responsibilities................................................................................................................

*Change: needs to reflect current AFT contract language*

Supervision and Advisement ...........................................................................................................

*Change: needs to reflect current AFT contract language*

Independent Study and Thesis Advisement......................................................................................

*Change: needs to reflect current AFT contract language*

Student Teaching Advisement .........................................................................................................

*Check language with education; link needs to be updated*

Syllabi ............................................................................................................................................

*Recommend: link to syllabus template via Associate Provost for Academic Affairs office*

*Recommend: align with CIM*

Textbook Selection .........................................................................................................................

*Change: needs to reflect current AFT contract language*

Faculty Offices ...............................................................................................................................

*Change: needs to reflect current AFT contract language*

Office Hours ...................................................................................................................................

*Change: needs to reflect current AFT contract language*

Other Responsibilities .....................................................................................................................

*Change: needs to reflect current AFT contract language*

Faculty Meetings.............................................................................................................................

*Change: needs to reflect current AFT contract language*

**Organizational Matters .......................................................................................................**

Guidelines for Obtaining and Using the GothicCard ........................................................................

*Change: link and location*

Lost or Stolen GothicCard...............................................................................................................

*Change: needs recent contact information*

Guidelines for Requesting New Course Approval ............................................................................

*Change: needs to reflect CIM*

Change in Faculty Programs..........................................................................................................

*Change: needs an updated link*

Procedures for Scheduling Events .................................................................................................

*Change: needs to reflect current space use policy*

Reporting Faculty Absence ...........................................................................................................

Textbook Orders ...........................................................................................................................

*Change: need link for NJCU bookstore*

***Chapter 5 – Academic Standards, Policies, and Procedures ........................................***

**Academic Standards ..........................................................................................................**

Academic Standing .......................................................................................................................

*Change: needs to reflect current Senate policy/conversation about appeals changed in 2019*

Academic Honors .........................................................................................................................

Academic Probation......................................................................................................................

*Recommendation: needs to explain how students are notified that they are on probation*

Academic Warning .......................................................................................................................

*Recommendation: needs to explain how students are notified that they are on warning*

Academic Suspension ...................................................................................................................

*Change: new links are needed*

Academic Dismissal......................................................................................................................

Class Status ..................................................................................................................................

Time Limit on Credits...................................................................................................................

Course Load and Overload Options ...............................................................................................

Grading Policies............................................................................................................................

Administrative Withdrawal ...........................................................................................................

Grade Recomputation Policy.........................................................................................................

*Change: new links are needed; policy was automated in 2014*

Class Management Policies...........................................................................................................

*Recommendation: should include language about mid-semester warnings*

Student Records Policy .................................................................................................................

Academic Integrity Policy.............................................................................................................

Academic Program Review Policy ................................................................................................

***Chapter 6 - Professional Development and Renewal Program...................................***

**The Professional Development and Renewal Program....................................................**

*Change: new links are needed*

**Career Development Program ..........................................................................................**

*Change: new links are needed*

**Separately Budgeted Research (SBR) Program ...............................................................**

*Change: new links are needed; SBR now goes through Interfolio*

**Mini-Grant Program.........................................................................................................**

*Change: new links are needed; must Provost’s email about the program in Fall 2019*

**The International Incentive Grant (IIG) ..........................................................................**

*Change: new links are needed; unclear if this is active*

**Sabbatical Leave................................................................................................................**

*Change: update to reflect current practice/policy/website information*

**New Faculty/Staff Workshops...........................................................................................**

**Faculty/Academic Affairs Dialogues .................................................................................**

**Publications........................................................................................................................**

*The Academic Forum*....................................................................................................................

*Change: new links are needed; contact information should be updated; formatting has changed*

*The Journal of the Imagination in Language Learning*..................................................................

*Change: does not appear to be active*

*Transformations: The Journal of Inclusive Scholarship and Pedagogy*...........................................

*Change: new publication home; update contact information*

*Add: any new publications out of NJCU*

***Chapter 7 – Travel Policies for Faculty, Staff and Students.......................................***

*Change: new links are needed for whole section*

**Faculty and Staff Travel Policies.......................................................................................**

*Change: new links are needed; new policies should be reflected; CONCUR should be added*

Prospective Employees’ Travel .....................................................................................................

Allowable Expenses......................................................................................................................

Reasons for Travel ........................................................................................................................

Transportation...............................................................................................................................

Hotel, Meals and Registration Fees................................................................................................

Student Travel Policies..................................................................................................................

*Change: should reflect current policies and procedures*

***Chapter 8: Faculty and Staff Services........................................................................***

*Change: new links are needed across whole section*

**Alumni Relations ...............................................................................................................**

**Athletics and Fitness Center (John J. Moore Athletics and Fitness Center) ...................**

**Center for Teaching and Learning....................................................................................**

*Remove: no longer available*

**Child Care Services ...........................................................................................................**

**Communications and Marketing.......................................................................................**

**Development ......................................................................................................................**

**Faculty Dining Room (The Round Table).........................................................................**

**Grants and Sponsored Programs ......................................................................................**

**Health Care Services .........................................................................................................**

**Library (Congressman Frank J. Guarini Library) ..........................................................**

*Change: new links are needed; requires update*

**Library Services and Procedures ......................................................................................**

**Mailing and Duplicating Center.......................................................................................**

*Change: new links are needed, include duplicating email*

**NJCU Foundation, Inc.......................................................................................................**

**Online Learning.................................................................................................................**

*Change: new location at University Place/West Side*

*Change: include Blackboard, GothicNet (EAB, IDEA) and CIM*

**Parking Facilities and Services..........................................................................................**

*Change: a new parking map and costs are needed*

**Paycheck Distribution .......................................................................................................151**

**Public Information and Community Relations.................................................................151**

**Public Safety Department Services ...................................................................................**

*Change: policies may have changed (ie. locksmith?)*

**Research Assistance (Queries)...........................................................................................**

*Change: Office of Institutional Effectiveness*

**Telephone and Mail Service ..............................................................................................**

**Television and Multi-media Production............................................................................**

**Tuition Waiver Program...................................................................................................**

*Change: needs to reflect current AFT contract language*

***Chapter 9 – Emergency Procedures ...........................................................................***

*Recommendation: Public Safety needs to review the policies for accuracy*

**Declaration of University State of Emergency..................................................................**

**Emergencies .......................................................................................................................**

Bomb Threats ...............................................................................................................................

Building Fires ...............................................................................................................................

Chemical Spills (Immediate Danger) .............................................................................................

Chemical Spills (Not Immediately Dangerous) ..............................................................................

Gas Leaks .....................................................................................................................................

Odors or Leaks (Suspicious and/or Hazardous)..............................................................................

Suspicious Package.......................................................................................................................

Critical Incidents...........................................................................................................................

Medical Emergencies....................................................................................................................

Closing and Evacuation Procedures ...............................................................................................

Assisting Students Who Are Emotionally Distressed and/or Disruptive..........................................

*Change: needs to reflect current policy/practice; should be reviewed by the Counseling Center*

Reporting Criminal Activity..........................................................................................................

***Chapter 10 – Affirmative Action Policies ...................................................................***

**Equal Employment Opportunity/Affirmative Action (EEO/AA) ....................................**

*Change: include compliance video information*

***Chapter 11 – Institutional Review Board ...................................................................***

*Change: needs to reflect current IRB procedures; recommend that* ***Ashok Vaseatha****review*

***Chapter 12 – Technology Support Services ................................................................***

**Department of Information Technology (IT)....................................................................**

**Campus Technology Resources .........................................................................................**

**Technology Policies, Procedures, and Guidelines ............................................................**

**Department of Academic Computing ...............................................................................**

***Chapter 13 - Student Services.....................................................................................***

*Recommendation: updates should be written & reviewed by each identified program/service; a generalized email should be provided; link to Office for Student Success*

**Programs............................................................................................................................**

The Academic Foundations Program.............................................................................................

The Cooperative Education Program.............................................................................................

The First Year Experience Program (FYEP) ..................................................................................

The International Students and Study Abroad Program..................................................................

The Opportunity Scholarship Program (OSP) ................................................................................

The Learning Communities Program (TLC) ..................................................................................

Project Mentor ..............................................................................................................................

Mathematics Peer Tutoring Program .............................................................................................

**Services ..............................................................................................................................**

Advisement...................................................................................................................................

*Change: name change*

Child Care ....................................................................................................................................

Counseling and Psychological Services .........................................................................................

ESL Support Services ...................................................................................................................

Financial Aid ................................................................................................................................

Health Care/Immunization Compliance .........................................................................................

Library Services............................................................................................................................

Physical and/or Learning Disabilities.............................................................................................

Public Computer Labs...................................................................................................................

Departmental Computer Labs........................................................................................................

Training........................................................................................................................................

Assistive Technology....................................................................................................................

The Writing Center .......................................................................................................................

*Change: to HUB with current location*

General Services ...........................................................................................................................

We also recommend adding the following items:

* Information about the electronic training for Title IX & Campus Harassment;
* Information about ALICE Active Shooter training
* Information about how to sign up for NJCU alerts, including alerts for Wall, Fort Monmouth
* Blend Chapter 12 with other sections on online learning/tech support, EAB, TK-20, Blackboard, GothicNet under the banner of “Technology and Learning”
* Create new section on the General Education program
* Notation about use of Interfolio for Tenure and Promotion
* Information about how to effectively use tools/resources (i.e. EAB, counseling, advising) to catch students who are falling behind
* Section on how to propose a study abroad experience
* Build the section on the library to include information about book/media ordering; ILL policies; staff contact information for subject areas; how to put books on reserve

Respectfully submitted by:

Jennifer Musial (Chair)

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Anna Scanniello