



New Jersey City University
FACULTY HANDBOOK
September 2009



New Jersey City University
Office of the President

2039 Kennedy Boulevard
Jersey City, New Jersey 07305

September 1, 2009

Dear Colleague,

It is my pleasure to share the Faculty Handbook with you. The Handbook is designed to familiarize you with the services, resources, and procedures that are available to assist you in the effective performance of your tasks at this vital and richly diverse urban University. The document will be continuously updated in order to remain current and accurate.

I wish to extend my sincere appreciation to the many individuals who devoted time and effort to the production and distribution of this document. A .PDF version is available on the Web page of the Vice President for Academic Affairs, <http://web.njcu.edu/dept/academicaffairs/>.

A handwritten signature in dark ink that reads "Carlos Hernández".

Carlos Hernández, Ph.D.
President

New Jersey City University

Faculty Handbook

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Chapter 1 – The University

General Description

President	Dr. Carlos Hernández	
Mailing Address	New Jersey City University, 2039 Kennedy Boulevard, Jersey City, NJ 07305-1597	
Location	Hudson County	
Campus Size	47 Acres (Campus Map)	
Main Phone	201.200.2000	
Academic Affairs	Hepburn Hall Room 309	201.200.2033/3003
Public Information	Hepburn Hall Room 321	201.200.3426
URL Web Site	www.njcu.edu	

There is much to discover at New Jersey City University. This vital, 81-year-old liberal arts institution (formerly Jersey City State College) offers an incomparable educational experience at an affordable price. The University is ideally located just across the Hudson River from Manhattan. This setting offers abundant opportunities for study and job placements in metropolitan area corporations, government, and in the nonprofit sector.

At the heart of the University is a strong academic program that is recognized by a host of accrediting institutions. NJCU has an esteemed and caring faculty and extensive student support services. Thirty-seven undergraduate degree programs are offered, as are graduate studies and teacher certification programs. NJCU provides unparalleled opportunity for academic and personal growth through such study options as its nationally recognized Cooperative Education Program, which enables undergraduates and graduates in all majors to earn income and academic credit while experiencing field study at one of hundreds of participating corporations, agencies, and organizations.

There is a sense of excitement on the 47-acre, tree-lined campus, which is located in the midst of one of the world's largest metropolitan areas. The University community is rich in diversity; people from many cultures come together and learn from each other. The student population includes high school graduates pursuing the four-year degree sequence, part-time and weekend students, nontraditional older students, and students seeking job retraining - all of whom are able to take advantage of the University's flexible class scheduling. While drawn primarily from northern New Jersey and the New York metropolitan area, students from many other states, some as distant as California and Florida, are enrolled. International students, who come to the University from more than fifty-one countries around the globe, enrich the multicultural nature of the campus.

The total undergraduate and graduate enrollment for full and part-time students at the University is approximately 10,000. An average class size of 19, smaller than that of most universities, enables students to work closely and directly with faculty members and classmates, encouraging intellectual exchange and fostering successful mentoring relationships.

The academic programs of New Jersey City University have evolved over the past 81 years. The institution, which was chartered as a teacher-training school in 1927, grew to become a liberal arts college in 1968, and in 1998 achieved university status.

A Brief History of the University

New Jersey City University was established in 1927 and opened its doors as the New Jersey Normal School of Jersey City on September 12, 1929, with 331 students, 12 faculty, and one building on campus, Hepburn Hall. Eighty-one years later, more than 10,000 students and 350 faculty enjoy a 47-acre campus which now features 14 buildings, including the state-of-the-art John J. Moore Athletics and Fitness Center, the new George Karnoutsos Arts and Sciences Building, the newly renovated Media Arts Building, and the Professional Studies Building which contains one of the finest electronic learning laboratories in the country.

The University has been fortunate to have at its helm, through the years, dynamic and caring presidents. They are Dr. William Allen Messler, Dr. Edgar F. Bunce, Dr. Roy Lee Shaffer, Dr. Chris C. Rossey, Dr. Forrest Irwin, Dr. Michael Gilligan, Dr. William Liggitt (acting), Dr. James Mullen, Dr. William J. Maxwell and the current president, Dr. Carlos Hernández.

The history of the University reflects a development of degree programs, support services, and facilities, which support a strong commitment to its urban mission.

In 1935, the Normal School became the Jersey City State Teachers College and awarded its first Bachelor of Science degree in Education. The name was changed to Jersey City State College in 1958 when authorization was granted to award the Bachelor of Arts degree. Two years later, in 1960, the College began to offer the Master of Arts degree in Elementary Education. The A. Harry Moore Laboratory School became an integral part of the College in 1962, making Jersey City State College one of the few colleges in the country to have a laboratory school for the physically challenged.

In 1968, the College revised its mission and became a multipurpose institution offering degrees not only in education but also in the liberal arts and professional studies. The Peter W. Rodino, Jr. Institute of Criminal Justice was established in June 1977. In 1985, the College was awarded a \$5.7 million Cooperative Education Challenge Grant, making it the premier cooperative education college in New Jersey. The co-op program serves more than 600 students annually. The grant also helped to build a new dormitory. At the present time, New Jersey City University offers 37 undergraduate and 27 graduate degree programs.

A leader in multicultural curricular reform, the College managed the New Jersey Multicultural Studies Project for New Jersey faculty and hosted students from over 60 foreign countries. Its pre-college programs for at-risk Jersey City youth, the College Bound Program and the Youth Corp Program, are nationally recognized and exemplify what it means to meet educational needs in an urban setting. The College has established the Center for Public Policy and Urban Research and the Human Relations Council which serve to investigate and facilitate solutions to complex social

problems.

Following its March 1998 meeting, the Board of Trustees forwarded a petition to the New Jersey Commission on Higher Education requesting that Jersey City State College be granted university status, and that it be renamed New Jersey City University. At its May 29, 1998 meeting, the Commission voted to approve the petition.

The College was renamed New Jersey City University to underscore the institution's urban mission, while asserting its expanded scope and emphasizing its defining characteristic as a leading public university in the nation's largest metropolitan area. Since 1929, the University has provided academic excellence and access to students who often are the first in their families to attend college.

Source: NJCU Homepage www.njcu.edu.

University Mission

Mission Statement

The mission of New Jersey City University is to provide a diverse population with an excellent university education. The University is committed to the improvement of the educational, intellectual, cultural, socio-economic, and physical environment of the surrounding urban region and beyond. Through implementation of this mission, New Jersey City University will realize its vision of becoming a nationally recognized leader in urban public higher education.

New Jersey City University is committed to its urban mission by:

Sustaining, celebrating, and promoting academically an understanding of community diversity;

Tapping the rich resources of the urban setting and cultures for the benefit of its learners; and

Employing its knowledge resources, via faculty and students and with partner organizations, to identify and solve urban challenges.

New Jersey City University is committed to its students demonstrating proficiency in learning outcomes that include:

Effective written and oral communication;

Quantitative literacy;

Critical thinking;

Information and technology literacy;

Responsible citizenship in a culturally complex world; and

Knowledge of their disciplinary or interdisciplinary fields.

To achieve this mission, New Jersey City University:

Extends opportunity to college-ready and motivated learners;

Delivers high-quality educational programs;

Emphasizes experiential as well as theoretical learning;

Provides effective services to support learner success;

Sets high expectations for learner accomplishment;

Maintains a safe, pleasant environment that is conducive to learning;
and

Promotes an institutional culture which values excellent teaching,
scholarly achievement, creative activity, and life-long learning.

Source: Office of the President, Revised 1/31/2007.

Academic Organizational Structure

All University academic programs and services are managed by the Vice President for Academic Affairs, who reports directly to the President of the University, and are provided by:

The William J. Maxwell College of Arts and Sciences

[The College of Arts and Sciences](#) is an intellectual setting for the development of scholarship, creativity, and interdisciplinary skills that are the hallmark of education. In their general studies program, students have the opportunity to develop the breadth and depth of their knowledge across the arts, natural sciences, and social sciences. Through the broad range of academic majors and minors, students pursue in-depth studies and professional opportunities in their disciplinary areas of interest.

The Deborah Cannon Partridge Wolfe College of Education

[The Deborah Cannon Partridge Wolfe College of Education](#) is committed to building a learning community and to providing a high quality of instruction to those seeking careers within an urban, multicultural and educational environment. All programs emphasize developing and applying critical thinking and analytical skills for problem solving in urban school settings, increasing awareness of New Jersey's educational system and its role in the larger society, and broadening understanding of teaching as a profession.

The College of Professional Studies

Students seeking careers in business administration, criminal justice/fire science, security, health sciences, and nursing are prepared to assume leadership positions in their chosen professions by the [College of Professional Studies](#).

The Office of Graduate Studies and Continuing Education

[The Office of Graduate Studies](#) is the admissions office for all students seeking advanced degrees and certificates at New Jersey City University, including managing the matriculation process into degree programs. The Graduate Studies office monitors student academic progress, oversees the graduation review process, schedules all graduate courses, tracks statistics at the graduate level, and coordinates graduate student recruitment and marketing.

[The Office of Continuing Education](#) offers non-credit classes and workshops for learners of all ages, from school children to senior citizens. The classes vary in topic, from practical to enrichment, and include several professional certificate programs and the new Professional Development Institute for Educators (PDIE). Through the Office of Continuing Education, interested adults can arrange to audit select undergraduate classes.

Auxiliary Programs and Services

The following programs support and enhance the academic programs provided by the Colleges within the University:

[Academic Career Planning and Placement](#)
[Academic Computing](#)
[Center for Teaching and Learning](#)
[Congressman Guarini Library](#)
[Grants and Sponsored Programs](#)
[Hagan Africana Studies Center](#)
[Institutional Research](#)
[Office of Academic Services for Evening Students](#)
[Office of Specialized Services](#)
[Online Learning](#)
[Pre-college Programs](#)
[University Advisement Center](#)
[Youth Corps/Americorps](#)

Accreditation / Approvals / Memberships

Accreditations

Accreditation assures that those entering the respective fields have been suitably prepared to practice through mastery of a body of knowledge and pre-service practice in the profession.

New Jersey City University is accredited by:

The Middle States Association of Colleges and Secondary Schools (MSA)

MSA is a non-governmental, voluntary organization of educational institutions, whose purpose it is to encourage, advance, assist, and sustain the quality and integrity of education. Since 1921 MSA has achieved these purposes by establishing appropriate standards and protocols which are used by peer evaluators to assist members and candidates in carrying out their educational goals and

improving the effectiveness of their institution.

Contact Information:
3624 Market Street
Philadelphia, PA 19104
215-662-5600
www.middlestates.org

The Arts and Media Arts Programs are accredited by:

The National Association of Schools of Art and Design (NASAD)

NASAD, founded in 1944, is an organization of 277 accredited schools, colleges, and universities. The primary goal of this organization is to establish national standards for undergraduate and graduate degrees and credentials. Institutional membership is gained only through the peer review process of accreditation.

Contact Information:
11250 Roger Bacon Drive
Reston, VA 20190
703-437-0700
nasad.arts-accredit.org

The Business Administration Program is accredited by:

The Association of Collegiate Business Schools and Programs (ACBSP)

In 1992, ACBSP was recognized by the U.S. Department of Education as a specialized accreditation agency for institutions of higher education with business schools and programs. The accreditation acknowledges and emphasizes quality in both teaching and learning outcomes.

Contact Information:
7007 College Boulevard.
Overland Park, KS 66211
913-339-9356
www.acbsp.org

Undergraduate and graduate programs in the College of Education are accredited by:

The National Council for Accreditation of Teacher Education (NCATE)

NCATE was founded in 1954 to accredit teacher certification programs at U.S. colleges and universities. It is a non-profit, non-governmental coalition of 33 member organizations of teachers, teacher educators, content specialists, and local and state policy makers. NCATE currently accredits 632 colleges of education throughout the country. The US Department of Education and Council for Higher Education recognize NCATE as an accrediting body for schools, colleges, and departments of education.

Contact Information:
2010 Massachusetts Avenue, NW
Washington DC 20036

202-466-7596

www.ncate.org

Note: The College of Education, currently accredited by NCATE, is in the process of transitioning to TEAC (Teacher Education Accreditation Council) as their national accreditation agency. The COE plans to be fully TEAC accredited by Spring, 2012.

The Music Education Program is accredited by:

The National Association of Schools of Music (NASM)

NASM is the national accrediting agency for music and music-related disciplines. It was founded in 1924 as an organization of schools, conservatories, colleges, and universities with over 600 accredited institutional members. Institutional membership is gained only via the peer review process of accreditation. NASM establishes national standards for graduate and undergraduate degrees and credentials.

Contact Information:
11250 Roger Bacon Drive
Reston, VA 20190
703-437-0700
nasm.arts-accredit.org

The Nursing Program is accredited by:

The National League of Nursing (NLN)

Founded in 1893, the National League for Nursing has as its mission to recognize excellence in the advanced specialty role of the academic nurse educator. NLN recognizes the academic nurse educator's specialized knowledge, skills, and abilities as well as excellence in practice.

Contact Information:
61 Broadway
NY, NY 10006
800-669-1656
www.nln.org

Approvals

All education programs are approved by:

New Jersey State Department of Education

Contact Information:
P. O. Box 500
Trenton, NJ 08625
609-292-4469
www.state.nj.us/njded

The Graduate Program in School Psychology is nationally recognized and has full

approval from:

The National Association of School Psychologists (NASP)

Located in Bethesda, MD, NASP represents school psychology and supports school psychologists with research, grants, and professional development activities. The mission of the NASP is to enhance the learning and mental health of all children and youth through the support of school programs and educators.

Contact Information:
4340 East West Highway, Suite 402
Bethesda, MD 20814
301-657-0270
www.nasponline.org

The Technology Program is approved by:

The International Society for Technology in Education (ISTE)

The international Society for Technology in Education is the trusted source for knowledge generation, advocacy, and leadership for innovation. As a non-profit membership organization, they provide leadership and service to improve teaching, learning, and school leadership in the use of technology in PK-12 and teacher education.

Contact Information:
175 West Broadway
Eugene, OR 97401
800-336-5191
www.iste.org

Memberships

The University is also a member of the following associations:

The American Association of Colleges for Teacher Education (AACTE)

AACTE is a national voluntary association of higher education institutions and other organizations and is dedicated to ensuring the highest quality preparation and continuing professional development for teachers and school leaders in order to enhance student learning PK-12. The 800 member institutions include private, state, and municipal colleges and universities located in the U.S., Virgin Islands, Puerto Rico, and Guam. Collectively, the AACTE membership prepares more than 2/3 of the new teachers entering U.S. schools each year.

Contact Information:
1307 New York Avenue, NW
Washington DC 20005
202-457-8095
www.aacte.org

The American Council on Education (ACE)

Founded in 1918, the American Council on Education is the nation's unifying voice for higher education. ACE serves as a consensus leader on key higher education issues and seeks to influence public policy through advocacy, research, and program initiatives. ACE is comprised of 1800 accredited, degree-granting colleges and universities and higher education related associations, organizations, and corporations. By fostering greater collaboration and new partnerships within and outside higher education, ACE helps colleges and universities anticipate and address the challenges of the 21st century.

Contact Information:
One Dupont Circle, NW
Washington DC 20036
202-939-9300
www.acenet.edu

The New Jersey Association of State Colleges and Universities (NJASCU)

NJASCU is a nonprofit higher education association serving New Jersey's nine state colleges and universities. The association, a nongovernmental entity created by the State Legislature, was created in 1985 to advance and support public higher education in New Jersey. The primary mission is to advocate higher education as a public good and the collective value of the state colleges/universities in serving the public interest and the State of New Jersey. In fulfilling this purpose, NJASCU advises the executive and legislative branches of state government and others on higher education policy.

Contact Information:
150 West State Street
Trenton, NJ 08608
609-989-1100
www.njascu.org

The National Collegiate Athletic Association (NCAA)

NCAA is a voluntary organization through which the nation's colleges and universities govern their athletics programs. It is comprised of institutions, conferences, organizations, and individuals committed to the best interests, education, and participation of student athletes.

Contact Information:
700 West Washington Street
Indianapolis, IN 46206
317-917-6222
www.ncaa.org

Sources: Middle States Commission on Higher Education, Associations' websites, NJCU website.

Degree, Minor and Certificate Programs

Undergraduate Programs

College of Arts and Sciences

Undergraduate Majors

Allied Health Technology (B.S., jointly with U.M.D.N.J.):

- Diagnostic Medical Sonography
- Nuclear Medicine Technology
- Respiratory Care
- Vascular Technology

Applied Physics (B.A. or B.S.)

- Certification/Specialization:
 - Teacher Certification (Physical Science—Grades K–12)
 - Applied Physics (NJCU) + Electrical Engineering (NJIT) dual-degree

Art (B.A.)

- Certification/Specialization:
 - Teacher Certification (Grades P–12)
- Art History
- Art Therapy
- Communication Design: Digital Design and Illustration
- Communication Design: Graphic Design
- Communication Design: Illustration
- Design and Crafts: Ceramics
- Design and Crafts: General Crafts
- Design and Crafts: Jewelry/Metals
- Fine Arts: Painting/Drawing
- Fine Arts: Printmaking
- Fine Arts: Sculpture
- Photography: Commercial

Art (B.F.A)

- Certification/Specialization:
 - Teacher Certification (Grades P–12)
- Communication Design: Digital Design and Illustration
- Communication Design: Graphic Design
- Communication Design: Illustration
- Design and Crafts: Ceramics
- Design and Crafts: General Crafts
- Design and Crafts: Jewelry and Metals
- Painting / Drawing
- Photography
- Printmaking
- Sculpture

Biology (B.S. or B.A.)

- Certification/Specialization:
 - Teacher Certification (Grades: K–12)

Advanced Dental Hygiene (B.A., with U.M.D.N.J.)
Advanced Dental Assisting (B.A., with U.M.D.N.J.)
Imaging Sciences (B.A., with U.M.D.N.J.)
Advanced Respiratory Care (B.A., with U.M.D.N.J.)

Chemistry (B.S. or B.A.)
Certification/Specialization:
Teacher Certification (Physical Science—Grades K–12)

Clinical Laboratory Science (B.S., jointly with U.M.D.N.J.):
Certification/Specialization:
Medical Laboratory Science
Cytotechnology Computer Science

Economics (B.A.)
Certification/Specialization:
Teacher Certification (Social Studies—Grades K–12)

English (B.A.)
Certification/Specialization:
Teacher Certification (Grades K–12)
Creative Writing
Journalism
Literature

Geoscience (B.A.)
Certification/Specialization:
Teacher Certification (Grades P–3 or K–5)
Teacher Certification (Earth Science—Grades K–12)
Environmental Science
Geology

Geoscience (B.S.)
Certification/Specialization:
Teacher Certification (Earth Science—Grades K–12)
Environmental Science
Geology

History (B.A.)
Certification/Specialization:
Teacher Certification (Social Studies—Grades K–12)

Mathematics (B.A.)
Certification/Specialization:
Teacher Certification (Grades K–12)

Media Arts (B.A.)

Medical Laboratory Science (B.S., jointly with Jersey Shore Medical Center)

Music (B.A.)
Certification/Specialization:
Teacher Certification (Grades K–12)

Music Business
Music Theater

Music (B.M.)

Certification/Specialization:
Performance: Classical-Instrumental (Other Than Piano)
Performance: Classical-Instrumental (Piano)
Performance: Classical-Voice
Performance: Jazz Studies

Philosophy (B.A.)

Political Science (B.A.)

Certification/Specialization:
Teacher Certification (Social Studies—Grades P–3)

Psychology (B.A.)

Sociology (B.A.)

Certification/Specialization:
Crime and Social Behavior
Family, Health, and Youth Services
Human Services Aging

Spanish (B.A.)

Certification/Specialization:
Teacher Certification (Grades K–12)

Undergraduate Minors

African and African-American Studies
Anthropology
Applied Physics
Art
Biology
Chemistry
Computer Science
Economics
English
Geography
Geoscience
History
Human Services in Aging
Latin American, Caribbean and Latino Studies
Mathematics
Media Arts
Music
Philosophy and Religion
Political Science
Psychology
Sociology
Spanish
Women's and Gender Studies

College of Education

Undergraduate Majors

Early Childhood Education (B.A., Dual Major and P–3 Certification)

Early Childhood Education and Special Education (B.A., Dual Major and Dual Certification—Grades P–3 and Special Education)

Early Childhood Education and Elementary Education (B.A., Dual Major and Dual Certification—Grades P–3 and K–5)

Elementary Education (B.A., Dual Major—Grades K–5)

Elementary and Special Education (B.A., Dual Major and Dual Certification—Grades K–5 and Special Education)

Undergraduate Minors

Literacy Education

Certification Only

Elementary Teacher Certification

Secondary Teacher Certification

Intermediate Subject Endorsement

Bilingual/Bicultural Education Endorsement

English as a Second Language Certificate

College of Professional Studies

Undergraduate Majors

Business Administration (B.S.)

Specialization/Certification:

Accounting

Finance

General Business

International Business

Management

Marketing

Retailing Management

Travel and Tourism Management

Business Administration (B.S.) + Accounting (M.S.) dual-degree

Criminal Justice (B.S.)

Fire Science (B.S.)

Health Sciences (B.S.)

Specialization/Certification:

Teacher Certification (Health Education—Grades K–12)

School Nurse Certification (Grades P–12)
Community Health

Nursing (B.S.N.)

Certification/Specialization:

Accelerated Program (Second degree program—Non-nursing degree
pre-requisite)

R.N.-to-B.S.N. Program (for registered nurses)

Professional Security Studies (B.S.)

Undergraduate Minors

Business Administration

Criminal Justice

Fire Science

Fitness, Exercise, and Sports

Health Sciences

Professional Security Studies

Travel and Tourism Management

Certification Only

Post-Baccalaureate School Nurse Certification

Driver Education Certification—New Jersey

Driver Education Certification—New York, provisional

Driver Education Certification—New York, permanent

Graduate Programs

College of Arts and Sciences

Art (M.F.A.)

Specialization/Certification:

Clay

Computer Arts

Graphic Design

Illustration

Jewelry/Metalsmithing

Painting/Drawing

Photography

Printmaking

Sculpture

Educational Psychology (M.A.)

Specialization/Certification:

School Psychology Professional Diploma and School Psychology
Certification

Mathematics Education (M.A.)

Media Production (M.F.A.)

Music Education (M.A.)

Music (M.M.)

Specialization/Certification:
Performance: Classical-Instrumental
Performance: Jazz
Performance: Vocal
Performance: Multiple Woodwinds

School Psychology (Professional Diploma and Certification—Master's degree pre-requisite)

Studio Art (M.A.)

Specialization/Certification:
Communication Design
Design and Crafts
Fine Arts

Urban Education (M.A.)

Available Specialization/Certification:
World Languages: Spanish

College of Education

Counseling (M.A.)

Specialization/Certification:
Associate Counselor Licensure
Professional Counselor Licensure
School Counselor Certification (Grades P–12)

Early Childhood Education (M.A., P–3 Certification pre-requisite)

Early Childhood Education (M.A.T.)

Specialization/Certification:
Teacher Certification (Grades P–3)

Early Childhood Education and Special Education (M.A.T.)

Specialization/Certification:
Teacher Certification (Grades P–3 and Teacher of Students with Disabilities)

Educational Technology (M.A.)

Specialization/Certification:
School Library Media: School Library Media Specialist
School Library Media: Associate School Library Media Specialist

Educational Technology (Certificate)

Specialization/Certification:
Career Education Specialist
Distance Learning Specialist
Assistive Technology Specialist

Elementary Education (M.A.T.)

Available Specialization/Certification:

Teacher Certification (Grades K–5)

Dual Teacher Certification (Grades K–5 and 6–8)

Elementary School Reading (M.A.)

Reading Specialist (M.A.)

Specialization/Certification:

Reading Specialist Certification

Secondary Education (M.A.T.)

Specialization/Certification:

K–12 Content Area Certification

Secondary School Reading (M.A.)

Special Education (M.A.)

Special Education (M.A.T.)

Specialization/Certification:

Teacher of Students with Disabilities Endorsement

Urban Education (M.A.)

Specialization/Certification:

Educational Administration and Supervision, with Principal Certificate

Teaching and Learning in Urban Schools

English as a Second Language

English as a Second Language, with ESL Certification

Bilingual/Bicultural Education with Bilingual/Bicultural Education
Endorsement

Urban Education (Certificate)

Specialization/Certification:

Educational Administration and Supervision (Supervisor's Certificate)

Certification Only

Early Childhood Education (Alternate route program—Grades P–3)

English as a Second Language

Bilingual/Bicultural Education Endorsement

Learning Disabilities Teacher Consultant Endorsement (Master's degree
prerequisite)

NJ LEAD Principal Certification Program (Master's degree prerequisite)

College of Professional Studies

Accounting (M.S.)

Business Administration (M.B.A.)

Certification/Specialization:

Finance

Marketing
Organizational Management and Leadership

Criminal Justice (M.S.)

Finance (M.S.)

Certification/Specialization:
Professional Financial Planning
Financial Analysis
Financial Management

Health Sciences (M.S.)

Certification/Specialization:
Community Health Education
Health Administration
School Health Education

Information Assurance/Cybersecurity (Certificate)

Professional Financial Planning (Certificate)

Professional Investment Analysis (Certificate)

Professional Portfolio Management (Certificate)

Professional Financial Management (Certificate)

Professional Management Accounting (Certificate)

Professional Security Studies (M.S.)

Certification Only

Driver Education Certification—New Jersey
Driver Education Certification—NY, provisional
Driver Education Certification—NY, permanent
School Nurse Certification

Source: Institutional Profile prepared for the NJ Commission on Higher Education, 2009.

New Pathways to Teaching in New Jersey (NPTNJ)

[New Pathways to Teaching in New Jersey](#) is a partnership between New Jersey City University and New Jersey Community Colleges that offers a statewide alternate route teacher preparation program for candidates who possess a bachelor's degree and Certificate of Eligibility. Candidates take NPTNJ coursework at local NJ Community Colleges using curriculum created jointly by New Jersey City University and the community colleges. NJTNJ is preparation for teaching done while on the job rather than prior to entering the classroom. It is an intensive "fast track" program for people who have strong subject area knowledge and an ability to learn on the job.

Academic and Administrative Buildings

A. Harry Moore School

The A. Harry Moore Laboratory School and the Department of Special Education comprise the A. Harry Moore Center for Special Education. These units provide programs for graduate and undergraduate students studying Special Education. The facilities offer many opportunities for linking class work with observation and practice.

Congressman Frank J. Guarini Library

Extensively renovated in 1998-99, the Congressman Frank J. Guarini Library was officially reopened in 1999 as a state-of-the-art, technology-based, research facility. The library's collections and services have been developed to promote classroom teaching and to enable students to meet course requirements successfully. The library resources number approximately 245,000 volumes. The Reference Department offers numerous encyclopedias, dictionaries, handbooks, bibliographies, directories, periodical indexes, and abstracts, in print or CD-ROM format, as well as the Educational Resources Information Center (ERIC) Database, which is available online and on microfiche). In addition, the library provides information literacy and bibliographic instruction in the John Victor Machuga Technology Center, located on the first floor.

The Periodicals and U.S. Government Documents Department currently subscribes to 1,200 journals and periodicals, as well as receiving approximately 5,000 federally produced print, non-print, and electronic documents per year. The electronic databases also contain the full text of many periodicals.

The library hosts a wide-range of technology-based services. Each floor has carrels wired for Internet access via personal laptop computers. In addition to the student computer lab, numerous computers are strategically located on each floor; and all have the same menu access to the automated catalog, periodical holdings, CD-ROM indices, full-text databases, and the Internet.

Education and Professional Studies Building

The Education and Professional Studies Building houses the Office of the Dean of the College of Education, the Dean of the Professional Studies Department, the Electronic Learning Laboratory, the Office for Teacher Preparation and Partnerships, and the Peter D. Rodino Institute of Criminal Justice. There are classrooms as well as the department and faculty offices for the Departments of Academic Computing, Business Administration, Criminal Justice/Security, Fire Science, Early Childhood Education, Elementary and Secondary Education, Health Sciences, Literacy Education, Multicultural Center, Nursing, Project Mentor, and Special Education.

Fries Hall

Fries Hall is home to the Media Arts Department, which occupies a 22,000 square foot space in this newly renovated building. The department houses a full color, broadcast-quality television studio, a radio and audio production studio, and a

complete 16mm production studio. The film production facilities have all the necessary equipment and technical support to produce feature-length 16mm motion pictures from conception to print. Non-sync sound films, short subjects, and animated productions are also produced regularly at the department. The Media Arts Department has a studio/classroom for multi-image production and two large projection/seminar rooms for weekly screenings. Completing the Media Arts Department is an animation laboratory, a computer graphics production studio, ½" and ¾" video editing suites, and film editing suites.

Fries Hall is also the official home of the Black Maria Film and Video Festival, and is a co-sponsor of the New Jersey Young Film and Video Makers Festival.

George Karnoutsos Arts and Sciences Hall

The George Karnoutsos Arts and Sciences Hall was opened in the spring of 2006 to meet the growing needs of the William J. Maxwell College of Arts and Sciences. This 77,000 square foot facility, designed by the renowned architect Michael Graves, is a seven-story structure featuring 14 general use classrooms and 10 computer labs. In addition to providing the campus community with state-of-the-art classrooms and labs, this facility houses ten academic departments and the office of the Dean of the College of Arts and Sciences.

Grossnickle Hall

Grossnickle Hall, a four-story arts and sciences building, opened in 1962. It includes classrooms, lounges, laboratories, the Courtney Gallery, and an auditorium which seats 180 people. Residing in Grossnickle are the offices for International Studies, Study Abroad, and the Youth Corp/Americorps. The most recent addition to Grossnickle is the Jerry M. Weiss Center for Children's and Young Adult Literature. This literacy center features a comprehensive collection of contemporary literature that reflects the wide range of topics, genres, and interests of today's young readers.

Hepburn Hall

Hepburn Hall, the only campus building for the first twenty-five years of the University's existence, is the administrative center of the University. In addition to housing the University's Early Childhood Learning Center (day care) and the Learning Communities Program (TLC), Hepburn Hall includes the offices of the President, the Vice President for Academic Affairs, the Vice President for Administration and Finance, the Vice President for Advancement, the Vice President for Student Affairs, Admissions, Financial Aid, Registrar, Business, Bursar, Human Resources, Graduate and Continuing Education, Affirmative Action, Institutional Research, and On-line Learning.

The Margaret D. Williams Theatre, at the north end of Hepburn, is a showcase for the productions of the Media Arts and Music, Dance and Theater Departments, as well as for numerous other University and community events. The Harold B. Lemmerman Art Gallery, a community service of the Art Department, provides an exhibition schedule of prominent contemporary and historical visual art. The Gothic Tower, at the front of the theatre, is the inspiration for the nickname of New Jersey City University's athletic teams, the Gothic Knights.

John J. Moore Athletics and Fitness Center

The John J. Moore Athletics and Fitness Center (JMAC) gives the University one of the finest indoor recreation facilities in the area. The 72,000 square foot, state-of-the-art building features a 2,000 seat basketball and volleyball arena, a fully-equipped exercise and fitness center, a 25-yard pool, racquetball courts, a tenth of a mile elevated jogging track, a multipurpose room for aerobics and classes, and locker room space for students, faculty, and staff. Men's and Women's varsity basketball and volleyball teams compete and practice in this facility. Administrative offices for the Departments of Athletics, Intramurals and Recreation are housed on the mezzanine level of the JMAC, as well as the offices of the Department of Fitness, Exercise, and Sport.

The Fitness Center rivals most health clubs and features Paramount weight training equipment, an extensive set of free weight stations, Stairmasters, rowing machines, and treadmills. Personal training programs can be developed for students and members of the Fitness Center.

For recreation and practice, the main gymnasium features three full basketball/volleyball courts when the arena's bleacher seats are retracted. The locker room facilities on the main level provide direct access to the pool area. The lower level houses a modern athletic training facility, locker rooms for the basketball and volleyball teams, and an equipment/laundry facility.

Michael B. Gilligan Student Union

The Michael B. Gilligan Student Union Building (GSUB) is the focal point of student activities and recreation. This facility has been recently renovated to modernize the building and to create a friendly and vibrant center for student life on campus. The first floor of the building includes key student support services, a new University Service Center, a cyber lounge, auditorium, campus bookstore, and a student art gallery. Located on the second floor are the newly renovated cafeteria, a multi-purpose room, and a study lounge. Other conference rooms and student clubs are located on the third floor. Beneath the Student Union are two levels of parking, which are used by students, faculty, staff, and visitors. The offices of the Dean of Students (GSUB 127), The Director of Auxiliary Services (GSUB 109B) and OASES (Office of Academic Services for Evening Students) are also housed in this building.

Rossey Hall

Rossey Hall, opened in 1970, houses the University's Information Technology Services Center, the K. Elizabeth Ingalls Recital Hall, the Peter Sozio Rehearsal Studio, the Abigail Hoffman Electronic Music Studio, music rehearsal rooms, classrooms, computer science labs, and geoscience laboratories. Faculty offices for the Departments of Educational Leadership, Music, Dance, and Theater, Sociology, and Anthropology are also located in Rossey Hall.

The Information Technology Services (ITS) Center, housed in Rossey Hall, provides instructional assistance to students and faculty, data analysis services to researchers, and program services to the University administration. It also serves as the focal point for information on computing at the University. Under the Open VMS operating system, most of the standard programming languages are available, including Basic, Assembler, COBOL, Pascal, Fortran, ADA and C. The Center houses

two Digital AXP model 2100 servers and a VAX 4000 model 100 in a clustered environment sharing 63 gigabytes of online storage.

Science Building

The five-story Science Building, with its adjoining lecture halls, was opened in September 1973. This facility houses department and faculty offices for the Departments of Biology, Chemistry, and Psychology, in addition to a greenhouse, laboratories, classrooms, and a large lounge area. Offices for Grants and Sponsored Programs are also located in the Science Building.

Thomas M. Gerrity Athletic Complex

Located less than a mile southwest of the main campus on Newark Bay, the Thomas M. Gerrity Athletic Complex opened in the late 1970's and has undergone constant upgrading ever since. The Thomas M. Gerrity Athletic Complex is utilized for practice and games by the men's soccer, women's soccer, baseball, and softball teams. A 3,000-seat multi-sport stadium and team house is the centerpiece of the complex. New bleachers and an enclosed press box were added in 1991. A new practice area was added to the south end of the field in the spring of 1997. The Gothic Knight baseball team competes on the adjacent diamond, which also features a press box. The Robert L. McNulty Memorial Soccer Field, comprised of the spacious outfield area of the baseball facility is where the men's and women's soccer teams practice and play.

University Academy Charter High School at New Jersey City University

The University Academy Charter High School is a separately incorporated program housed at the University. The school opened with its first class of 125 high school freshmen in September 2002 on the University campus. The University renovated a building on West Side Avenue, which opened in September 2003, to house the Charter High School. The University Academy is the result of a two-year initiative led by the Office of Academic Affairs. This unique charter high school has a strategically designed academic curriculum for high school students from Jersey City that emphasizes a liberal arts education, provided in the context of a wide range of service learning experiences.

Visual Arts Building

Opened in the fall 2003, this 60,000 square foot Visual Arts Building was constructed on the northern edge of the campus across from the John J. Moore Athletics and Fitness Center. The building houses the Art Department and faculty offices, studios (ceramics, drawing, jewelry, painting, photography, printmaking, and sculpture), computer graphics labs, classrooms, and an art gallery. In addition, a 110-seat auditorium is available for large class sessions, lectures, performances, and conferences.

Vodra Hall

Opened in 1963, the first floor of Vodra Hall houses the Academic Career Planning and Placement Office (Cooperative Education and Graduate Placement), the University Advisement Center, the Health and Wellness Center, the Public Safety Office, the Residence Life Office, and the Vodra Dining Hall. The upper three stories

provide dormitory space. In addition, the OSP/EOF Program and the Pre-College programs (College Bound, Gear-Up, and Upward Bound) are located on the second floor.

West Side Theatre

Located at 285 West Side Avenue on the west campus, the West Side Theatre is a 130-seat “black box” type performance space modeled after a typical off-Broadway venue. Opened in 2004, the West Side Theatre is the space for more intimate University theatrical productions presented by the Department of Music, Dance and Theatre. It is also the home of the Actors Shakespeare Company, a professional ensemble of actors dedicated to the study and production of Shakespeare and other classical works.

Residence Buildings

Co-Op Hall

Co-Op Hall is a traditional co-ed residence facility for approximately 100 first-year residents. This four-story facility is the most modern of the three residence buildings. Co-Op Hall has central A/C, a laundry room in each wing, computer lab, two social lounges, and kitchens with microwaves.

Vodra Hall

Vodra Hall is an upperclassmen dormitory located in the center of campus. This residence hall accommodates 100 students and also shares building space with several administrative offices. The residence has a laundry room/kitchen area on each floor, a computer lab, and three study/social lounges.

2040 University Apartments

2040 University Apartments is located directly across the street from the main campus on Kennedy Boulevard. A four-story walk-up, this facility is home to 60 senior and graduate-level students, who are 21 years or older. 2040 has a laundry room/kitchen and a social lounge on the first floor.

Off Campus Sites

Brookdale Higher Education Center, Wall Township, NJ

The Brookdale Higher Education Center is home to the New Jersey Coastal Communiversity. Led by Brookdale Community College, the Communiversity is an eight-member alliance of higher education colleges and universities offering selected associate, bachelor's, and master's degrees, and graduate certificates in Monmouth County. Communiversity members include: Brookdale Community College, Georgian Court University, Montclair State University, New Jersey City University, New Jersey Institute of Technology, and Rutgers, the State University of New Jersey.

Business Development Incubator

The Business Development Incubator, located at 285 West Side Avenue, is an

integral part of the Smart Growth Redevelopment Plan for Jersey City-Westside and is located in a designated New Jersey urban Enterprise Zone. BDI facilitates the formation and development of technology-based entrepreneurial ventures with higher-skill, higher-wage jobs, helping them survive and grow during their critical start-up period. BDI assists young, small companies to commercialize their products, processes, and services by providing private office space, shared office resources, and access to technical, financial, legal, and marketing assistance.

Harborside Financial Center, Jersey City, NJ

Opened in 2006, NJCU at the Waterfront offers courses in Master of Science in Accounting, Master of Science in Finance, and starting Fall 2009, a Master in Business Administration.

Source: NJCU 2007 catalog and staff directories provided by Deans.

Chapter 2 – Governance and Administrative Structure

Board of Trustees

The Board of Trustees has policy-making authority over the University's programs, operations, facilities, finances, faculty and students. The Board delegates responsibility for implementation of its policy to the President of the University. The President and administrative staff are accountable to the Board and are charged with responsibility for accomplishing policy set by the Board, and for effective academic and fiscal management of the institution.

The Higher Education Restructuring Act of 1994 gave the Board of Trustees the authority to determine the Board's size and composition. The 11 members of the University's Board represent a broad spectrum of the citizens of this State. The 11 public members are appointed by the governor with the consent of the State Senate. Since 1986, the Board has included two students, one with voting rights, appointed by the Council of the Student Government Organization. The President of the University serves as an ex officio member of the Board.

Board of Trustees

Rafael Perez, Esq., Chairperson
Ms. Marilyn Bennett
Cynthia Maner Campbell, Esq.
Dr. T. Steven Chang
Dr. Henry A. Coleman
John J. Moore, Esq.
Vij Pawar, Esq.
Ms. Bianca Soto
Ms. Wanda Webster Stansbury
Dr. Edward A. Whittaker
Dr. Carlos Hernández, ex officio

General Responsibilities of the Board of Trustees

Appointing, supporting and assessing the President
Establishing and clarifying the University's mission
Ensuring financial solvency
Approving long-range plans
Approving educational programs
Overseeing maintenance of the physical plant
Preserving institutional autonomy
Enhancing the institution's public image
Staying informed and assessing board performance

The Board of Trustees' Role in Regard to University Personnel Matters

In addition, New Jersey City University Board of Trustees acts on institutional personnel matters. Some of the Board's powers and duties related to personnel matters are:

Presidential appointment
Appointment of faculty and campus administrative staff
Appointment of other officers and employees
Labor negotiations

Source: NJ State College Trustee's Reference Guide, 6th Ed., NJ Association of State Colleges and Universities, Trenton, NJ, 2006.

Higher Education in New Jersey

Local trustee boards have a significant degree of fiscal and operational independence from state government, as granted by the 1986 Autonomy Laws, the 1994 Higher Education Restructuring Act, and other laws governing state colleges/universities. Nevertheless, the colleges/universities and their respective trustee boards continue to interact with a number of state entities, including:

- the Commission on Higher Education and the President's Council (state-level coordination of higher education);
- the New Jersey Association of State Colleges and Universities (advocacy and joint agreements);
- the Office of Employee Relations within the state Department of Personnel (collective bargaining, contract implementation and conflict resolution);
- the state Department of Treasury (budget and fiscal policy); and
- the Attorney General's office (legal representation).

The Commission on Higher Education in New Jersey

The Commission on Higher Education in New Jersey, along with the New Jersey Presidents' Council has authority for coordination of higher education in New Jersey, as established by the Higher Education Restructuring Act. The Commission is currently composed of 15 members. In general, the Commission is responsible for statewide planning, advocacy, and other long-term responsibility for improving New Jersey higher education. As prescribed in law (P.L. 1994, c. 48), some of the Commission's responsibilities include:

- planning for higher education on a statewide level including the development of a comprehensive master plan;
- advocating on behalf of higher education, including informing the public of needs and accomplishments of higher education in New Jersey;
- making recommendations on higher education initiatives;
- making final administrative decisions over institutional licensure and university status;

making final administrative decisions over a change in the mission of an institution;

reviewing requests for state support from the institutions; and

communicating with the state Board of Education and Commissioner of Education to advance public education at all levels including via articulation between the public schools and the higher education community.

The New Jersey Presidents' Council

The Presidents' Council assists the Commission in providing statewide coordination for New Jersey higher education, established in law under the Higher Education Restructuring Act of 1994. Each president of a public institution of higher education in the state, each president of an independent institution which receives direct state aid, each president of a proprietary school licensed before June 26, 2003, and each president of the two theological institutions with the largest enrollment, serves as an ex officio member of the council.

The statutory responsibilities of the Presidents' Council are to:

Provide public information and research on higher education issues;

Review and make recommendations to the commission concerning proposals for new programs that exceed the programmatic mission of an institution or that change the programmatic mission of an institution;

Review and comment on proposals for new programs that demand significant added resources or raise significant issues of duplication but do not exceed the programmatic mission of the institution or require a change in the programmatic mission. If the council determines that a proposed new program is unduly expensive or unduly duplicative, the council shall refer that proposal to the commission for review; however, unless the commission disapproves of that program within 60 days of its referral, the program shall be deemed approved;

Encourage the formation of regional or other alliances among institutions including inter-institutional transfers, program articulation, cooperative programs and share resources and develop criteria for "full faith and credit" transfer agreements between county colleges other institutions of higher education. The council shall also keep institutions apprised of the discontinuance of programs at other institutions and each president shall notify the council of any such action;

Advise and assist the commission in developing and updating a plan for higher education in the state including, but not limited to, the establishment of new institutions, closure of existing institutions and consolidation of institutions;

Provide policy recommendations on statewide higher education issues;

Recommend to the governor, legislature and commission on policy and overall levels of funding for students and programs necessary to ensure accessibility of higher education;

Transmit to the governor, legislature and commission a general budget policy statement regarding overall state funding levels;

Upon referral from the commission pursuant to this act provide recommendations concerning institutional licensure and university status;

Appoint subcommittees consisting of the presidents of the institutions of the various higher education sectors to decide matters, within the authority of the council. The presidents of the independent institutions shall develop a unified request for state support under chapter 72B of Title 18A of the New Jersey Statutes. The presidents of the county college sector shall develop a unified request for state support under chapter 61A of Title 18A of the New Jersey Statutes; and

Consult with Higher Education Student Assistance Authority concerning student assistance matters. the Higher Education Student Assistance Authority concerning student assistance matters.

Source: N.J. State College Trustees' Reference Guide, 6th Ed., NJ Association of State Colleges and Universities, Trenton, NJ, 2006.

The Labor Relations Process in New Jersey

Labor relations, together with matters of collective bargaining and labor negotiations at the state college/universities, fall within the jurisdiction of the governor who represents the state as public employer under the New Jersey Employer-Employee Relations Act (NJSA 34:13A-1 et seq.). The governor performs this role through the Office of Employee Relations (OER).

The principal purpose of the New Jersey Employer-Employee Relations Act is to foster labor peace between public employers and employees. The 1968 Act, in concert with subsequent administrative agency and judicial decisions, has established the framework of public sector collective negotiations in New Jersey. The Act provides that non-managerial and non-confidential public employees, organized under a community of interest, may unite for the purpose of negotiating terms and conditions of employment with their public employer. The Act also establishes a mechanism to resolve disputes which cannot be resolved by negotiation. (See Grievance Procedures in the AFT Contract: www.cnjscl.org/Library/07-11_Full_Tme-PT_Agreement.html).

Bargaining Units within the State College/Universities

Under the N.J. Employer-Employee Relations Act, employees at the state colleges/universities are members of statewide bargaining units. These bargaining units are represented by the following unions:

The Council of New Jersey State College Locals, AFT, AFL-CIO, representing state college/university faculty, adjuncts, non-teaching professional staff, and librarians (Rutgers is not included)

International Federation of Professional and Technical Engineers (IFPTE), which includes employees in operations, maintenance, service, inspection and security and craft titles

American Federation of State, County and Municipal Employees (AFSCME), representing food service workers

Communication Workers of America (CWA), representing administrative and clerical workers, primary and higher-level supervisors and professionals

Each of these unions has collectively negotiated agreements with the State.

Source: NJ State College Trustees' Reference Guide. 6th Ed., NJ Association of State Colleges and Universities, Trenton, NJ, 2006.

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

In 1972, the Council of New Jersey State College Locals became the legal bargaining agent for all faculty and staff recognized as members of the State College bargaining unit.

As the legal representative of the faculty on campus, Local 1839 participates in the collective bargaining with the State for changes in terms and conditions of employment, advises faculty of their rights and represents them formally or informally when requested, files grievances on violations of the contract, and represents the interests of the bargaining unit members in an advisory capacity at several levels of college/university governance.

Faculty members are automatically members of the bargaining unit and are represented by the union. Faculty who do not choose to join the union have an agency fee deducted from their paychecks. Faculty may join the union by filling out a membership card; union members pay dues rather than the agency fee, have the right to vote in union elections, and enjoy other additional benefits through the AFT. The membership form is available: www.aftlocal1839.org/documents.html.

Monthly union meetings are open to all faculty and staff. For more information, contact www.aftlocal1839.org/.

Source: President Dr. Barbara J. Pettit (1973-1974), Local 1839.

Operating Procedures and Regulations

Accountability and Financial Disclosure

The Board of Trustees has adopted specific provisions of the Sarbanes Oxley Act of 2002 as best practices to enhance accountability and to improve the financial disclosure of the University. Additionally, the provisions will strengthen the internal controls of the University and improve the efficiency and effectiveness of various

operational procedures. The policies that apply to all employees can be found at the Controller's Office website: web.njcu.edu/sites/controller/.

They include:

Management Assessment of Internal Controls

Fraud, Waste, and Abuse Policy

Record Retention Policy

These policies are managed by the Associate Vice President for Finance and Controller, Hepburn Hall, Room106, Telephone: 201-200-2130, Email: aaska@njcu.edu.

Source: Board of Trustee's Resolution – June 12, 2006.

University Senate and Constitution

The University Senate is the primary means through which University-wide policies and practices evolve. The Senate provides members of the academic community of New Jersey City University with a participatory role in decision-making and in the governance of the University. Subject to review by the President and Board of Trustees of the University, the Senate discusses, and reviews general academic and educational policies of the University; studies and makes recommendations to the Administration concerning university problems; serves as a channel of communication and orderly cooperation among the faculty, students, alumni, Administration, and Board of Trustees; assembles, codifies, keeps up-to-date, and makes available to interested parties all of the academic and educational policies in force at the University; and generally acts as an advisory body to the President and the Board of Trustees of the University.

The University Senate is guided by an Executive Committee, which consists of a chairperson, vice-chairperson, secretary, and four other senators (one of whom must be a student). The Committee serves as a steering committee for the Senate; assists in establishing the agenda for Senate meetings; and meets regularly with the Administration between Senate meetings to discuss Senate Business.

The Senate meets monthly on Mondays during the regular academic year to transact its business. Among its approximately 75 members are senators elected by faculty, students, alumni, and administrative support personnel. Meetings are open to all. Resolutions and proposals come to the Senate from its nine standing committees, all of which have faculty-student membership.

New Jersey City University Senate Constitution

PREAMBLE: To provide members of the academic community of New Jersey City University with a participatory role in decision-making and in the governance of the University, consonant with their respective functions and different degrees of expertise and in accordance with recognized principles of academic freedom and shared governance, we hereby establish the University Senate of New Jersey City University.

ARTICLE I: FUNCTIONS, POWERS, AND DEFINITIONS

Section 1. Functions and Powers

The Senate:

- a. Shall initiate policy and has the right to discuss and review all University policies which may affect its academic and educational objectives, subject to approval by the President and Board of Trustees of the University.
- b. Shall study and discuss problems referred to it and, where appropriate, make recommendations to the administration.
- c. Shall serve as a channel of communication and orderly cooperation among faculty, professional staff, students, alumni, the administration, and the Board of Trustees.
- d. Shall promptly receive requested information appropriate to its objectives from any member of the University community.
- e. Through its appropriate search committees, shall advise the Administration on the selection of administrative personnel at the level of dean. By its significant participation on appropriate committees, shall advise the Administration on the selection of administrative personnel at the level of vice president and above and on the retention of administrative personnel at the level of dean and above.
- f. By its significant participation on appropriate committees, shall advise the Board of Trustees on the selection and retention of a president.
- g. Shall have the right to express itself formally on any matter concerning the welfare of the University and its various components and transmit its recommendations to the appropriate authorities.
- h. Shall have the right to discuss with the President and other appropriate University administrators all actions taken by the Senate.
- i. Shall assemble, codify, keep up to date, and make available to interested parties all of the University-wide academic and educational policies currently in force.

Section 2. Definitions

- a. Faculty are University employees whose major job function is instruction and/or research.
- b. Professional Staff are those non-managerial administrative employees whose major job function is the administrative guidance and support of programs and activities at the University.
- c. Students are those community members who are officially enrolled

in courses at the University.

d. Alumni are those individuals who have earned a degree or certification from the University.

e. Administration generally refers to managerial personnel with responsibility for major units at the University. Specifically, this category includes, but is not limited to: directors, assistant and associate deans, deans, assistant and associate vice presidents, vice presidents, and the president.

f. Academic departments are those units at the University whose primary function is instruction. As such, these units could be called departments, programs, centers, and/or institutes.

ARTICLE II: MEMBERSHIP

Section 1. Categories of Senators

a. The constituency of the Senate consists of the faculty, professional staff, students, and alumni of New Jersey City University.

b. The faculty shall elect two categories of senators: departmental and at-large senators. They shall serve two-year terms.

(1) Each instructional department, and the faculties of the Congressman Frank J. Guarini Library and the A. Harry Moore Laboratory School, and those area studies/centers that meet criteria as established by the Senate, shall elect by secret ballot one senator and one alternate from their full-time faculties.

(2) Eleven (11) at-large senators shall be elected by the faculty from their number. Each academic department shall be entitled to nominate two of its members for the at-large senator positions. The immediate past president of the Senate shall also be a senator-at-large.

c. The professional staff shall elect four senators and four alternates from their number. They shall serve two-year terms.

d. The alumni association shall elect one senator and one alternate from their number. They shall serve two-year terms.

e. The students shall elect two categories of senators: class and at-large senators. They shall serve one-year terms.

(1) The freshman, sophomore, junior, and senior class presidents shall serve as senators. The vice president/secretary of each class shall serve as alternate.

(2) Full-time undergraduate students shall elect four senators-at-large and four alternates from their number.

(3) Part-time students shall elect one senator-at-large and one alternate from their number.

(4) Graduate students shall elect one senator-at-large and one alternate from their number.

f. Vacancies in the aforementioned categories shall be filled by the constituency involved. In the case of senators-at large (faculty, professional staff, and students), the person who received the next highest number of votes in the most recent election will be selected to complete the remaining term. If there are none, then the Senate President shall appoint an appropriate person to complete the unexpired term. This appointment is subject to the approval of the full Senate.

Section 2. Election and Recall of Senators

a. All elections shall be supervised by the Elections Committee.

b. All elections, with the exception of the election of senators from the freshman class, shall be held in April of each year. Freshman class senators shall be elected in October.

c. The official year of the Senate, its members, officers and committees, unless otherwise designated, shall commence with the reorganization meeting which will be held during the first ten days of May.

d. Recall of a faculty or professional staff senator shall be initiated by a petition containing the signatures of at least twenty-five per cent of that senator's constituency. Recall of a student senator shall be initiated by a petition containing signatures of at least ten per cent of that senator's constituency. Signatures shall be validated by the Elections Committee. In a recall election, a majority vote of the appropriate constituency shall constitute recall.

ARTICLE III: ORGANIZATION

Section 1. Officers

a. During the first ten days of May, the Senate shall hold its reorganization meeting and elect from its membership a president, a vice president, and a secretary for terms of two years, with the privilege of serving two consecutive terms. An individual may again be elected to the same office after an absence of one term. If a departmental senator is elected president, the alternate shall become senator and the department shall then elect a new alternate.

b. The president shall perform all the duties commonly associated with executive leadership; shall call and conduct meetings of the Senate and its Executive Committee; shall, in consultation with the Executive Committee, provide and distribute (at least five (5) days in advance) an agenda for all meetings; may vote to break a tie; shall submit a

written annual report to the Senate at least one week prior to the September meeting; and shall attend Board of Trustee meetings, including its appropriate committee meetings. The president shall receive a reduction in load by at least one-half of normal duties. (If a member of the professional staff is elected president, that person shall receive overload pay equivalent to the number of reduced load credits received by a faculty member.)

c. The vice president shall perform the duties of the president in the absence or incapacity of the president as declared by the Executive Committee. The vice president shall coordinate the activities of all Senate standing committees and shall attend Board of Trustees meetings, including its appropriate committee meetings. If the vice president succeeds to the position of president, a vacancy shall be declared by the Executive Committee. Nominations for the new vice president shall be submitted at the next full meeting of the Senate. The election shall occur at the following meeting. The vice president shall receive a reduction in load by at least one-quarter of normal duties. (If a member of the professional staff is elected vice president, that person shall receive overload pay equivalent to the number of reduced load credits received by a faculty member.)

d. The secretary shall keep and distribute minutes of all regular and special meetings, keep the official list of senators, and maintain accurate records of the annual elections, conduct the necessary correspondence, maintain a file of committee members and reports, and perform such other secretarial duties as the Senate requires. The secretary shall receive a reduction in load by at least one-quarter of normal duties. (If a member of the professional staff is elected secretary, that person shall receive overload pay equivalent to the number of reduced load credits received by a faculty member.)

e. The Senate may elect additional officers as its work necessitates.

Section 2: Executive Committee

a. The Executive Committee shall consist of the president, the vice president, the secretary, and four senators, one of whom shall be a student. The president of the Senate shall be chairperson of the Executive Committee. Each College of the University must be represented on the Executive Committee.

b. The Executive Committee, responsible at all times to the Senate, shall meet at the call of the Senate president or on request of any three of its members to conduct the business of the Senate between meetings. It shall serve as a steering committee for the Senate and assist in establishing the agenda for Senate meetings. Minutes of its meetings shall be kept and shall be open upon request to all senators. The four non-officers shall be elected at the reorganization meeting and shall serve a one-year term with the privilege of re-election. If one of the non-officer members leaves the Executive Committee, that vacancy shall be filled by the person who received the next highest number of votes in the most recent election.

c. The Executive Committee is authorized to meet as needed between Senate meetings with members of the administration to discuss Senate and other University business. The joint committee thus formed shall be called the Senate-Administration Coordinating Committee. (See Article V, Section 1 for a description of this committee.)

d. All actions of the Executive Committee shall be referred to the Senate for approval.

Section 3. Standing and Ad Hoc Committees

The Senate shall establish such standing and ad hoc committees as it deems necessary to carry out its function.

a. Powers and Duties

(1) Powers and duties of standing and ad hoc committees shall be stipulated by the Constitution and/or by the Senate. The enumeration of committee functions as outlined below is not intended to be exclusive.

(2) All standing and ad hoc committees shall be responsible to the Senate. They shall meet when appropriate or at the discretion of the Senate president, but not less than once in each semester, and submit to the Executive Committee announcements of meetings, agenda, and minutes. They will prepare and submit annual reports to the Senate Executive Committee no later than May 1.

(3) Senate committees will submit to the Senate all their recommendations for initiation of new University policy or changes in present policy.

(4) All actions of ad hoc committees, or any other committee which establishes or recommends University policy regarding academic and educational objectives, shall be referred to the Senate for approval.

(5) Except for individual grievance cases and sabbatical requests, all items for committee consideration shall be channeled through the Senate president.

b. Selection of Committees

(1) All faculty and professional staff members of standing committees shall be elected for two-year terms. Student members shall be elected for one-year terms. Standing committees shall ordinarily consist of five (5) members, including at least one faculty member, one student and at least one member of the professional staff. Each committee shall elect its own chairperson annually. Members shall not be elected for more than two consecutive terms. However, an

individual may again serve on the same committee after an absence of one full term. Terms shall be staggered where practicable. No one shall concurrently serve on more than one standing committee. A standing committee shall not have more than one faculty or professional staff member from any one department at any time.

(2) Each department and each student class shall offer nominations through their senators to the Senate president for vacancies on standing committees at least two weeks before the annual reorganization meeting. The list of nominees shall appear with the agenda. Nominations may also be made from the floor of the Senate. All nominees must have given prior written consent or must be present at the reorganization meeting.

(3) The chairperson of any committee may declare the place of an elected committee member vacant when the committee member has been absent from three regular committee meetings in any semester. The Executive Committee shall appoint a new committee member to serve until the next annual reorganization meeting. Such appointments are subject to the approval of the Senate.

(4) Ad hoc and other non-standing committees will be established as needed. There shall not be more than one faculty or professional staff member from any department or unit of the University on an ad hoc or non-standing committee. There shall not be more than one student major from any department on an ad hoc or non-standing committee.

c. Standing Committees

(1) The Academic Standards Committee shall establish and maintain standards and requirements for undergraduates concerning admission, probation, dismissal, graduation, grading practices, and the general evaluation of student records.

(2) The Academic Support and Services Committee shall concern itself with the services provided by non-instructional units whose primary function is to support the academic mission of the University. Examples of such services include the library, advising, psychological counseling and medical services, computer labs, cooperative education, the bookstore, financial aid, tutoring, and registration services.

(3) The Committee on Instructional Technology shall oversee and support the technological component of all instruction sponsored by the University. This includes face-to-face courses with a technology component, blended or Web-assisted courses, or courses offered totally online.

The committee will examine the changing issues regarding the

accountability of the University regarding accreditation standards, practices, grading and other student-participation concerns. The committee shall also be responsible for oversight of the support available to faculty teaching with technology, and to students receiving instruction utilizing technology, including the training and support of faculty and students, and the availability and usefulness of campus computer labs, and the availability and reliability of technology-based assistance systems, such as via the telephone or Internet-based assistance.

The committee shall also be concerned with the availability of dependable student-oriented support services including, but not limited to, support, registration, advisement, and library services for those students enrolled in online, or technology-based classes.

Conclusions and recommendations of this committee shall be forwarded to the Senate for consideration.

(4) a. The Curriculum and Instruction Committee shall recommend to the Senate guidelines and standards for the undergraduate academic program. The committee shall supervise the implementation of said guidelines.

(4) b. The Senate Curriculum and Instruction Committee shall evaluate and recommend the approval of all new undergraduate courses (including face-to-face, blended, and online formats), academic majors, minors, concentrations, interdisciplinary programs, and professional sequences, based on their review of individual College Curriculum Committee recommendations. The committee shall also evaluate undergraduate courses that have had substantial changes in their content, objectives, and/or expected outcomes. Individual courses and course revisions approved by the committee shall be forwarded directly to the Vice President for Academic Affairs. The committee shall also make recommendations to the Senate for the establishment or dissolution of departments, programs and majors. The faculty and professional staff component of the committee shall include one faculty member from each of the Colleges. These three faculty members shall also serve on their respective College Curriculum Committees. The three remaining members of this committee shall be a student, and two other members of the faculty or the professional staff from any College.

(5) The Elections Committee shall devise practical election procedures and supervise and administer all elections involving the Senate. It shall further devise and implement procedures to maximize the constituency's participation in Senate elections.

(6) The Faculty and Professional Staff Affairs Committee shall be concerned with the general welfare and interests of the

faculty and professional staff. It shall develop and recommend policy on academic freedom, professional ethics, professional development and faculty/professional staff personnel policies in general. These policies include, but are not limited to, promotion, tenure, retirement, leaves of absence, sabbatical leaves, awarding honorary degrees, appointment and retention, awards and research grants, exchange programs and workshops, provided such actions do not impinge upon the legal and contractual obligations of the official bargaining agent. The committee will also establish guidelines and policies regarding the granting of emeritus status. Candidates for this honor will be recommended to the Senate Executive Committee and then forwarded to the administration. The committee shall include at least one faculty or professional staff member from each College.

(7) The Graduate Studies Committee shall establish and maintain standards and requirements for the admission and retention of graduate students, review grading procedures, academic integrity, and determine requirements for graduation.

The Graduate Studies Committee shall recommend to the Senate guidelines and standards for the graduate program and, based on their review of individual College Curriculum Committee recommendations, evaluate and recommend the approval of new or revised courses (including face-to-face, blended, and online formats), academic majors, minors, concentrations, interdisciplinary programs, and professional sequences, and the establishment or dissolution of departments, programs and majors. The faculty and professional staff component of the committee shall include one faculty member from each of the Colleges. These three faculty members shall also serve on their respective College Curriculum Committees. The two remaining members of this committee shall be a matriculated graduate student, and one other member of the faculty or the professional staff. The Dean of Graduate Studies and Continuing Education shall be a non-voting, ex-officio member of this committee.

(8) The Planning, Development and Budget Committee will advise and assist the administration regarding master plans, the budget, long-range plans and goals, campus security, parking, alumni relations, University bookstore, building/expansion proposals, naming of facilities, and the use of physical resources. It shall be involved in the development and review of the annual budget, and advise the administration on the apportionment of budgetary resources. Due to the broad nature of its work, this committee will consist of eight (8) members. Each College shall have at least one representative on this committee. The Vice President for Administration and Finance, or designee, will serve as a non-voting, ex-officio member.

(9) The Student Affairs Committee shall develop and recommend policies concerning student welfare, including, but not limited to, areas of orientation, evaluation, counseling, housing, supervision, discipline, co-curricular activities, financial aid, and placement. It shall assist the Dean of Students in the development of student personnel programs and advise in matters concerning the interpretation and execution of these policies. When called upon, the committee shall deal with grievances initiated by students against students or students against a member of the faculty or the professional staff. Upon receipt of a written appeal from a student, the committee shall (a) determine that the grievance has basis in fact; (b) inform the complainant of the legal and administrative limitations of the committee in resolving grievances; and (c) determine that all normal avenues of grievance resolution, between the parties involved, and the applicable department chair and dean, have been exhausted. It shall provide notice of its decision, made on a review and advise basis, to the Vice President for Academic Affairs, who renders a final decision within six (6) weeks of receiving the appeal. The committee shall include at least one faculty or professional staff member from each of the Colleges. The Vice President of Student Affairs, or designee, will serve as a non-voting, ex-officio member of this committee.

ARTICLE IV: MEETINGS AND PROCEDURES

Section 1. Meetings

- a. All regular meetings will be open to all members of the academic community. The president shall have the right to limit discussion by non-senators.
- b. The Senate shall meet regularly, September through May, at least once a month. Special meetings may be called by the President of the University, the Board of Trustees, the president of the Senate or at the request of one-third of the senators.
- c. Meetings shall be conducted according to the latest edition of Robert's Rules of Order except as may be provided otherwise by the Constitution, or by the adoption of by-laws. The president, with the advice and consent of the Senate, may appoint a parliamentarian.
- d. A quorum at any meeting shall consist of one-half plus one of the total membership who has signed in. Unless a count is requested by a senator, a quorum shall be assumed.

Section 2. Procedures

- a. A vote by roll call shall be mandatory when requested by a majority of the senators present.
- b. Regular meetings shall not exceed two hours in length. The meetings may be extended for one additional hour at the discretion of

the president.

c. Minutes of meetings shall be distributed no less than five (5) business days prior to the next Senate meeting to all senators, faculty, administrators, and the Student Government Organization.

d. The Senate shall respond promptly to all requests from its constituencies and act immediately upon requests initiated by five per cent of any of its constituencies.

e. The Senate shall reconsider actions taken, at the meeting following receipt of a petition, upon requests initiated by ten per cent of any of its constituencies.

ARTICLE V: RELATIONSHIP OF THE SENATE TO THE UNIVERSITY COMMUNITY

Section 1. Relationship to the Board of Trustees, President, and Administration

a. The President of the University and the Board of Trustees has the right to call special meetings of the Senate and to request consideration or reconsideration of specific items.

b. There shall be a Senate-Administration Coordinating Committee which meets as needed between Senate meetings. It shall serve as the mechanism through which substantive items approved by the Senate are discussed with the administration prior to their consideration and promulgation as University policy by the Board of Trustees. The committee shall consist of the Executive Committee of the Senate, the President, vice presidents, and deans of the University or their delegates. Other administrative officers and chairpersons of Senate committees shall participate as necessary. When no agreement can be reached in the Senate-Administration Coordinating Committee, the Executive Committee may request the Board of Trustees to consider the matter.

c. The president and vice president of the Senate, through participation in appropriate committee meetings and public Board meetings, shall serve as liaison between the Board of Trustees and the Senate.

Section 2. Relationship to the Instructional Units

Actions of the Senate shall not contravene the rights of instructional departments to have control of their educational and academic policies, to propose programs and courses, to recommend candidates for appointment, retention, promotion and tenure, and to formulate standards for the evaluation of their offerings.

Section 3. Relationship to the Faculty and the Professional Staff

Faculty and professional staff members have the right to attend meetings and be heard, subject to speaking limitations established by the president,

request consideration of particular items through their senators, and initiate Senate action in accordance with procedures outlined in Article IV, Section 2.

Section 4. Relationship to the Students

Students have the right to attend meetings, be heard, subject to speaking limitations established by the president, request consideration of particular items through their senators, and initiate action in accordance with procedures outlined in Article IV, Section 2.

Section 5. Relationship to the Alumni and the Alumni Association

Alumni have the right to attend meetings, be heard, subject to speaking limitations established by the president, request consideration of particular items through their senators, and initiate action in accordance with procedures outlined in Article IV, Section 2.

Section 6. Relationship to the Official Bargaining Agent of the Faculty and Professional Staff

The enumeration of certain rights and privileges in the agreements made between the faculty and professional staff's bargaining agent and the State of New Jersey shall not be construed as denying or disparaging others retained by the faculty and/or professional staff and/or approved by the Senate. All matters of compensation and terms and conditions of employment, however, are subject to negotiations between the bargaining agent and the State, and/or local administration. The Senate shall take no action that impinges on the legal and contractual obligations of the bargaining agent.

ARTICLE VI: CONSTITUTIONAL AMENDMENTS

Section 1. Initiation

- a. Upon petition to the Senate president signed by ten per cent of any constituency, proposed amendments to this Constitution must be presented to the appropriate bodies for action in accordance with Section 2 below.
- b. A constitutional amendment proposed by a senator must be submitted in writing to the Senate president, who shall include it in the agenda of the next meeting. If at least two-thirds of the total body supports the proposed amendment, it must be presented to the faculty, professional staff, and students for action in accordance with Section 2 below.

Section 2. Ratification

The proposed amendment shall be submitted for referendum to the faculty, professional staff, and students within two weeks after well-advertised public hearings (one for students and one for the faculty and professional staff). Upon receiving the approval of three-quarters of the faculty and professional staff who vote, and three-quarters of the students who vote, the amendment shall be considered ratified.

Section 3. Approval of Amendments

All amendments shall be submitted to the administration and Board of Trustees for review and appropriate action, and shall be deemed accepted if no communication to the contrary is received from either within two months.

Approved by the University Senate as Amended on March 3, 2003.

Approved by SACC: April 29, 2003.

Approved by the Faculty and Professional Staff: April 28-29, 2003.

Approved by the Students: February 23, 2004.

Adopted by the NJCU Board of Trustees: April 26, 2004.

Chapter 3 - Personnel Policies and Procedures

Academic Freedom Policy

Academic freedom derives from the nature of the quest for knowledge. It is essential to the full search for truth and its free exposition, applies to both teaching and research, and shall not be abridged or abused. Academic freedom does not relieve the faculty of those duties and obligations that are inherent in the employer-employee relationship.

Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it responsibilities correlative with rights.

Faculty are entitled to full freedom in research and in the publication of results.

A faculty member is entitled to freedom in the classroom in discussing his or her discipline.

Faculty are citizens and members of a learned profession. When the faculty member speaks or writes as a citizen, he or she is free from institutional censorship or discipline, but should not represent him or herself as a spokesperson for the institution.

Closely related to the matter of academic freedom is meaningful and systematic involvement of faculty in the governance of the University. The Board of Trustees shall establish formal means to assure that faculty views are taken into account regarding such matters as academic policy, curriculum development, faculty and other academic personnel decisions.

Source: NJCU Personnel Regulations 9:6-3.1 (1996, 1997, 2002) and Agreement, Council of N.J. State College Locals, AFL-CIO and State of New Jersey, Article V, A&B (2007).

Absence from Work Policies

Child Care Leave of Absence without Pay

Child care leave without pay may be granted by the appointing authority under the same terms and conditions applicable to all other personal leaves without pay. The faculty member shall not be required to exhaust vacation leave prior to commencing a leave without pay for childcare purposes.

Source: Agreement, Council of N.J. State College Locals, AFT, AFL-CIO, and State of New Jersey Article XXVIF (2007).

Donated Leave

The University offers a Donated Leave Program, allowing faculty to donate accumulated sick leave for the benefit of colleagues who have exhausted their sick leave. Details are available on the Human Resources website:

Family Medical Leave Act Policy (FMLA)

In accordance with the 1993 Family Medical Leave Act, New Jersey City University allows employees to take 12 weeks of unpaid leave from the job for a serious illness, the serious illness of a family member, or for the birth or adoption of a child. During this time the employee's job and health benefits will be protected. The 12 weeks are per calendar year, and do not have to be taken consecutively.

A FMLA leave of absence must have the supervisor's recommendation and approval of the Department Head and Dean and approval of the Vice President. Those seeking a leave of absence must contact the Human Resources Department for counseling in preparation of the application and to review the policy, use of sick and vacation time, and continuation of benefits. To be eligible for an FMLA leave, an employee must:

Be employed at the University for at least 12 months.

Have worked at least 1,250 hours in the previous 12 months.

A FMLA leave can be granted for:

For the birth, adoption or foster care placement of a child.

For a serious health condition that prevents the employee from doing the essential functions of his or her job.

To care for a child, spouse, parent, or partner in a civil union with a serious health condition.

NJCU'S FMLA Application Process

Employees must give 30 days notice of intent to take leave when it is known in advance; when taking a leave for unforeseen reasons, employees are to give as much notice possible. The Leave of Absence request form must be completed and returned to the Human Resources department. A physician's certification must be submitted for all FMLA leaves, including extension of leaves. The physician's certification must include prognosis, duration and an expected return to work date.

FMLA will be applied to all leave time (sick, vacation, administrative) used for serious health conditions that exceeds five (5) consecutive days in duration up to and including the allowed 12 weeks. Once an employee has exhausted his or her accrued sick time, he/she is eligible for Temporary Disability Insurance (TDI). Human Resources will notify the employee when he/she will be eligible to apply for TDI and will supply the employee with the necessary forms to apply. Please note that TDI is a benefit offered to employees by the State of New Jersey, not New Jersey City University. As separate benefits, TDI and FMLA are operated as separate entities.

FMLA leave will begin on the first date of the employee's approved leave, paid or unpaid. If the employee is unable to return to work on the approved date, he/she must notify Human Resources two weeks in advance. An extension of leave must be approved by the Department Chair and Dean and the Vice President. Additional

medical verification must be submitted. Upon return to work the employee must report to the Human Resources Department to ensure the processing of all return from leave forms.

*It is imperative that employees have a consultation with the Human Resources Department regarding leave of absence, so that all policies can be explained in full. If an employee is unable to take care of this due to his/her own unforeseen serious illness, he/she should authorize someone to do this on his/her behalf.

Source: Federal Family and Medical Leave Act (FMLA), 4A: 6-1.21B.

Leave of Absence without Pay

Any full-time employee on tenure or a multi-year contract may apply for a leave of absence without pay, not to exceed one (1) year. Such leaves may be extended on an annual basis for a period not exceeding two (2) additional years. Application for such leave or extension thereof shall be filed with the President of the University. Only the positive recommendations by the President will be forwarded to the Board of Trustees for final action. Under unusual circumstances as determined by the University, an employee on tenure or a multi-year contract may be granted a leave without pay beyond the aforementioned three (3) years with the approval of the President and final action of the Board of Trustees.

Probationary employees and part-time employees may apply for leaves of absence without pay, not to exceed six (6) months of the work year being served at the time of the request. Such employees will be eligible for leave of absence without pay, not to exceed six (6) months of the work year next following the year in which the request is made, providing that such employee has received notification of reappointment for such next following work year. For purposes of pursuing terminal degrees, probationary employees may apply for leaves of absence without pay, not to exceed one (1) year. Under unusual circumstances as determined by the College/University, a probationary employee may be granted a leave without pay beyond the aforementioned one (1) year with the approval of the President.

Continuation of benefits for full-time employees during the period of any leave of absence without pay is determined under appropriate legislation and rules and regulations implementing such legislation.

Leaves of absence without pay may be granted for education, parental need, non-medical maternity or other reasons.

Source: Agreement, Council of N.J. State College Locals, AFT, AFL-CIO, and State of New Jersey Article XXVIB (2007).

Maternity Leave

A pregnant employee shall be granted earned sick leave with pay pursuant to Article XXIV or may be granted vacation leave pursuant to Article XXIV or leave of absence without pay pursuant to Article XXVI.B for such period of time that she is physically unable to perform her work prior to the expected date of birth and after the actual date of birth. Such utilization of sick leave, vacation leave and/or leave of absence without pay shall be subject to all requirements and conditions for the use of such leave.

Source: Agreement, Council of N.J. State College Locals, AFT, AFL-CIO, and State of New Jersey Article, XXVIE (2002007).

Medical Leave of Absence

When it becomes evident that a medical condition will require additional absence from work, a medical leave of absence (with or without pay) must be requested in writing and approved by the Dean. Such requests require medical documentation stating the nature of the illness, prognosis and expected return to work date. This time is given in advance with the expectation that the faculty member will work for the University throughout the calendar year. If employment terminates with the University before the end of the year, the employee's time will be adjusted to the amount of time the employee would have accrued monthly. If the employee has taken more days than would have been accrued monthly, the negative balance will be taken from the final pay check.

Sick Leave

Employees may on occasion be unavoidably absent because of personal or family illness. An employee who finds it necessary to be absent because of illness should communicate with the President or his or her designated officer as soon as possible.

Sick leave is occasioned by the absence of an individual from duty because of illness, accident, exposure to contagious disease, necessary attendance upon a member of the immediate family who may be seriously ill, or death in the immediate family.

Full-time faculty are credited with one and one-quarter (1 1/4) days of sick leave for each month of employment for a total of twelve and one-half (12 1/2) days annually.

Unused sick leave is cumulative and may be used for personal illness. Sick leave may also be used in the event of the death of a member in the immediate family or in situations which require the necessary attendance upon a member of the immediate family who is seriously ill.

Source: Agreement, Council of N.J. State College Locals, AFT, AFL-CIO, and State of New Jersey Article XXIV C (2007).

Special Leaves

Jury Duty

Faculty members shall not have their pay reduced for the time required to attend jury duty that is scheduled during the employee's work hours. Time required for jury duty includes actual time spent in commuting.

The faculty member shall be responsible for immediately notifying the University in writing of impending jury duty. Faculty members shall submit to the University written verification of attendance at jury duty, signed by a representative of the court.

Source: Agreement, Council of N.J. State College Locals, AFT, AFL-CIO, and State of New Jersey Article XXVI.G (2007).

To Appear as a Witness

All faculty members shall be granted time off with pay when summoned as a witness before a judicial or quasi-judicial proceeding, to which they are not a named party, during the faculty's normally scheduled work hours. Faculty members shall be granted time off without pay to appear at a judicial or quasi-judicial proceeding to which they are a party.

Source: Agreement, Council of N.J. State College Locals, AFT, AFL-CIO, and State of New Jersey Article XXVI.H (2007).

Emergency Civilian Duty

All faculty members shall be given time off with pay to perform emergency civilian duty in relation to national defense or other emergency when so ordered by the Governor or by the President of the United States.

Source: Agreement, Council of N.J. State College Locals, AFT, AFL-CIO, and State of New Jersey Article XXVI.D (2007).

Leave of Absence for Military Service

Leave of absences required for military service should be referred to the Human Resources Office to determine eligibility and benefits. See also Agreement, Council of N.J. State College Locals, AFT, AFL-CIO, and State of New Jersey Article XXVI.C (2007).

Unauthorized Absences

Any faculty member who is absent from duty for five consecutive business days without notice to and the approval of his or her dean or who fails to report for duty within five business days after the expiration of any authorized leave may be subject to dismissal by the University.

Source: NJCU Personnel Regulations 9:6A-6.6 (1996, 1997, 2002).

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

An employee who has an occupational injury or disease may be entitled to Workers' Compensation and Sick Leave Injury (S.L.I.) benefits. Workers' Compensation is designed to cover medical expenses incurred as the result of a work related illness or injury. Employees who are disabled because of work-related injury or disease shall be granted leave of absence with pay (S.L.I.) if the conditions and requirements set forth below are met.

Procedures

The employee is required to report to his or her supervisor (for faculty, the Dean) any accident or work condition claimed to have caused the disability upon its occurrence or discovery and is responsible for completing a written report on the matter as soon as possible or within five days

thereafter. The report shall include a statement of witnesses and copies of all medical reports concerning the injury or illness.

The University shall review the request for Sick Leave Injury (S.L.I.) benefits based on the standards set forth above and within twenty (20) dates of receipt of the request shall:

Grant the request and notify the employee in writing that the benefits have been approved; or

Deny the request, inform the employee of the reasons for the denial and advise the employee of the right of appeal pursuant to N.J.S.A. 18A:3B-6(f).

The University requires the employee to be examined and treated by a physician designated and compensated by the University. The University reserves the right to determine what medical facility will be used. The decision is in conjunction with Medical Services and Human Resources departments.

Source: Human Resources.

Animals on Campus Policy

Faculty and staff are not permitted to bring dogs, cats or other pets on the grounds or in the buildings unless they are aids to people with disabilities.

Change of Address and / or Status Policy

Change of address and/or a change of personal status (such as marriage, separation, civil union, divorce, etc.) should be immediately reported to the Human Resources Department. Change of address should also be given to the individual's immediate supervisor.

The Change of Address notification is necessary to keep personnel records current, while a Change of Status notification (and completion of W-4 form, and a health benefits enrollment card, in the Human Resources Department) is necessary because an individual's health benefits coverage is affected by such change.

Civil Unions Policy

The University abides by chapter 103, P.L.2006, the Civil Union Law, effective Feb. 19, 2007, affecting benefits. The relationship of this law to the earlier Domestic Partnership legislation is explained at the NJ State pensions and health benefits site at the NJCU Human Resources portal under the GothicNet "My Career" tab.

Further information is available at:

www.state.nj.us/treasury/pensions/civil-unions.htm.

Conscientious Employee Protection Act ("Whistleblower Act")

New Jersey law prohibits an employer from taking any retaliatory action against an employee because the employee does any of the following:

- a. Discloses, or threatens to disclose, to a supervisor or to a public body an activity, policy, or practice of the employer or another employer, with whom there is a business relationship, that the employee reasonably believes is in violation of a law, or a rule or regulation issued under the law, or, in the case of an employee who is a licensed or certified health care professional, reasonably believes constitutes improper quality of patient care;
- b. Provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into any violation of law, or a rule or regulation issued under the law by the employer or another employer, with whom there is a business relationship, or, in the case of an employee who is a licensed or certified health care professional, provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into quality of patient care; or
- c. Objects to, or refuses to participate in, any activity, policy or practice which the employee reasonably believes:
 - (1) Is in violation of a law, or a rule or regulation issued under the law, or, if the employee is a licensed or certified health care professional, constitutes improper quality of patient care;
 - (2) Is fraudulent or criminal; or
 - (3) Is incompatible with a clear mandate of public policy concerning the public health, safety or welfare.

If an employee believes that he/she has been involved in, or has knowledge of, any action which may be in violation of law, regulation or public policy, or is fraudulent, the employee is urged to notify Robert Piaskowsky, Director of Human Resources, at 201-200-2335 or by e-mail at rpiaskowsky@njcu.edu so that the matter may be investigated and corrected.

Dismissal Policy

No faculty member with tenure may be dismissed except as provided in N.J.S.A. 18A:6-18.

Source: NJCU Personnel Regulations 9:6-3.16 (1996, 1997, 2002).

Drug and Alcohol Policies

Alcohol Policy

All individuals of the New Jersey City University community are expected to honor NJ laws relating to the sale, possession and consumption of alcoholic beverages. Only persons 21 years of age or older may possess and consume alcoholic beverages. It is unlawful in the State of New Jersey for a person under 21 years of age to possess or consume alcoholic beverages, or for any person to sell, distribute, or make alcoholic beverages available to persons under 21 years of age. Intoxication and/or disorderly conduct resulting from the use and consumption of alcohol, whether in private or public areas of the campus, will be dealt with according to university policies/regulations and other municipal and/or state laws.

Faculty who violate this policy may be subject to disciplinary action which could include probation, suspension, and/or dismissal. A disciplinary action may include an appropriate evaluation, treatment, and/or rehabilitation program.

Faculty experiencing problems with alcohol abuse that affect job performance may also be referred to the Employee Advisory Service (EAS). The EAS is a free, confidential counseling service available to employees of State agencies and entities throughout New Jersey. Members of the employee's immediate household are also eligible for services. If services are required outside the EAS system, efforts will be made to refer the employee to a practitioner or facility which accepts the employee's health plan. Employee Advisory Service is more fully explained in the New Jersey Administrative Code at NJAC 4A:6-4.10.

Alcohol abuse directly affects and damages mental and physical health. Prolonged, excessive abuse can significantly shorten the average life span. Further alcohol abuse adversely affects the life and safety of the university community. In the workplace, it can reduce job efficiency, increase absenteeism and use of sick leave, and most importantly, jeopardize the lives and safety of co-workers and students.

Alcohol Policy Regarding Students

It is unlawful in the State of New Jersey for a person under 21 years of age to possess or consume alcoholic beverages, or for any person to sell, distribute or make alcoholic beverages available to persons under 21 years of age.

The following regulations govern the use and distribution of alcoholic beverages at the University:

Recognized student groups, administrative units and academic departments must complete an agreement governing alcohol consumption in order to serve alcohol at campus functions where students will be present. The sponsors of these events accept the responsibility to see that minors are not served alcoholic beverages and that all participants comply with the regulations governing the use of alcohol.

Proof of age must be established for all persons served alcohol on the

campus.

A member of the administration or faculty must be present at student functions where alcoholic beverages will be available.

The consumption and/or distribution of alcoholic beverages shall be appropriately controlled so that the judgment and mobility of users are not impaired.

Alcoholic beverages may not be served to persons who are intoxicated.

Non-alcoholic beverages and food must be available at all functions where alcoholic beverages are served.

Separate dispensing and consumption areas must be maintained at those functions where alcoholic beverages are served and minors are present.

The student activity fee may not be used to purchase alcoholic beverages for on-campus functions.

Consumption of alcoholic beverages and the carrying of open containers of alcoholic beverages in unlicensed or unapproved areas are prohibited. Examples: classrooms, student lounges, cafeteria, parking lots, corridors, etc.

Alcoholic beverages are prohibited in the dormitories.

The sale of alcoholic beverages is confined to the Gilligan Student Union and must be approved by the Dean of Students and the Student Union Board of Directors.

Sponsors of approved functions where alcoholic beverages will be sold must obtain an appropriate A.B.C. license.

Security and maintenance requirements for activities scheduled for the Student Union will be determined by the Director of Student Services and Director of Safety and Security.

Individuals or organizations who fail to comply with these regulations shall be subject to penalties commensurate with the violation(s).

Drug-Free Workplace Policy

New Jersey City University is required by the Drug Free Workplace Act of 1988 (41 USC Section 701-707) to notify all employees that the unlawful manufacture, sale, distribution, possession or use of a controlled substance in or on any premises or property owned or controlled by the University is prohibited. A controlled substance is any substance so defined by federal or state statute or regulation.

To promote a drug free workplace, the University urges its employees who experience drug-related problems to seek assistance through the Department of

Human Resources, and specifically the Employee Advisory Service (EAS) described under Alcohol Policy. Employees who are experiencing performance problems in the workplace may be required to undergo treatment for substance abuse, or be subject to disciplinary action up to and including dismissal. Further, and consistent with the Drug-Free Workplace Act, those convicted of violating a criminal drug statute while at the workplace will be subject to appropriate disciplinary action, including termination, or will be required to participate satisfactorily in an approved drug assistance or rehabilitation program or both. Employees who are convicted under a criminal statute for a drug-related offense that occurred in the workplace are required under the Act to notify the University (Human Resources) within five days of the conviction.

Falsification of Application Materials

The falsification of any materials or documents submitted by an individual in connection with an application for employment at the University may be grounds for dismissal.

Source: NJCU, Personnel Regulations 9:6A-6.2 (1996, 1997, 2002).

Personnel Files

A personnel file shall be maintained for each faculty member in accordance with the following procedures:

The University shall place in the personnel file communications indicating special competencies, achievements, research, performance and contributions of an academic, professional or civic nature. An employee may submit to the University such commendations which he or she deems worthy to be included in his or her personnel file.

All material received from committees, department chairpersons, administrative officers or other responsible sources concerning a faculty member's competency, service, character, or conduct shall be signed by the originator before being placed in the personnel file of any faculty member. Anonymous communications shall not be placed in the personnel file of any faculty member with the exception of documents specifically provided for in the evaluation procedures.

A copy of any item included in the faculty member's personnel file, except items submitted by the faculty member, dealing specifically with retention, dismissal, salary improvement, promotion, or tenure shall be transmitted to the employee immediately. A copy of other filed items, including all items submitted by the faculty member, shall be made available to him/her upon request at the expense of the employee., except for the first ten (10) pages each year, which shall be free of charge.

Any item which deals specifically with a faculty member's retention, dismissal, salary improvement, promotion, or tenure which was not previously transmitted to him/her and which is to be relied upon in personnel actions shall be made available to the faculty member and a

reasonable time provided for response. The item and response shall be placed in the faculty member's personnel file.

A faculty member shall be given the opportunity to review the contents of his or her personnel file upon application. The employee shall have the opportunity to acknowledge that any item has been read by signing the file copy. Such signature would not necessarily indicate agreement with its content nor will the absence of such signature be construed to necessarily indicate that the employee had not received or read any item in the personnel file.

Letters of recommendation relating to initial appointment which were solicited under conditions of confidentiality shall be excluded from the faculty member's inspection but shall not be used in personnel actions subsequent to full-time employment.

A faculty member shall have the right to respond to any document in his or her personnel file. Such response shall be directed to the President of the University and shall be included in the faculty personnel file, attached to the appropriate document.

A representative may, with the faculty member's written authorization, accompany him/her while he or she reviews his or her file.

Materials may be removed from an employee's personnel file upon mutual agreement of the employee and the President of the College/University or his or her designee.

Source: Agreement, Council of N.J. State College Locals, AFT, AFL-CIO, and State of New Jersey, Article XXIX (2007).

Resignation Policy

Employees have an obligation in the matter of resignation. Except in the case of resignation for health or other reasons beyond the control of the employee, it is expected that he or she shall continue to serve until the completion of the academic year or for the term of his or her appointment.

Source: Agreement, State of New Jersey and New Jersey State College Locals, AFT, AFL-CIO , Article XV A (2007).

Sexual Harassment Policy

Section I: POLICY STATEMENT

It is the policy of New Jersey City University that no member of the university community - students, faculty, administrators, or staff - may sexually harass any other member of the community. Sexual Harassment is a violation of the New Jersey Law Against Discrimination, N.J.S.A. 10:5-1 et seq., Title IX of the Education Amendments of 1972, and Title VII of the Civil Rights Act of 1964 (as amended in 1991). Under certain circumstances, sexual harassment may constitute sexual assault or abuse. All members of the University community must be allowed to pursue their activities at New

Jersey City University free from unsolicited and unwelcome sexual advances or conduct. New Jersey City University regards sexual harassment to be a violation of the standards of conduct required of all persons associated with the institution and recognizes that it is a violation of state and federal law. The University will fully comply with all civil laws prohibiting sexual harassment and all criminal laws concerning assault. Accordingly, the University prohibits any and all acts of sexual harassment during any University instruction or university-related activities by and of employees and students. Immediate and appropriate action will be taken against violators of this policy.

The Office of the Dean of Students and the Sexual Harassment Committee have a responsibility to ensure that the University's learning environment is free from sexual harassment. These units bear the primary responsibility for encouraging and maintaining a learning environment free from sexual harassment. The Office of the Dean of Students and the Sexual Harassment and Assault Committee are free to act, and are expected to act, on this responsibility, whether or not they are in receipt of individual complaints. It is the obligation of these units to be familiar with this policy and, where appropriate and feasible, to participate in training, to ensure that they are able to fulfill these responsibilities.

Section II: PURPOSE

The purposes of this policy are:

- to be educational, by increasing awareness of and sensitivity to the negative impact of sexual harassment;

- to prevent sexual harassment by indicating the seriousness with which New Jersey City University views and handles issues of sexual harassment;

- to provide fair procedures for handling complaints when they do occur.

Section III: DEFINITIONS

Sexual harassment is defined as any sexually oriented behavior of a deliberate or negligent nature which adversely affects one's academic performance or work environment. It may involve conduct or comments that are unintentional as well as intentional. It may include the use of authority to emphasize the sexuality or sexual identity of an individual in a manner, which prevents the individual's access to the educational benefits and or opportunities at NJCU. While most harassment involves men harassing women, either men or women can be harassed by members of the same and/or opposite sex. This policy prohibits all forms of sexual harassment. Sexual Harassment is illegal. It includes, but is not limited to:

Quid Pro Quo Harassment – Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when submission or rejection of such conduct is made a condition of academic evaluation or the conferral of any benefit. It

involves an implicit or explicit threat that if the student does not accede to the sexual demands of someone in authority he or she will suffer adverse consequences.

Hostile Environment Harassment – Unwelcome conduct that would have not occurred but for the student's gender, that is severe or pervasive enough to make a reasonable person of the same sex believe that the conditions of the student's education are altered and the academic environment is hostile or abusive. The complained-of conduct need not be sexual in nature to constitute hostile environment sexual harassment. Although quid pro quo harassment, by definition, requires that the harasser be someone in a position of authority over the student, hostile environment harassment can occur when anyone in the campus community, including a student, harasses another person. An individual's intent or lack of intent to harass is not relevant to the determination of whether harassment occurred.

Consensual Relationships – Consensual romantic and sexual relationships between student and faculty or staff are strongly discouraged. No person involved in a romantic or sexual relationship with a student shall have responsibility for evaluating the student's academic performance or for making decisions regarding the student's rights or benefits because of the inherent conflict of interest. Such relationships may become the basis for serious charges of sexual harassment. These relationships may also appear to others as exploitative even if the parties view their relationship as consensual.

Examples of Sexual Harassment - The following examples are illustrative of conduct that, if proven, would be considered by the University to establish sexual harassment in either an employment or an academic setting:

Pressure for a dating, romantic, or intimate relationship

Unwelcome, unnecessary and/or inappropriate touching, such as patting, pinching, hugging, or brushing against an individual's body

Pressure for or forced sexual activity

Belittling remarks about a person's gender or sexual orientation

Inappropriate sexual innuendoes or humor

Offensive sexual graffiti, pictures, or posters (about another individual or posted in common areas with the intent to offend)

E-mail and Internet use that violates this policy

Unsolicited, unwelcome flirtations, advances, and/or propositions of a sexual nature

Insults, jokes, or anecdotes that belittle or demean an individual or a group's sexuality or gender

Unwelcome sexually-oriented and/or obscene gestures, verbal

expressions, or comments of a sexual nature about an individual's body, clothing, or sexual experience

Inappropriate displays of sexually suggestive objects or pictures

Leering or ogling

Uninvited letters, e-mails and telephone calls of a sexual nature

Suggestions that submission to or rejection of sexual advances will affect decisions regarding such matters as an individual's employment, work assignments, or status, salary, academic standing, grades, receipt of financial aid and/or letters of recommendation, etc.

Section IV: CONFIDENTIALITY

Complaints filed with the Office of the Dean of Students and/or the Speicher-Rubin Women's Center will be handled with sensitivity throughout the process. Confidentiality will be maintained to the extent possible.

A. All persons involved in a case are expected to maintain confidentiality, particularly within the work, study, or living area in question.

B. Terms of confidentiality, including the need to disclose information that restores a unit to effective functioning, may be agreed on during informal action or mediation between the complainant and respondent, or, in the case of the formal procedure, as determined by the Administrative Head of Unit.

C. For educational purposes, the Sexual Harassment Committee may discuss specific cases and their resolutions without identifying information.

D. Normally, documents created in the course of the procedures under this policy shall be treated as confidential and are retained by the Office of the Dean of Students in confidential files in accordance with that Office's policy on confidential records.

E. The record of the complaint and final decision shall be retained in a file in the Office of the Dean of Students.

F. Confidentiality may not apply to persons subject to extra-University judicial processes or where disclosure is required by law.

Section V: RETALITATION

Retaliation against an individual for reporting sexual harassment or for reporting sexual harassment or for participating in an investigation is prohibited by University policy and state and federal law. Retaliation is a serious violation which may subject the offenders to sanctions, regardless of whether or not the sexual harassment complaint has been substantiated.

Section VI: GROUNDLESS OR MALICIOUS ALLEGATIONS

It is a violation of these procedures for anyone to knowingly make false accusations of sexual harassment. Failure to prove a claim of sexual harassment, however, is not equivalent to making a false accusation. Sanctions may be imposed for making groundless or malicious accusations of sexual harassment.

Section VII: INITIATING A COMPLAINT

A. Anyone may anonymously seek the advice and assistance of the Dean of Students and/or an appointed designée, both hereafter referred to as advisor(s). The advisor(s) shall assist the individual in identifying concerns and considering options. The advisor(s) shall provide individuals seeking advice with a copy of this policy and shall make them aware of the availability of counseling services, both on and off campus, as appropriate.

B. Complaints of sexual harassment may be made by any member of the University community who has been directly affected by sexual harassment, or who has reasonable cause to believe that sexual harassment has taken place. A complaint may also be made on behalf of the University by the advisors against any member of the University community where there is reasonable cause to believe that sexual harassment exists. Individuals are encouraged to bring forward complaints as soon as possible after the incident(s) in order that the most thorough and fair consideration of the matter may occur. In general, it is recommended that complaints be initiated within one calendar year of the alleged incident. Early resolution of complaints can benefit the complainant, the respondent, and the University as a whole. Late reporting may impede a satisfactory resolution or hamper a proper investigation.

C. Resolutions of complaints based upon sexual harassment within the university may be achieved by using an informal resolution or formal procedure. Both procedures begin with the notification of the Office of the Dean of Students and/or the Speicher Rubin Women's Center. The procedures used by both processes are different, but the intent for both is to stop the offending behavior, resolve the complaint, protect individuals' rights and reputations, and resolve the complaint in a manner that is timely and agreeable to all parties. Alleged incidents of sexual harassment can be resolved by using any of the following procedures:

1. Informal resolution: the informal proceeding requires voluntary agreement of the parties and focuses on conciliation rather than culpability.
2. Formal hearing: a formal hearing is heard by the Sexual Harassment Committee in which the person making the complaint, hereafter referred to as the complainant(s), and the respondent have the opportunity to provide testimonies, present witnesses and admit evidence on behalf of their case.

Sexual Harassment Committee members deliberate and render a decision, which is recommended to the Dean of Students.

In order to use the formal procedure, the identity of the person making the complaint and the details of the complaint must be disclosed to the other party, hereafter called the respondent, and the advisors. Disclosure of the identity of the complainant may or may not be required under the informal procedure, depending on the nature of the action pursued.

D. At any time, complainants may choose to withdraw from these complaint proceedings. Nevertheless, the University's legal commitment to provide an environment free from sexual harassment may obligate the University to proceed in the absence of a complaint from the person directly affected. In deciding whether to proceed in such cases, the University will take into account all relevant circumstances including, but not limited to, the availability of evidence, the accessibility of witnesses, the need for protection against retaliation on the part of witnesses and the need for due process on the part of respondents.

E. In responding to complaints of sexual harassment, persons involved in the application of these procedures should consult with the Dean of Students.

Section VIII: INFORMAL RESOLUTION PROCEDURES

The University offers a student an informal resolution process as an alternative to the formal complaint procedure. The Office of the Dean of Students will attempt to intervene in order to reach a satisfactory resolution between the individuals directly involved. The University, however, cannot pursue disciplinary action against a respondent in the informal process. The informal proceeding requires voluntary agreement of the parties and focuses on conciliation rather than culpability. Early reporting is essential to an effective resolution. If informal attempts to resolve the complaint are unsuccessful, or if the complainant or the Office of the Dean of Students believes an informal procedure is inappropriate, the formal complaint process can be utilized at any time. The filing of an informal complaint is not a prerequisite to a formal complaint.

A. If a student wishes to try informal resolution of a complaint, she/he must file an Intent to File Internal Sexual Harassment Complaint For Students. Upon receipt of this notice of intent, an attempt will be made to resolve the complaint by conciliation leading to informal mutual agreement.

B. In order to conciliate an informal complaint, the Office of the Dean of Students may meet with the parties and their respective advisers separately, together, or both. The purpose of the meetings is to clarify issues and resolve the complaint.

C. If conciliation resolves the complaint, a conciliation agreement, stipulating the terms of the resolution, will be signed by the

complainant and charged party. Each party will be given a copy of the signed agreement.

D. If the conciliation process is not successful and the student wishes to proceed with a formal complaint, she/he must file a formal written complaint.

Section IX: FORMAL HEARING PROCEDURES

If a complainant wishes to invoke a formal administrative action, a formal written complaint must be filed with the Office of the Dean of Students. Students are encouraged to report sexual harassment as soon as possible. Late reporting may impede a proper investigation. A formal complaint will be heard by the Sexual Harassment Committee.

A. The formal written complaint must specify, in detail, the nature of the charge, dates of particular events, names of possible witnesses, respondent's name and any other relevant information. The complaint must be signed and dated.

B. The Office of the Dean of Students shall acknowledge receipt of the formal written complaint and provide a copy of it to the respondent and the Chair of the Sexual Harassment Committee within seven working days. The respondent shall be given the opportunity to respond to the allegations in writing.

C. The Office of the Dean of Students has 45 days from the time the formal complaint is filed in which to complete an investigation. If a longer period is necessary for a thorough investigation, the President may issue reasonable time extensions. Parties will be notified of any extensions.

D. As part of the investigation, the Office of the Dean of Students will refer the case to the Sexual Harassment Committee who will meet with all parties. Throughout the investigation, the confidentiality of all participants will be maintained to the extent possible.

E. Upon conclusion of the hearing, the chair will forward the committee's recommendations to the Office of the Dean of Students for disposition.

F. The final decision of the Office of the Dean of Students includes remedial measures, such as a referral to the appropriate University administrative office for disciplinary action. The final decision will include general information regarding rights to appeals.

G. Sanctions for students found to have violated these procedures range from a warning to expulsion and referral to the criminal justice system. Disciplinary action will comply with relevant law and regulations.

Section X: RIGHTS OF COMPLAINANT/RESPONDENT

The complainant and the respondent are entitled to support and assistance at all times during the Sexual Harassment resolution process. The Office of the Dean of Students is available and willing to provide assistance and support to complainants and respondents.

Rights of the Complaining Party

In addition to the rights outlined in the Code of Conduct, any student who believes that he/she has been subjected to sexual harassment in violation of this Policy is urged to promptly pursue the matter and to file a complaint in accordance with the procedures described in this policy. The complaining party will not be reprimanded, retaliated against, and/or discriminated against in any way for initiating an inquiry or complaint in good faith.

Rights of the Alleged Subject

In addition to the rights outlined in the Code of Conduct, a person against whom a complaint is lodged shall be presumed innocent of that charge unless and until there is a final administrative finding of responsibility or an admission to the charge by that person.

Section XI: ROLES AND RESPONSIBILITIES

Advisor(s)

The role of the Advisor(s) (designated by the Dean of Students) is to:

1. provide information on the Sexual Harassment Policy and procedures to members of the University community and Third Parties having connections to the University
2. provide information on the Sexual Harassment Policy and procedures to persons bringing forward a complaint
3. advise and assist the members of the Sexual Harassment Committee, Administrators and others seeking direction in the handling of complaints
4. assist persons wanting to initiate the informal resolution process or the formal hearing process and facilitate arrangements in connection with those procedures
5. in consultation with the Sexual Harassment Committee, develop and provide education to the University community on the prevention of sexual harassment
6. in consultation with the Sexual Harassment Committee, coordinate and ensure appropriate and regular training for the Sexual Harassment Committee others involved in the application of the sexual harassment procedures
7. maintain confidential records on all allegations of sexual

harassment

8. serve as a resource to the Sexual Harassment Committee

Sexual Harassment Committee/Hearing Panel

The Sexual Harassment Committee will be composed of a pool of fifteen or more individuals (a combination of faculty, staff, and students), five of whom will hear each complaint. The Committee is trained to, and charged with the responsibility of, listening to the allegations and any responses, making a decision as to the validity of the charge, and making a recommended decision and sanction.

Selection Process

The pool from which the members will be selected shall consist of representatives from the following categories: students, support personnel (clerical/secretarial, technical/paraprofessional, skilled crafts and service/maintenance), managerial administrators, faculty, and non-teaching professionals. The five members for each hearing shall be selected by the Dean of Students, the majority of which will be from the categories to which the victim and the accused belong. The chair of each hearing will be chosen by and from the five members who are serving. Selected members will serve for two years and will be required to undergo special training prior to serving and each year of service in order to create a good understanding of sexual harassment/assault, campus investigation procedures, and counseling of victims.

Section XII: RETALIATION

No person shall retaliate against another for bringing forward a complaint of sexual harassment or for providing information in respect of a complaint. The University considers retaliation or the threat of retaliation at any stage to be a serious offense because it prevents potential complainants, witnesses, and administrators from acting on their concerns. Any person should report threats, acts of retaliation and other safety concerns to the Dean of Students. Retaliation may include, but is not limited to, unfair evaluation; unfair work or academic assignments; having information withheld or made difficult to obtain in a timely matter; not being informed about important events such as meetings or changes in policies; name-calling or ridicule (public or private); oral or written threats or bribes; or further harassment of any nature. Acts of retaliation may be subject to disciplinary action pursuant to section.

Section XIII: INTERIM MEASURES

The University may, at any time during the processing of a complaint, take necessary steps to ensure the health, safety, and security of any member of the University community.

Section XIV: DISCIPLINARY SANCTIONS

A conclusion that sexual harassment has occurred shall subject the

offender to appropriate disciplinary action and may result in suspension, discharge, expulsion or dismissal. University disciplinary procedures and possible sanctions are described in the Student Code of Conduct. Sanctions imposed will be determined on the basis of the facts of each case and the extent of harm to the University's interests.

Section XV: EXTERNAL COMPLAINT PROCESS

In addition to using the University's internal procedures, a student has the right to file a complaint with federal and state agencies that investigate discrimination charges. An external complaint must be filed directly with the agency. The agencies also should be consulted concerning time deadlines for filing.

For Title IX violations:

Office for Civil Rights
U.S. Department of Education
New York Office
75 Park Place 14th Floor
New York, New York 10007-2146
212-637-6466

For violations of the New Jersey Law Against Discrimination:

New Jersey Division of Civil Rights
Essex County Regional Office
31 Clinton Street
Newark, New Jersey 07102
973-648-2700

Other Resources:

If needed, the following counseling services are available to students:

The Office of the Dean of Students – GSUB Room 127.
The Health and Wellness Center – Vodra Hall, Ext. 3456
Counseling & Psychological Services – GSU 308, Ext. 3165
Speicher-Rubin Women's Center – GSU 318, Ext. 3189

Source: Division of Student Affairs Office of the Dean of Students 6/2005.

Smoking on Campus Policy

NJCU is dedicated to providing a healthful, comfortable, and productive work environment for students and employees. Smoking is prohibited in all University buildings. This includes all offices, hallways, restrooms, elevators, meeting rooms, and other indoor community areas. This policy applies to all employees, students, and visitors.

NJCU provides a variety of services to help employees who want to stop smoking, including information regarding smoking cessation clinics and referrals to

other sources of help. The success of this policy depends upon the consideration, thoughtfulness, and cooperation of nonsmokers and smokers alike. All employees and students share in the responsibility for adhering to and enforcing the policy. Any problems should be brought to the attention of the appropriate supervisor. When necessary, potential violations will be forwarded through normal university disciplinary channels.

Source: Human Resources, 2007.

Standards of Conduct Policies

Conflicts of Interest/Ethics Program Summary

Pursuant to the New Jersey Conflicts of Interest Law, N.J.S.A. 52:13D-12 et seq, (NJCOIL), each University officer or employee is required to avoid conflicts of interest in the performance of official duties. The New Jersey Legislature by passage of NJCOIL has provided standards for employee conduct, as well as, the means for regulatory oversight and enforcement of these standards for all State employees, including employees of New Jersey City University, a State University of the State of New Jersey. Specifically, the State Ethics Commission (SEC), a seven member commission appointed by the Governor, is charged with the promulgation and enforcement of rules and regulations and a Uniform Ethics Code applicable to all State employees. NJCOIL also provides that each State agency, including the State's public universities and colleges shall adopt a code of ethics which shall be a supplement to the Uniform Ethics Code.

New Jersey City University is, therefore, required to promulgate a code of ethics ("NJCU Code") under law N.J.S.A. 52:13D-23(a)(1). It is a supplement to the Uniform Ethics Code ("Uniform Code") promulgated by the State Ethics Commission (SEC). The Uniform Code is the primary code of ethics. N.J.S.A. 52:13D-23(a)(2). Faculty are advised that in addition to the Uniform Code and the NJCU Code, their conduct regarding conflicts of interest and ethics related to their employment is subject to the New Jersey Conflicts of Interest Law ("Conflicts Law") (N.J.S.A. 52:13-12 et seq.), the applicable regulations of the State Ethics Commission ("Sec Regulations") N.J.A.C. 19:61-1.1 et seq.), and applicable Executive Orders of the Governor of the State of New Jersey ("Executive Orders"). The text of the Conflicts Law, SEC Regulations and applicable Executive Orders are accessible online at www.state.nj.us/ethics/.

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

The University distributes the Uniform Ethics Code with appended Scholarly Capacity Impact Statement (Primary Code), the Plain Language Guide ("Guide"), the New Jersey City University Supplemental Code of Ethics (Supplemental Code), and the Documents Certification, Receipt and Acknowledgment Form ("Form") electronically. Each University employee is required to complete and file an acknowledgment of receipt and certification for these documents. In order to meet these requirements, each employee is directed to go to their respective GothicNet employee account. Additionally, all faculty are required to acknowledge their responsibility to read the Uniform Code and the NJCU Code and that they are bound by the standards contained in each. All faculty are also required to acknowledge their responsibility to review and understand the Guide. Faculty who have not yet

completed the Form, signed it and filed the hand-signed original with the University Ethics Liaison Officer, Hepburn 306, must do so immediately.

To access the Uniform Code, the NJCU Code, the Guide and the Form, log onto your personal GothicNet account. After login, look to the third column on the right-hand side of the page which begins with the caption Gothic Alert for Faculty/Staff. Scroll down to the caption entitled Conflicts of Interest Program. Click “download” and follow the instructions on the Codes and Guide page to obtain the required documents and the Form.

After reviewing the Uniform Code and the NJCU Code, faculty will note that there are occasions where they must report about/or request permission to engage in certain activities related to their employment with the University. Forms are accessible for this purpose and are available online. To access these forms, go to the NJCU Homepage. On that page, in the upper right-hand corner, click, Quick Links, then click Faculty/Staff. On the Faculty/Staff Information page, click NJCU Conflicts of Interest/Ethics Program. The NJCU Conflicts of Ethics Program contains a description of the program and provides links to the following forms:

Request for Approval for Attendance at Events

If the “scholarly capacity” exemption is not applicable or not being applied, this form should be filed with the University Ethics Liaison Officer (University ELO) before attending an event that you have been invited to because of your official position that is sponsored by someone outside of State government or New Jersey City University (University). This form is in addition to any other form or process which an employee is to follow for travel authorization.)

Outside Activity Questionnaire

Faculty should file this form annually with their supervisor and the University ELO unless they have written instructions from the University Ethics Liaison Officer to the contrary.

“Scholarly capacity” College and University Disclosure Form

This form should be filed annually with the University ELO on or before January 31 to reflect benefits and compensation received during the prior calendar year.

Personal and Business Relationship Disclosure Form

This form should be filed with the University ELO with a copy to the State Ethics Commission if you are involved in the procurement process of the University. Involvement in the procurement process means drafting, reviewing, evaluating, or making contract awards or substantively assisting in those tasks, or authorizing payments under those contracts.

Questions regarding the Conflicts of Interest Program can be e-mailed to the attention of the University Ethics Liaison Officer at conflintreg@njcu.edu.

Source: NJCU Ethics Liaison Officer.

Workplace Violence Policy and Procedure

The safety and security of personnel, students and visitors is of vital importance to New Jersey City University (NJCU). This policy and the companion procedure describe NJCU's position on violence and threats of violence, including domestic violence, in University facilities and on University property and identify University resources and programs to deal with such eventualities.

Policy Statement

It is the policy of NJCU to provide a safe environment in order to carry out the mission of the University in the most effective manner possible. A safe environment will be attained by appropriate employee screening, employee education and training, surveillance of the work area, and effective management of situations involving violence or threats of violence on University facilities and University property. It is the intent of the University through its policy, procedures, and practices to reduce the potential for:

- A. Intimidation or threats from occurring.
- B. Violent acts being perpetuated.
- C. Life threatening situations from developing.

Definitions

- A. Threat: Words or action that create a reasonable perception of an intent to physically harm persons or property.
- B. Violence: Any act that results in threatened or actual harm to a person or property or which unnecessarily endangers or threatens the health, safety or well-being of another person or threatens the damage or destruction of property.

Applicability

This policy and companion procedures apply to all NJCU facilities and property and to all faculty, staff, students, and visitors to the University. All employees are responsible to be familiar with and comply with this policy and companion procedures.

Policy Provisions

- A. It is a violation of law to touch another person in an unwelcome way with the intent to harm, or to threaten to do so if one has the present ability to perform the act threatened. Threats, threatening behavior, or acts of violence against employees, faculty, staff, students, customers, consumers, visitors, guests, or other individuals on NJCU property will not be tolerated and may subject individuals to discipline, up to and including termination from employment or dismissal from the University pursuant to the applicable University, Civil Service or collective bargaining procedures. Any individual engaging in prohibited conduct under this policy is also subject to legal action.

B. NJCU will not tolerate the following conduct or behavior:

1. Threats, direct or implied;
2. Physical conduct that results in harm to people or property;
3. Possession of weapons on University property;
4. Intimidating conduct or harassment that disrupts the work or educational environment or results in fear for personal safety;
5. Other inappropriate and threatening behavior such as:
 - a. Unwelcome name-calling, obscene language and other verbally abusive behavior;
 - b. Throwing objects, regardless of the size or type of the object being thrown or whether a person is the target of a thrown object;
 - c. Physically touching another person in an intimidating, malicious, or sexually harassing manner. By way of example, this conduct includes acts such as hitting, slapping, poking, kicking, pinching, grabbing, and pushing;
 - d. Physically intimidating others, including such acts as obscene gestures, "getting in your face" and fist-shaking.

C. The NJCU Office of Human Resources will make counseling, direction, training, and education regarding violence, threats of violence, and prevention of violence available to managers, employees, and students as appropriate.

D. University offices and officials with primary responsibility to implement and achieve the goals of this policy include:

1. University Public Safety Department
2. Vice President of Administration and Finance
3. Director of Office of Human Resources
4. University Counseling Services
5. Office of the President
6. Vice President of Student Affairs

E. To supplement and enhance the services of these University offices, the Campus Crisis Assessment Team, which will include representatives from the Office of Human Resources, University Public Safety, Counseling Services, and other units when appropriate, such as Office of Student Services, Office of

Academic Affairs and Office of the President, will investigate reported acts of violence or threats. The purpose of the Campus Crisis Assessment Team is to provide thorough investigation of incidents of threatening or violent conduct in order to resolve the situation, make appropriate referrals for victims and perpetrators, and make recommendations for further action.

Workplace Violence Procedures

Purpose

These procedures define and describe the processes to be followed in responding to threats of violence and managing incidents of violence or threatened violence.

Definitions

Applicable definitions may be found in the companion policy.

Procedures – General

NJCU responds to real and potential acts of violence through the following means:

A. Protection: The University Public Safety Department serves the University to provide a safe and protected environment for people and property in all University facilities and property. In addition to public safety services, the Department can provide safety escorts, surveillance, crime prevention programs, violence awareness and prevention programs and other services as appropriate.

B. Education and Training: The Office of Human Resources will periodically provide training programs and individual counseling to managers and supervisory personnel, students, and to other employees on violence related subjects - prevention of and response to violence and threats of violence, stress management, and conflict resolution dealing with difficult people.

C. Prevention: The University services described in this procedure seek to prevent acts of violence at the University through training and intervention.

D. Intervention and Crisis Management: Training, intervention, and crisis management services are provided by the Campus Crisis Assessment Team, the Office of Human Resources and other appropriate University offices, when threats or actual acts of violence occur on University property.

E. Follow-Up: The CIRT Team will be available to support and counsel employees and students following acts of violence at the University.

Employing Unit Responsibilities

Managers, including department heads, supervisors, deans and directors have the following responsibilities:

A. Be familiar with the NJCU Workplace Violence Policy and these procedures.

B. Ensure that employees under their supervision are familiar with the NJCU Workplace Violence Policy and these procedures.

C. Coordinate with the Office of Human Resources for workplace violence training for supervisors and managers in their functional units and for other staff as appropriate.

D. Maintain an atmosphere conducive to appropriate resolution of disputes and an atmosphere that encourages the reporting of incidents of violence or threatening conduct.

E. Evaluate any alleged threat or act of violence by assessing (1) whether an imminent risk of harm to persons or property exists, (2) the perceived intent and the capacity and means to fulfill the threat, (3) the duration of risk, and (4) the likelihood that harm will occur.

F. If the circumstances do not indicate an imminent danger to persons or damage to property the responsible manager will:

1. document the circumstances associated with the event, including a record of information from any individual involved in or witnessing the incident and the manager's assessment of the cause of the circumstances. The manager will request that witnesses prepare written statements of the event;
2. if an employee was involved in perpetrating an act of violence or threatening conduct, contact the Office of Human Resources to report the incident and to request guidance and assistance;
3. if a student was involved in perpetrating an act of violence or threatening conduct, contact the Office of the Vice President for Student Affairs to report the incident and to request guidance and assistance;
4. promptly develop and implement a plan of action.

G. If the circumstances do indicate an imminent danger to persons or damage to property the responsible manager will:

1. notify University Public Safety Office.
2. seek assistance for persons needing care;
3. document the circumstances associated with the event, including a record of information from any individual involved in or witnessing the incident and the manager's assessment of the cause of the circumstances. The manager will request that witnesses prepare written statements of the event;
4. if an employee was involved in perpetrating an act of violence or threatening conduct, contact the Office of Human Resources to report the incident and to request guidance and assistance;

5. if a student was involved in perpetrating an act of violence or threatening conduct, contact the Office of the Vice President for Student Services to report the incident and to request guidance and assistance;

6. promptly develop and implement a plan of action.

Faculty/Staff/Student Employee Responsibilities

Faculty, staff and student employees have the following responsibilities:

A. Be familiar with the NJCU Workplace Violence Policy and these procedures.

B. Immediately report violations of the policy to an appropriate administrator (e.g., immediate supervisor, department head, University Public Safety, Office of Human Resources).

C. Any individual who is the victim of domestic violence, or who believes he or she may be the victim of violence, is encouraged to promptly notify an appropriate administrator and University Public Safety. If the individual has obtained an order of protection, either a temporary or permanent order, from any court, which would include University property as a protected area, the individual should provide a copy of the order of protection to the appropriate administrator and to University Public Safety. Confidentiality will be maintained to the extent possible.

University Public Safety Responsibilities

University Public Safety personnel have the following responsibilities:

A. Immediately respond to calls for assistance in a situation involving violence or threats. Notify Jersey City Police Department when appropriate.

B. Assist in restoring order in a conflict situation.

C. Arrange for emergency medical assistance where necessary.

D. Assist in the preparation and presentation of training on workplace violence and prevention.

E. Participate on Campus Crisis Assessment Team.

Office of Human Resources Responsibilities

The Office of Human Resources has the following responsibilities:

A. Provide assistance to the employing unit.

B. Assess appropriate corrective action.

C. Notify CIRT of any reported incident of violence or threatening behavior.

D. Arrange for appropriate periodic training programs for University personnel and students on violence-related subjects.

E. Participate on Campus Crisis Assessment Team.

University Office of Student Services

The University Office of Student Services has the following responsibilities:

A. Where an incident of violence or threatening conduct involves a student, assess appropriate corrective action in accordance with the Student Conduct Code.

Campus Crisis Assessment Team

The Campus Crisis Assessment Team is intended to investigate and assist in dealing with serious threats and/or incidents of violence. The Campus Crisis Assessment Team is not intended to address workplace issues that should be handled with appropriate procedures at the employing unit or Student Services level. It is designed to:

- A. Assess and manage incidents involving imminent danger or violence;
- B. Work with the affected unit to develop and implement an appropriate action plan to alleviate repercussions of incidents of violence and to prevent future incidents;
- C. Conduct an investigation and any necessary follow-up as appropriate;
- D. Provide information and make recommendations to appropriate University functional units for appropriate corrective action to prevent future incidents of violence.

Once the Campus Crisis Assessment Team is notified of an incident, the team will confer as soon as reasonably possible to determine what response from the team is necessary.

Faculty Appointments

Appointments to the faculty are made by the Board of Trustees in compliance with University policies as provided by law. In making appointments, the Board of Trustees acts upon the nomination by the President, which is made after appropriate consultation with faculty and administrative officials. Appointments are subject to the availability of funds and successful completion of a background check.

Source: NJCU Personnel Regulations 9:6-33 (1996, 1997, 2002, 2008 proposed revision).

Period of Appointment

In general, initial appointments are for one year. Under certain circumstances, appointments may be made up to a maximum of three years in accordance with one or more of the following criteria:

To secure the employment of a highly desirable prospective faculty person in a subject area of high demand/low availability of qualified faculty;

To attract highly qualified faculty to programs identified by the Board of Trustees as priority programs;

To insure employment of a highly qualified prospective faculty person for whom other institutions outside the state may be competing;

To attract faculty who may hold tenure or long-term appointments at other institutions;

In circumstances where the desired prospective faculty person must relocate across a substantial geographic distance in order to accept the position.

A full-time faculty member who is appointed at the University for two or three years upon initial hire will be subject to a performance review on an annual basis pursuant to normal reappointment review procedures. Recommendations for reappointment will only be made during the final contract year.

Source: NJCU Personnel Regulations 9:6-3.4 (1996, 1997, 2002).

Qualifications for Academic Rank

For all ranks, excellence in teaching, scholarly/creative/professional achievement, and service shall be determined by application of the criteria and standards forth in the Criteria and Standards for Promotions.

Rank of Professor: An earned doctorate or other appropriate terminal degree from an accredited institution in an appropriate field of study and eight (8) years of professional experience. To attain the rank of Professor, a faculty member is expected to demonstrate outstanding performance in scholarly/creative/professional activities with a strong record of teaching effectiveness and service to the University/community, or outstanding accomplishments in teaching with strong performance in scholarly/creative/ professional work and service to the University/community. The level of accomplishment in scholarly/ creative/professional work, teaching, and service must exceed that required for the associate professor. The candidate's achievement must provide evidence of a consistent pattern of academic leadership which has significant impact on the students, University, and profession.

Rank of Associate Professor: An earned doctorate or other appropriate terminal degree from an accredited institution in an appropriate field of study and five (5) years of professional experience. To attain the rank of Associate Professor, a faculty member is expected to demonstrate outstanding performance in scholarly/creative/ professional activities with a strong record of teaching effectiveness and service to the University/community, or the candidate must demonstrate outstanding accomplishments in teaching with strong performance in scholarly/ creative/ professional work and service to the University /community. The level of accomplishment in scholarly/ creative/professional work, teaching, and service must exceed that required for the assistant professor. Further, an associate professor shall demonstrate an understanding of institution-wide responsibilities and a commitment to the University's mission and goals.

Rank of Assistant Professor: An earned doctorate or other appropriate terminal degree from an accredited institution in an appropriate field of study. A faculty member holding the rank of assistant professor is expected to demonstrate excellence in teaching as well as being engaged in serious and disciplined scholarly/creative/professional work which will permit increased competence in his/her field and qualification for promotion to a higher rank at an appropriate time.

Rank of Instructor: To be eligible for the rank of instructor, a faculty member is expected to have earned a master's degree or its equivalent from an accredited institution in an appropriate field of study. He/she must also be enrolled in and actively pursuing a terminal degree in an accredited program. An instructor must possess strong potential for development as a teacher and scholar.

Source: Procedures/Guidelines/Criteria for Promotions, February 2002, revised June 2005, February 2007.

Rank of Visiting Specialist: A visiting specialist may be appointed to the University with a rank such as artist, poet or composer-in-residence. He or she shall have achieved distinction in a field such as the arts, the humanities, the sciences, or public life. While the attainment of academic excellence in a given field is desirable, such appointment shall be made principally on the basis of the distinction the person has achieved in his or her chosen field. Visiting specialists are not part of a bargaining unit.

Source: NJCU Personnel Regulations 9:6-3.14 (1996, 1997, 2002).

Rank of Emeritus: The Board of Trustees, upon the recommendation of the president, may provide emeritus status for a retiring president, academic vice president, dean, or professor, should it desire to recognize meritorious performance.

Source: NJCU Personnel Regulations 9:6.3.15 (1996, 1997, 2002).

Retention and Tenure

Recommendations for reappointment to be made to the President are the primary responsibility of the Dean and the Department Chairperson. However, all departments must have personnel committees. The departmental committee should consist of tenured faculty, where possible, and their observations and recommendations should be attached to the Chairperson's recommendations and forwarded to the Dean. The Vice President for Academic Affairs reviews the recommendations from the deans and makes recommendations to the President with respect to reappointment of all faculty and staff. Before preparing recommendations the Vice President for Academic Affairs confers with each dean.

When a new faculty or staff member is employed at the University, a vote of confidence in his/her ability has already been expressed. After employment, the faculty member has a right to expect to be kept informed concerning his/her effectiveness. The three areas of performance which are used to assess the effectiveness of candidates for reappointment are (1) effective teaching; (2) scholarly achievement; (3) contribution to University and community. No area may be used without first being made known to the faculty member nor are any new areas applied retroactively. Assessment of effective teaching customarily includes colleague's visits to the instructor's class, a review of course plans and course guides prepared by the instructor, some knowledge of the instructor's philosophy and ideas

about university instruction, and formalized evaluation by students, the particular procedures of which are determined by each department.

In the case of scholarly achievement, the University expects the non-tenured faculty member to receive the terminal degree prior to tenure or to be making progress in his/her discipline so that the degree is assured within a reasonable period of time. In fields where the terminal degree is not as appropriate, certain other activities may be used to substantiate "scholarly achievement." Although non-tenured faculty are not expected to contribute extensively to the administrative and committee work of the University or to be actively engaged in professional and learned societies, an attempt is made to arrive at an informed judgment as to the potential of the faculty member, especially one to be recommended for tenure, for becoming a scholar in his/her discipline.

Each Department Chairperson is responsible for discussing these areas of performance with each non-tenured staff member and should set forth his/her opinions and elicit the opinions of the faculty member concerning strengths and weaknesses in each area. The Chairperson should endeavor to reach an understanding with the faculty member on any areas in which he/she might expend more time and energy, or instead might possibly cut back in order to devote more effort to others.

During the course of the year, the Department Chairperson should keep the staff member informed if his/her performance does not appear to be satisfactory in terms of the understanding reached. The Department Chairperson's written or verbal evaluation should be expressed basically in terms of the above agreed upon areas and in terms of his/her understanding with the staff member.

Effective implementation of these procedures results in improved performance, the ultimate goal, but it also leaves little doubt in the mind of the staff member with respect to his/her status.

For persons hired after January 1, 1986 who do not hold the appropriate terminal degree, or its equivalent, no reappointment shall be made to the fourth year unless the Board of Trustees of the University determine that for rare and exceptional reasons reappointment is necessary to support the mission of the University.

Source: NJCU Retention and Tenure Policies (May, 1988) and N.J.A.C. 9:6-.

Tenure

Faculty members shall be awarded tenure in their academic rank, but not in any administrative position, for good behavior, efficiency, and satisfactory professional performance, as evidenced by formal evaluation after employment by University or Board of Trustees for

5 consecutive calendar years; or

5 consecutive academic years, together with employment at the beginning of the next academic year; or

the equivalent of more than 5 academic years within a period of any 6

consecutive academic years. (N.J.S.A. 18A:60-8)

Tenure shall be awarded only to individuals whose performance during their probationary period gives clear evidence of the ability and willingness to make a significant and continuing contribution to the institution's growth and development. Furthermore, tenure shall be awarded after presentation of positive evidence of excellence in teaching, scholarly achievement, contribution to university and community, and fulfillment of professional responsibilities. (N.J.A.C. 9:6-4.)

In granting tenure, the University may also take into account the University's high needs in skill development, the priority to retain excellent faculty in new and developing degree programs, and the necessity to meet some academic administrative needs.

Source: (N.J.A.C. 9:6-4.3).5/88.

Procedures/Guidelines/Criteria for Faculty Promotions

Promotion, conferral of a higher academic rank, recognizes and rewards faculty members whose accomplishments further the mission and goals of the University by demonstrating excellence in teaching, quality scholarship and/or creative/professional work, and significant service to the University community. Faculty members who are promoted shall advance four (4) salary ranges. The promotion process is based upon the fair and equitable application of qualifications, criteria, standards, and procedures.

Promotion is neither automatic nor the simple result of seniority. A demonstration that one's qualifications satisfy both the technical requirements for promotion as well as meet the established criteria and standards for performance is necessary. The qualifications, criteria, standards, and procedures for promotion support the understanding that an award of promotion is an action central to the integrity, welfare, growth, and development of the University.

To assist faculty to meet the requirements, criteria and standards for the award of promotion, faculty members are encouraged to apply for Separately Budgeted Research funds, a competitive program designed and recently expanded to support faculty research and other scholarly/creative activities which are within the area of the faculty member's (tenured and non-tenured) discipline.

Faculty who previously received a promotion or range adjustment shall not be eligible for either an additional promotion or range adjustment which has an effective date less than two (2) years from the effective date of the previous promotion/range adjustment. Faculty who meet the minimum requirements, including those who have not yet achieved tenure, are eligible to apply for promotion. Promotion criteria and standards apply to all candidates for promotion. Each promotional step must be marked by increasing levels of accomplishments in all three areas (teaching, scholarly/creative/professional work, and service). Recognizing that the strength of the University lies in its diversity of talents, not every candidate need demonstrate exemplary achievements in each of the three areas; however, it is understood that if a candidate is not strong in teaching or scholarly/creative/professional performance, his/her promotion may not be in the best interests of the University.

Procedures

Full-time faculty members whose qualifications meet or exceed the requirements for higher academic rank shall be eligible for promotional consideration.

During the first week of September, the President of the University will announce a projected number of faculty promotions that will take effect the following academic year, contingent on adequate funding.

The office of the assistant to the President for employee relations shall make available the promotion application packet.

Eligible full-time faculty members assume primary responsibility for obtaining, preparing, and submitting fully documented promotional applications.

Nominations for promotional consideration may be made by someone other than the candidate. The nominee is responsible for submitting all promotional materials.

The candidate's application shall include but is not limited to:

Application Form/Cover sheet

Certification of Credentials and Service (copies of degrees, certifications, licensures, etc.)

Current Curriculum Vitae

Candidate's Statement

Peer and Student Teaching Evaluations

Documentation of Scholarly/Creative/Professional Work

Documentation of Service to the University and Community

Letters of Support

Additional supporting materials

The application, with supporting documentation, must be submitted to the Departmental Personnel Committee (DPC) on or before October 1

The Department Personnel Committee shall consist of at least three (3) members of the Department who shall be elected by the members of the Department from among the tenured, full-time faculty of the Department. If a Department does not have sufficient members to make up its DPC, additional faculty from related disciplines shall be asked to serve. Members shall recuse themselves from considering the applications of candidates at the same rank as that held by the committee member.

The Dean, upon his/her review, will forward his/her recommendation to the UPC, with a copy to the applicant, by December 1.

Those applications received by the UPC that meet the eligibility/threshold qualifications shall be reviewed and evaluated according to the established criteria and standards of performance.

The confidentiality of the candidate's file is the responsibility of the DPC, UPC, and others who officially review the file. The identity of the applicant shall remain confidential.

The UPC shall forward to the President recommendations with supporting documentation for each academic rank in number equal to the number of promotions available. The committee shall also provide the President with a list of all eligible faculty, in alphabetical order, who applied and were reviewed by the UPC for the year.

The UPC shall submit its recommendations accompanied by comprehensive written evaluations to the President or his/her designee on or before February 1 and shall include all information/documentation concerning the applicant. The final recommendation of the UPC shall be made known to each applicant in writing within two days after submission to the President.

Should the President decide to make a recommendation for promotion to the Board of Trustees which is inconsistent with the recommendation of the UPC, he/she shall provide the committee with his/her reasons for that action in writing.

Within seven (7) days after receipt by the candidate of the final recommendation of the university-wide committee to the President, the faculty member may initiate a Step One grievance. A claim if sustained will result in the reprocessing of the application on an expedited basis. A final recommendation shall be made to the President no later than March 1 or the next business day after the University is open.

The President shall make his/her recommendation(s) to the Board of Trustees no later than April with a copy to the applicant(s). The Board of Trustees can only act on names presented by the President. All promotions are subject to availability of funds and proper recording. The decision of the Board shall be made known to the candidate in writing by US Postal Service to the candidate's home address.

The promotion application packet is available on the Office of Employee Relations website, at www.njcu.edu/dept/er/.

Definitions

A criterion refers to a dimension on which a candidate's performance will be judged. The general criteria are teaching, scholarship/creative/professional work, and service to the University and community. The specific criteria are referred to as the specific dimensions contained within the individual categories of general criteria. For example, publication in refereed journals is a specific criterion of scholarship/creative/professional work, and student ratings on student course evaluation forms is a specific criterion of teaching performance. It may be helpful to think of the specific criteria as the questions that will be asked about the candidate's performance. For example, what is the candidate's record of publication in refereed journals? What is the candidate's record of classroom teaching as indicated by

student course evaluation forms?

The standard of performance will refer to the level of performance or accomplishment required for a specific criterion.

Note: The specific criteria and standards of performance noted below are not intended to be an exhaustive list, but rather are representative of specific criteria and measures that the candidate can offer in support of his/her application. Candidates should guard against using the same activity or accomplishment in more than one category of criteria – teaching, scholarly/creative/professional work, and service.

Scholarly/Creative/Professional Work criterion includes scholarship, creative endeavors, and professional activities which impact on one's academic discipline as well as teaching and learning. Scholarship can be subdivided into four categories: scholarship of discovery, scholarship of integration, scholarship of application, and scholarship of teaching (Boyer, 1990).

The first and most familiar element in our model, the scholarship of discovery, comes closest to what is meant when academics speak of research. The scholarship of discovery, at its best, contributes not only to the stock of human knowledge but also to the intellectual climate of a college or university (Boyer, 1990, p.17). In proposing the scholarship of integration, we underscore the need for scholars who give meaning to isolated facts, putting them in perspective. By integration, we mean making connections across the disciplines, placing the specialties in a larger context, illuminating data in a revealing way . . . The scholarship of integration also means interpretation, fitting one's own research – or the research of others – into larger intellectual patterns (pp.18-19). The third element, the application of knowledge, move toward engagement as the scholar asks, 'how can knowledge be responsibly applied to consequential problems? How can it be helpful to individuals as well as institutions?' And further, 'Can social problems themselves define an agenda for scholarly investigation?' . . . To be considered scholarship, (these) activities must be tied directly to one's special field of knowledge and can relate to, and flow directly out of, this professional activity. Such (work) is serious (and) demanding . . . requiring the rigor – and the accountability – traditionally associated with research activities (pp. 21-22). 'The scholarship of teaching is problem posing about an issue of teaching or learning, study of the problem through methods appropriate to disciplinary epistemologies, application of results to practice, communication of results, reflection, and peer review' (p.11).

Source: Boyer, E. (1990). *Scholarship reconsidered: Priorities of the professoriate*. Ewing, NJ: Carnegie Foundation for the Advancement of Teaching).

Creative endeavors include original works in fine, literary, media, and performing arts. "A creator of an artistic product (for example, composer) and the performing artist (musician) can be judged for their excellence by appropriate jurors" (Braskamp & Ory, 1994, p. 41).

Professional work generally includes those activities aimed at addressing social or institutional issues which demonstrates one's expertise, knowledge, and seasoned professional judgment. Professional work includes activities as a consultant or practitioner, which are considered scholarly when these activities impact significantly on one's discipline (Braskamp & Oruo, 1994).

Source: Braskamp, L.A., & Ory, J.C. (1994). Assessing faculty work: Enhancing individual and institutional performance. San Francisco: Jossey-Bass.

University-wide Promotions Committee

The university-wide committee shall consist of seven (7) tenured faculty, each holding the academic rank of professor or associate professor and holding an earned terminal degree. Faculty chosen for the university-wide committee should exemplify the high level of accomplishment and achievement expected of successful candidates for promotion. Membership on the committee shall include:

Two full-time faculty members from the College of Professional Studies. One of these faculty members shall be selected by the University President and one shall be selected by the AFT local.

Two full-time faculty members from the College of Education, one selected by the University President and one, by the AFT local.

Three full-time faculty members from the College of Arts and Sciences, one selected by the President and two, selected by the AFT local.

Committee members are appointed for a term of three (3) years. Associate members shall not apply for promotion before the expiration of their terms of service.

Range Adjustment Policy

A merit-based range adjustment provides for a salary range increase without promotion to a higher rank for faculty who meet or exceed the criteria for the range adjustment.

Merit-based Criteria for Range Changes

An applicant for a merit-based range adjustment in rank, must meet one of the following three criteria:

A full-time faculty member, who has not yet achieved the academic rank of professor, must demonstrate significant accomplishments/contributions to any one or more of the criteria for promotion as set forth in NJCU Procedures/Guidelines/Criteria for Promotion early in her/his time in the current academic rank and before achieving the full range of experience and accomplishments normally associated with promotion to the next higher rank.

A full-time faculty member at the academic rank of assistant or associate professor who has made contributions to the University over a long period of time that are consistently and demonstrably beyond meeting one's normal professional obligations and that have a profound impact on issues of importance to the University community.

A full-time faculty member who has achieved the academic rank of professor and who has demonstrated extraordinary accomplishments applicable to the criteria for promotion as set forth in the NJCU Procedures/Guidelines/Criteria for Promotion

during the period following promotion to professor or a range adjustment within the academic rank of professor.

The President shall inform the full-time faculty (Campus-wide Committee on Range Adjustment for Faculty) of the total number of range adjustments available for the University. The number of range adjustments made in any fiscal year shall be subject to budget considerations and limitations as determined by the President.

Procedures:

A full-time faculty member who wishes to apply for a merit-based range adjustment within academic rank may do so by submitting a written application for consideration to his/her appropriate Dean and the Campus-wide Committee on Range Adjustments for Faculty (CWC) no later than January 31st setting forth justification for the range adjustment. The application shall include a current curriculum vita, a concise cover letter indicating the faculty member's accomplishments related to the specifically applicable merit-based criterion, and any additional materials the faculty member wishes to submit that are directly relevant to an assessment of those accomplishments.

After the application has been received and reviewed by the applicant's Dean, the Dean will forward the individual's application with a written evaluation and recommendation for range adjustment to the Vice President for Academic Affairs within thirty (30) days of the closing date for receipt for all applications with a copy to the applicant.

Simultaneously with the Deans' review, the Campus-wide Committee will also review the applicant's application and forward the individual application with an evaluation and recommendation to the Vice President for Academic Affairs within thirty (30) days of the closing date for receipt for all applications with a copy to the applicant. The CWC shall evaluate the applicant/candidate against the applicable criterion and issue a written assessment/evaluation and recommendation to the Dean with a copy to the applicant.

The confidentiality of the applicant's file is the responsibility of the CWC and others who officially review the file. An applicant may withdraw his/her application at any point in the process without prejudice by submitting a letter to his/her Dean.

The Vice President for Academic Affairs shall review the application documents in addition to the evaluation/recommendation submitted by the Dean and the CWC. The Vice President for Academic Affairs shall prepare a written statement indicating concurrence or non-concurrence with the Dean's and CWC's evaluation/assessment and recommendation, and shall issue a corresponding recommendation to the President. A copy of the Vice President's written statement and recommendation shall be issued simultaneously to the applicant.

The applicant shall have the opportunity to submit a written response to the evaluation and recommendation at each stage in the process noted above. The next level officer must receive such response within five (5) days of receipt of evaluation and recommendation. If received within the specified time, the applicant's response will be reviewed and taken into account by the next level officer and shall become a part of the application packet.

The President shall notify the faculty member by April 15 as to whether or not a merit-based range adjustment has been awarded, and if awarded, the amount of the range adjustment. The decision of the President is final. If awarded, the adjustment shall be effective the following September 1.

Applicable range adjustments by rank shall include: assistant professor – Range 24-25; associate professor – Range 28-29; and full professor – Range 32-33. It is expected that a faculty member who is at Range 22 (assistant professor) or Range 26 (associate professor) or Range 30 (professor) at the time of the application will be eligible for a range adjustment to two steps higher than his/her current range if he/she is awarded a range adjustment for the first time under this procedure.

Faculty members who are granted a range adjustment under these procedures shall not be eligible for consideration for an additional range adjustment or for promotions consideration for a period of two (2) years from the effective date of such range change/promotion.

Campus-wide Committee on Range Adjustments for Faculty

The Campus-wide Committee shall consist of five (5) full-time faculty members. No more than two (2) members from any one college shall be appointed to the committee. In order to assure equitable representation to the three colleges, the Union President shall appoint three (3) members and the University President or his/her designee shall appoint two (2) members to the committee. The Presidents shall consult with each other before making their appointments. Committee members shall be appointed for a term of three (3) years.

Faculty chosen for the Campus-Wide Committee shall not hold membership during their terms on the University-wide Committee for Faculty Promotions (UPC). Committee members shall not be candidates/applicants for range adjustments during their committee service.

The application packet is available on the Office of Employee Relations website at www.njcu.edu/dept/er/.

Grievance Procedures

The New Jersey Employer-Employee Arbitrator's Relations Act (NJSA 34:13A-1 et seq.) provides that the negotiated agreements may establish a dispute resolution mechanism known as a grievance procedure. The procedure is designed to allow a timely process to decide issues raised under the union contract. Normally, the process allows for the appeal of a decision through levels of management until the issues are presented to an arbitrator for a decision. If either party believes that the arbitrator's decision is illegal, the matter is resolved by the courts. The AFT Agreement (2007) for faculty, professional staff, chairpersons, librarians, and A. Harry Moore faculty contains grievance procedures in Article VII.

Source: N.J. State College Trustee's Reference Guide, 2006.

Retirement Policies

Conditions of retirement are set forth in the statutes governing the Teachers'

Pension and Annuity Fund, the Alternate Benefit Program, or the Public Employees Retirement Systems, as may apply.

Source: Agreement, Council of N.J. State College Locals, AFT, AFL-CIO, and State of New Jersey Article XV C (2007).

Transition to Retirement Program

The Transition to Retirement Program provides an opportunity for eligible tenured faculty to gradually transition to retirement. This program began in the 2008 academic year. Faculty who meet all of the requirements of the program and are approved are permitted to participate for one (1) year only.

To be eligible:

Participants must be full-time tenured faculty who are at least fifty-five (55) years of age.

Participants must have served a minimum of ten (10) years at the University.

Participants must submit their request to retire under the terms of this program no later than April 1 of the academic year preceding the one in which they wish to participate. The request must be accompanied by a proposed plan outlining the assignments they wish to undertake while in the program. The request and plan must be sent to the University Provost, with copies to the Dean and Department Chair. The Dean and/or Department Chair shall provide recommendations regarding the request and plan, but the approval rests with the Provost whose decision shall be based upon his/her judgment of the academic needs of the institution.

Requirements:

Participating faculty must officially retire from the University and then seek re-employment under the terms of this provision.

As retirees, program participants have no claims of tenure or other rights and/or obligations of a tenured member of the faculty.

The plan which is required to accompany a faculty member's request to participate in the program may include a variety of activities including teaching up to a maximum half load during the academic year, summer session teaching, the development and delivery of online/distance education courses and/or non-teaching duties. In no event, however, shall the total assignment exceed 50% of a full-time faculty load.

Participating faculty shall receive compensation proportional to the assignment approved by the College/University which shall not exceed 50% of their final year's salary, while simultaneously collecting retirement benefits for which they are eligible.

There will be no other obligation required of the faculty participating in the program other than the credit hour assignment they are given and/or what is described and approved in their plan.

For participants in the program, teaching summer classes beyond any summer session teaching included in the faculty member's plan will be compensated at the rates set forth in the Statewide Agreement and shall be permitted solely at the discretion of the College/University.

This program shall not affect existing locally negotiated transition to retirement program agreements, except in the situation where the local agreement does not meet the minimum standards set forth in this article.

Chapter 4 - Departmental and Organizational Matters

Department Chairpersons

Department chairpersons are members of the faculty and are not of the Administration. However, they do perform administrative functions and participate in the governance of the University.

Functions and Responsibilities:

Each department chairperson shall provide leadership, guidance, and advice to the faculty and students and shall serve as liaison in both directions between his/her department and the appropriate dean.

All department chairpersons shall conduct regularly scheduled department meetings, for which agendas shall be distributed before the meetings and for which minutes shall be recorded and distributed before the next scheduled meeting. Each chairperson shall prepare an annual report which shall be distributed to members of the department and the Administration.

All department chairpersons shall be responsible for the establishment of, and the guidance and supervision of, such matters as deemed appropriate by the department regarding (1) student programs and advisement; (2) recruitment, screening, and hiring; (3) reappointment and tenure; (4) promotions; (5) faculty programs and scheduling; (6) budget; and (7) equipment and supplies.

All department chairpersons will set aside time at all regularly scheduled department meetings for an agenda item called "University Senate Business." The purpose of this time is to provide opportunity for the department senator to inform and/or consult with all department members about on-going work of the University Senate, thereby improving communications between the University Senate and the faculty as a whole.

Election and Term of Office:

Department chairpersons shall be elected by the members of the department and appointed by the President and shall serve for a term of three (3) academic years. Prior to the initiation of this process, the President or his/her designee shall meet with a committee of the department to address concerns, if any, regarding the departmental procedures, and to consult concerning the criteria for selection. In the event individuals from outside the department are to be nominated, the faculty committee and all voting members of the department shall be provided with comprehensive, relevant information regarding those candidates' qualifications.

In the event that the President rejects an elected individual, the President or his/her designee must deliver his/her reasons, either formally in writing or informally in person, to the department at a meeting called for this purpose. The department will then hold another election as soon as practicable.

The faculty committee referred to above shall consist of five (5) members of

the involved department elected by the membership of the department, unless the involved department consists of five (5) or fewer members, in which case the faculty committee shall consist of all members of the involved department.

Those department chairpersons serving as of the date of the execution of this agreement shall complete their term. Terms of office begin on July 1. Elections occur in the spring of the preceding academic year and shall normally be completed by April 30.

Source: Agreement, Council of N.J. State College Locals, AFT, AFL-CIO, and State of New Jersey Article, XXVIIA-D (1996).

Functions and Responsibilities of Departments

Faculty Code of Professional Commitment

This code is based on two principles: first, that faculty status at New Jersey City University implies a commitment to high standards of professional conduct; second that it is the responsibility of the faculty to define and maintain these standards.

The code is a statement of rules and regulations which can be refined and revised as it is tested against accumulating experience. Interpretation of the code will be guided by this intention. In order to guarantee all faculty the right to confidentiality and due process, application of the code will be in accordance with procedures agreed to by the University Senate and the administration of the institution.

It is understood that matters of law or contract shall take precedence over the code. Faculty participation in strikes is not within the purview of an Ethics Committee. In sum, the code deals with professional commitments exclusive of those conditions of employment which are governed by contractual arrangements between the faculty and the administration.

I. Commitment to the Student

The faculty member:

Regularly provides instruction to which students are entitled.

Makes himself/herself available to guide students in their academic pursuits.

Encourages free pursuit of learning.

Encourages the student to study varying points of view and respects the student's right to form his/her own judgment.

Demonstrates respect for the student as an individual and adheres to his/her proper role as intellectual guide and counselor.

Deals justly and considerately with each student.

Respects the confidential nature of the relationship between professor and student.

Avoids exploitation of students for his/her private advantage.

When appropriate, informs individuals and agencies of the student's educational needs and assists in providing an understanding of the student's educational experiences.

Seeks constantly to improve learning facilities and opportunities.

Gives recognition and acknowledgment of significant contributions by students to his/her work and research.

II. Commitment to Colleagues

The faculty member:

Respects and defends the right of free inquiry by his/her associates.

Shows respect for the opinions of others.

Strives to be objective in his/her professional judgment of colleagues and to render such judgments only in appropriate professional contexts.

Keeps trust under which confidential information is exchanged.

III. Commitment to the Institution

The faculty member:

Accepts his/her share of faculty responsibility for the governance of the institution.

Acknowledges and assumes his/her academic obligations.

Participates and conducts himself/herself in a responsible manner in the development and implementation of policies affecting his/her institution.

Follows the stated regulations of the institution, reserving the right to dissent in a responsible and professional manner.

Evaluates through appropriate professional procedure conditions within the institution, and makes serious deficiencies known to the appropriate official(s) of the institution.

Uses educational facilities for purposes consistent with policies and regulations of the institution.

Avoids stating or implying that he/she speaks or acts for the University when speaking or acting as a private person.

IV. Commitment to the Profession

The faculty member:

Refrains from assigning professional duties to non-professional personnel.

Develops and improves his/her scholarly competence.

Accepts the obligation of critical self-discipline and judgment in using and providing information.

Conducts professional matters through recognized appropriate channels.

Accepts no gratuities or gifts that might influence his/her judgment in the exercise of his/her professional duties.

Adheres to the conditions of an individual contract or to the terms of an appointment until either has been terminated legally or by mutual consent.

V. Commitment to the Community

The faculty member:

1. Has all the rights and obligations of other citizens.

2. Promotes free inquiry and public understanding of the concepts of academic freedom and the role of the University as a public institution of higher education.

3. Is free to assume political and citizenship responsibilities but refrains from exploiting the institutional privileges of his/her professional position to promote political candidates or partisan activities.

Source: NJCU University Senate. Adopted by College Senate: February 26, 1979. Approved by Senate Administration Coordinating Committee: March 5, 1979; Accepted by Board of Trustees: May 9, 1979.

Teaching Responsibilities

Teaching Load

The basic academic year teaching load for full-time faculty shall be twenty-four (24) teaching credit hours. All overload for full-time faculty shall be voluntary and overload rates shall be paid for all voluntary teaching assignments beyond twenty-four (24) teaching credit hours. No full-time faculty member may be assigned more than fifteen (15) teaching credit hours per semester within load. The

teaching load for part-time faculty shall be a minimum of one half the teaching load for full-time faculty.

The teaching assignment of a faculty member shall not require more than three (3) different course preparations in any semester, except where it can be demonstrated that the course offerings and class sections in a department cannot reasonably be scheduled on this basis, or where a faculty member's schedule includes one or more two (2)-student-credit-hour-courses. Under such circumstances one additional course preparation may be assigned.

It is recognized that one-student-credit-hour courses and activities, such as but not limited to, supervision of or instruction in independent study, internships, practice teaching, studio or physical activity programs do not lend themselves to computation of numbers of preparations under previous paragraph. However, it is recognized that every effort will be made when assigning such activities to arrive at an overall assignment of responsibilities which substantially and equitably equates to the model set forth in previous paragraph.

Definitions

Student credit hours are defined as: the number of credit hours earned by a student successfully completing a given course.

Average weekly class hours are the total number of regularly scheduled class meeting hours for a course divided by the number of weeks in the program.

Teaching credit hours are defined as:

When the number of regularly scheduled average weekly class hours equals the number of student credit hours, teaching credit hours shall equal student credit hours.

When the number of regularly scheduled average weekly class hours is greater than the number of student credit hours, those class meetings typically designated as "laboratories" or "studios" shall be equated on the basis of two-thirds ($\frac{2}{3}$) of a teaching credit hour for each such class hour.

When the number of average regularly scheduled weekly class hours is less than the number of student credit hours, teaching credit hours shall not be less than the number of average weekly class hours; and additional teaching credit hours may be granted, provided that the total does not exceed the number of student credit hours.

The above provisions apply to normal sixteen (16) week semesters. For semesters of different lengths, the above formulae shall be applied on a pro rata basis.

Details on overload compensation rates can be found in Agreement, Council of N.J. State College Locals, AFT, AFL-CIO and State of New Jersey, Article XIIB (2007).

Source: Agreement, Council of N.J. State College Locals, AFT, AFL-CIO and State of New Jersey, Article

XIIB (2007).

Off-campus

Off-campus offerings shall be considered part of the total program of the University and shall be judged by the same criteria used for the sessions and courses offered by the University at its main campus.

Source: NJCU Personnel Regulations 9:1-1.7 (1996, 1997).

Online Courses

Online courses are those courses in which students primarily access materials, communicate with the instructor, and/or communicate with each other by e-mail, the Internet, or local computer network.

Creation of online courses or conversion of existing courses to online courses follows the same approval process as for traditional classroom courses, except where a College/University has a policy that provides otherwise.

Employees who develop an online course as a part of their approved workload shall receive an alternate assignment within load that is adequate for developing the course.

Employees who teach an online course and have not previously taught an online course, shall be given priority consideration for tuition reimbursement and career development funds in the summer or preceding semester.

In the event than an existing online course is to be revised, the employee shall receive an alternate assignment within load to revise the course if the Vice President for Academic Affairs determines that the extent of necessary revision so warrants.

Employees shall be compensated for teaching online courses at the same rate that they are compensated for teaching the course on campus. Employees teaching an online course for the first time shall receive one additional credit, which is a one (1) time payment only.

Consistent with College/University policies and practices for determining class size, the Provost/Vice President for Academic Affairs, after reviewing the enrollment for each online course at the end of the drop/add period and after discussion with the affected employee, may provide either additional course credit or support to the employee in the form of student assistants or other appropriate means as necessary.

Source: Agreement, Council of N.J. State College Locals, AFT, AFL-CIO and State of New Jersey, Article XXXIV (2007).

Summer Sessions

Provided there is no time conflict, full-time employees shall have priority consideration in appointments to teach regular summer session courses within their individual competencies, except in unusual circumstances.

Assignments to full-time employees to teach summer sessions courses shall

be voluntary and consistent with normal university procedures. Such summer session assignments shall be distributed on an equitable basis.

For the purpose of this provision, full-time employees scheduled to commence their initial faculty appointment at the beginning of the academic year following the summer sessions shall be considered faculty members.

Salary for summer session assignments shall generally be paid on a half-session basis or for periods of three (3) weeks if the session is six (6) weeks or more, provided that the final payment shall not be made until the completion of the session.

The summer session rate per semester hour credit for State College/University employees is available in the AFT contract, Agreement, Council of N.J. State College Locals, AFT, AFL-CIO and State of New Jersey, Article XIC (2007).

Employees who have not been reappointed for the succeeding academic year are not covered by the provisions of Section C. If an individual who is not reappointed for the succeeding academic year is given a summer session contract, he/she will be treated as an adjunct for the summer session and will have no rights under this Agreement as a summer session employee.

Source: Agreement, Council of N.J. State College Locals, AFT, AFL-CIO and State of New Jersey, Article XIC (2007).

Supervision and Advisement

Co-op Education Supervision

The Cooperative Education Program combines classroom learning with practical experience, placing approximately 500 students per year in jobs related to their majors to enhance both their academic classroom experience and their professional career skills. Students in their sophomore year and above are eligible. A Co-op Ed placement comprises both a career and academic component. The Co-op Ed Program supervises the career dimension of the placement. Each student is also supervised by a faculty member from his or her major, who assigns and oversees an academic project in connection with the placement, makes a site visit to the student's placement, and assigns a grade to the resulting project.

Faculty members receive a .50 credit-hour payment for each co-op placement project supervision.

Independent Study and Thesis Advisement

Independent study/thesis is advanced study or research in which a student develops and reports on a major individual project. It is expected that the students confer with a faculty member or initiate a project during pre-registration prior to the semester during which credit is given. The number of semester hours is dependent on how ambitious the project is. Credit hours will be determined jointly by the faculty members and the learner.

Faculty compensation will be based on the number of credit hours. The following will apply:

1 credit = 1/6 payment (.167)
2 credits = 2/6 payment (.333)
3 credits = 3/6 payment (.50)

Faculty compensation for thesis advisement is as follows:

3 credits = .50 payment

It is expected that the project will substantially deepen the students' knowledge once involved in library research, laboratory experimentation, and/or field work. Students will benefit from using the department's specialized equipment and research facilities.

An Independent Study/Research Contract must be negotiated, agreed upon, and signed by the faculty sponsor, chairperson, and the student prior to the start of the study.

The contract must identify:

The specific activities on the part of the student

The specific activities on the part of the faculty sponsor

A description of the final product

The deadline for completion

The grading criteria

Source: AFT Local agreement, Jan 26, 2001. See also Agreement, Council of N.J. State College Locals, AFT, AFL-CIO and State of New Jersey, Article XXIB (2007)

Policy and Procedures for Independent Study/Research

General Statement

Independent study is to be used judiciously. Undergraduate and graduate students may pursue independent study/research for 1 credit, 2 credits, or 3 credits when appropriate.

Criteria for Eligibility

The student must be a declared major, under the advisement of the respective department, and have the minimum GPA needed for graduation in that major.

The student must be in his/her junior or senior year.

The student may take independent study for the following reasons:

To provide an exceptional student with specialized study.

To respond to exceptional circumstances, such as:

to substitute for a required course in the major when that required course is not offered in time for the student's scheduled graduation in cases where the student is not at fault.

to substitute for a course that is not offered by the department, when the study of such a topic on an independent basis would enhance the student's education in the field of study.

Approval for the independent study is needed from the department chair and the dean.

In a total program of study, no more than 6 credits of independent study will be allowed in the major.

Exceptions to the eligibility criteria will be determined by the dean's office, in consultation with the department chair.

Criteria for Grading

Grading will be governed by the standard university academic regulations.

At a minimum, the student will enter into a learning contract with the faculty member detailing the purpose of the study, the product to be accomplished, the number of contacts with the faculty member, and specific requirements for grading.

Source: AFT Local agreement, January 1995, revised January 2001.

Student Teaching Advisement

Faculty members supervise students from the College of Education engaged in Senior Student Teaching and Practicum II. The role of university supervisors is explained in detail in [The Field Experience Handbook](#) on the College of Education's Center for Teacher Preparation & Partnerships (CTPP) website. Faculty members supervising student teachers receive 1 credit compensation per student supervised; those supervising students in Practicum II receive a quarter of a credit per student along with reimbursement for travel to and from the schools, as outlined in the Field Experience Handbook. Supervising faculty members are chosen by department chairpersons at the request of the CTPP.

Syllabi

Faculty members are responsible for preparing, maintaining, and submitting to the Dean's office copies of syllabi for courses they are teaching. Syllabi should be distributed the first week of class. In general, each syllabus should conform to the University standard as outlined below:

Title of the Course

Instructor's Name, Office Hours, and Contact Information

Catalog Description of the Course

Goals and Objectives of the Course

Course Requirements (Aligned with national standards when applicable)

List of Required Texts

List of Assignments and Due Dates

Evaluation Procedures and Scoring Rubrics

Attendance Policy

Bibliography

Textbook Selection

Textbooks and other teaching materials shall be selected by faculty members consistent with resources, objectives and procedures of the department or equivalent academic unit and the academic program at the University.

Source: Agreement, Council of N.J. State College Locals, AFT, AFL-CIO and State of New Jersey, Article XIB (2007).

Faculty Offices

Office space is provided for each full-time faculty member within the space assigned for his/her department.

Office Hours

Each faculty member is expected to schedule no fewer than 5 hours as office hours during each work week, so scheduled that they are convenient for both the faculty and students. These office hours should be marked upon the faculty program forms which are made out at the beginning of each semester. When office hours must be changed for any reason, the faculty member is requested to notify the department chairperson as well as any persons with whom appointments have been made.

Other Responsibilities

Faculty responsibilities that have been traditionally performed by the faculty and are reasonable and consistent with sound academic practice shall be continued consistent with previous practice. Disagreement concerning their specific nature shall be resolved by the Local union and the University. These responsibilities shall be performed within the academic year, provided that assignments outside the thirty-two (32) weeks of instruction referred to above shall not be made individually or collectively on an inequitable basis.

Source: Agreement, Council of N.J. State College Locals, AFT, AFL-CIO and State of New Jersey, Article XIIC (2007).

Faculty Meetings

It is an expectation that faculty members will attend and participate in all scheduled college, department and university faculty meetings and retreats.

Organizational Matters

Guidelines for Obtaining and Using the GothicCard

The GothicCard is a multi-functional card that serves as the official NJCU photo identification card, library, meal, privilege, parking, and stored value card. It is also a key card allowing faculty and staff entry into buildings and classrooms. There is no charge for the initial GothicCard.

All University students, faculty, and staff are required to obtain the GothicCard and are also required to produce the GothicCard ID upon request from a Public Safety or University official when on any university owned property.

To obtain a Faculty GothicCard, employees must:

Complete the orientation program through Human Resources. Human Resources will issue a Request for GothicCard ID application along with an employee ID number.

Be entered into the payroll system.

Bring a valid form of photo ID (driver's license, passport, or military ID) to the University Service Center in the Gilligan Student Union Building. Staff will take a faculty photograph and issue the GothicCard good for the length of time the employee is in service to the University.

To place funds on the GothicCard for use in parking, making purchases in all on-campus food service locations, the University bookstore, and some vending machines, an application must be obtained at the University Service Center in the Gilligan Student Union Building or online using the following procedure:

Log onto www.njcu.edu

Under quick links, click on GothicCard

On the homepage, click on the yellow highlighted link

Click on "I'm new here"

Enter 7 digit ID number

Enter E-mail where password will be sent

Verify E-mail address

Within 2 minutes a generic password will be E-mailed

After logging into your account, the following services are available:

Replenish funds (Credit/debit cards only: Visa, MasterCard)—
Parking flat fees for Lot #3 cannot be purchased online.

Monitor your account activity.

Deactivate/reactivate a lost or stolen GothicCard.

Set up low balance warnings.

Grant access to your account to additional users, such as
children or partners.

Additional information can be obtained by calling the University Service
Center at 201-200-2552.

Lost or Stolen GothicCard

Report the loss or theft of your GothicCard immediately to the University
Service Center during business hours: 201-200-2552. After normal business hours,
report the loss or theft of your GothicCard to the Public Safety Department: 201-
200-3128. When you report your lost or stolen GothicCard, it will be deactivated so
no one else will be able to use your card.

Replace your card at any time during business hours at the University Service
Center. There is a \$25.00 replacement fee for replacing a lost or stolen card.

If you find your old card prior to obtaining a new one, call the University
Service Center to have it reactivated. You cannot reactivate your old card after a
replacement card has been issued.

For any PeopleSoft Application Security or GothicNet access question, send an
e-mail to pssecurity@njcu.edu.

Guidelines for Requesting New Course Approval

Routing information can be found on form A – Request for Temporary Course
Approval and form B – Request for Permanent Course Approval/Change (see the
[University Senate Website](#)).

Each request must:

be typed on 8 1/2" x 11" white paper,

be attached to the Course Approval/Change Routing Slip,

include the information indicated below with corresponding numbers,

in the case of graduate courses, be submitted to the appropriate
college dean and the Dean of Graduate Studies prior to submission to

the Senate Graduate Studies Committee; in the case of undergraduate courses, be submitted to the appropriate dean prior to submission to the Senate Curriculum and Instruction Committee; in the case of 500 level courses, be simultaneously submitted to the appropriate college dean, to the Dean of Graduate Studies, to the Curriculum and Instruction Committee, and to the Graduate Studies Committee; and

include all required signatures. Materials submitted become the department's and the University's official course information, available in University files to the State, accrediting agencies, and reviewers. Course proposals must be approved before they can be included in University publications.

Abbreviated Course Title

(30 characters maximum)

Full Course Title

Credits

Indicate proposed number of degree or non-degree credits (i.e., semester hours). Indicate contact hours if applicable; if not, indicate whether an on-line course or a combination in-person and on-line course.

Catalog Description

50 words maximum. Use full sentences and the active voice.

Course Prerequisites or Co-requisites

(If applicable.)

Rationale

Indicate the reason/purpose for course/change and the student audience for which it is intended. Please address external demand (i.e., Middle States accreditation, certification, licensure, employer requirements, changing community needs).

Student Learning Outcomes and Course Goals

(Include discipline specific and generic): An "outcome" is a specific competency that you expect your students to master by the end of your course. The best way to begin this section is with the statement: "By the end of this course, students will be able to...", followed by your list of outcomes. Graduate courses should always involve higher-level competencies (cf. Bloom's taxonomy), such as "interpret," "analyze," "design," "organize," "appraise," and "evaluate." Undergraduate courses may include some lower-level competencies, such as "define," "list," "recall," "interpret," "practice." However, undergraduate courses (especially at the 300 and 400 level) must involve some higher-level competencies. 500-level courses must involve higher-level competencies. Please refer to the attached verb sheet for some suggestions on discussing the higher and lower-level

outcomes.

Instructional Procedures

Describe recommended procedures in relationship to the specific student learning outcomes listed under Item 7.

Course Content

Provide a detailed outline that reflects the student learning outcomes, and reflects the scheduling of the course content over the (usually) 15-week semester.

Undergraduate General Studies Courses

(If applicable) Indicate whether approval is sought as a general studies area course from an Arts and Sciences department/program. (If the department has previously designated five area courses, indicate which course the proposed course will replace).

Proposals seeking general studies (GS) designation, must indicate how the GS course requirements are met (i.e., reading and writing requirements and two of the following requirements: critical thinking/creativity, information gathering/literacy, quantitative/computer literacy, or oral presentation).

Courses seeking inclusion in the Quantitative and Computer Literacy (Q&CL) Area must indicate the prescribed prerequisites and how the course meets the mathematics, computer science, statistics, or computer applications requirement.

Graduate Course Status

(If applicable) Describe the unique aspects of the course that qualify it to be offered at the graduate level (600/700 number) or at the undergraduate/graduate elective level (500 number) in contrast to similar courses that might exist at the undergraduate level. Your description should be written in terms of the higher-level and lower-level outcomes you listed in Item 7.

Programmatic/Departmental Outcomes

Describe how the proposal supports the outcomes of your program.

Degree Requirements

Indicate any impact the proposal will have on degree requirements in your or other departments.

Specialized Accreditation, Certification, and Licensure

Indicate whether the proposal impacts a course/ program that has or is seeking specialized accreditation, certification, and/or licensure.

Assessment/Evaluation of Student Outcomes and Determining Student Grades

"Assessment is...an ongoing process aimed at understanding and improving

student learning. Assessment is concerned with converting expectations to results" (Angelo, 1995, pp.7-9). The purpose of assessment is to improve future performance (Parker, Fleming, Beyerlein, Apple and Krumsieg, 2001). "Evaluation is ... a more specific process aimed at determining what can be known about performance capabilities and how these are best measured. Evaluation is concerned with issues of validity, accuracy, reliability, analysis, and reporting" (American Psychological Association, 1999). The purpose of evaluation is to "... judge the merit or worth of a performance against a predefined standard" (Parker et al., 2001).

Describe how students will be assessed on an ongoing basis and how their performance will be evaluated. Describe examinations, term or research papers, special projects, class performance, seminar presentations, and portfolios in relation to student learning outcomes (Item 7). Include type of examination, nature of papers and projects, etc.

Please indicate the percentage assigned to each assessment/evaluation tool.

Bibliography

The bibliography format should be consistent throughout and in the acceptable style of your discipline (for example: APA, MLA, Chicago Manual, etc.). Use the format that students will be expected to use in your course. Use an asterisk [*] to indicate publications held in the NJCU library.

Required Text(s): It is suggested that three possible texts be listed.

Additional Required Readings: List as appropriate.

Supporting Bibliography: List a minimum of twenty references currently used in the field. Indicate which you recommend for purchase by the library. Videos and CD-ROM may be included.

Relevant Periodical Sources: List a minimum of five journals/periodicals to which students will refer.

Relevant Online Materials (if not noted above).

If your bibliography does not follow the suggested format in a-e above, please explain why.

Enrollment and Scheduling

Indicate the frequency with which the course will be offered (e.g., fall, spring, SU1, SU2, every year, every 2 years) and the maximum and the minimum number of students recommended per section.

Resources

Describe the supplies and materials needed for the course.

Describe the equipment that will be needed.

Indicate whether the department's current space allocation is sufficient to

offer the course. If additional space is required, outline needs.

Budget

Indicate whether the department's current budget will be sufficient for items noted above.

If equipment or supplies will be needed, attach cost estimates with documentation.

Source: NJCU website.

Change in Faculty Programs

All faculty programs of class meetings and scheduled office hours are approved by the appropriate dean on recommendation of the department chairperson. All changes in faculty programs must be approved by the department chairperson and the appropriate dean. For further information, please visit the [University Senate Website](#).

Procedures for Scheduling Events

To schedule events in the Gilligan Student Union and H-202 (Gothic Lounge), contact the Office of Campus Life. Apply for use of these facilities as early as possible but no later than two weeks prior to the date requested. Any events/activities/programs that are co-sponsored with a non-New Jersey City University organization must be pre-approved by the University's Controller's office. For further information, contact the office of Campus Life at (201) 200-3585.

To arrange to use other rooms for campus events, contact the Registrar's Office.

To arrange posters for events, contact the Publications and Special Projects office.

To arrange for notice of the event to appear on the NJCU website calendar, contact your dean's office.

To arrange for press notification to go out to the community beyond NJCU, contact the [Office of Public Information](#).

Reporting Faculty Absence

Any faculty member who is to be absent for any reason from the University should notify his/her department chairperson or dean prior to the day of absence. Approval of the appropriate dean is required for attendance at professional meetings, conference, etc., which necessitate absence from classes or other regularly scheduled duties at the University. The procedures to be followed in this instance are:

Conference with the department chairperson to arrange for taking care of classes and other scheduled duties.

The request with the chairperson's recommendation is submitted to the appropriate dean for approval.

In case of absence because of emergency illness, the faculty member should contact his/her department chairperson as soon as possible.

Textbook Orders

Textbooks may be ordered through the University Bookstore. It is suggested that deadline dates established by the Bookstore for textbook orders be carefully observed so that textbooks will be available in ample time for the beginning of the semester.

Chapter 5 -Academic Standards, Policies, and Procedures

Academic Standards

Academic Standing

A student's academic standing is determined by a review of the student's cumulative grade point average (CGPA). Failure to attain minimum levels according to the established regulations will result in probation, suspension, or academic dismissal from the University.

Academic Honors

Students with a semester average of 3.50 or better (minimum of 12 credits of computable grades) will be placed on the Dean's List. Students who have a cumulative average of 3.65 or better as they begin the spring semester of their final year at the University will be officially recognized as honors graduates in the commencement program and designated as follows:

3.65-3.79 cum laude

3.80-3.89 magna cum laude

3.90-4.00 summa cum laude

These designations are based on a minimum of 32 credit hours in residence at New Jersey City University. Only graduates who achieve a cumulative average of 3.65 or better at completion of their final semester will have an honors notation made on their permanent records.

Academic Probation

A student will be placed on probation for the semesters during which the student's CGPA falls below the following levels:

1.60 after a minimum of 13 credit hours attempted

1.75 after a minimum of 25 credit hours attempted

1.85 after a minimum of 48 credit hours attempted

2.00 after a minimum of 72 credit hours attempted

A 2.00 CPGA is required for graduation.

Unless notified otherwise, a student on probation should not enroll for more than 13 credits during the probationary semester(s) or the 11 credits maximum in the combined summer sessions.

A Student on probation who achieves a semester average of 2.0 or better

during the probationary semester may continue with his/her studies. Probation is removed when the student's cumulative grade point average reaches the appropriate level.

Academic Warning

When a student fails to meet the prescribed academic standards at the mid-year point, he/she will be notified as to his/her continued probationary status and given an academic warning. Depending upon the student's CPGA at the end of the academic year, the Office of the Dean of Students may implement additional sanctions (continued probation, suspension, and/or dismissal).

Academic Suspension

At the end of the spring semester, a student who has been on probation for two consecutive semesters or more and who receives a semester CPGA lower than 2.00 may be suspended or dismissed from the University.

Any appeal of this suspension must be made to the Office of the Dean of Students, requesting reinstatement. As per the official notice of suspension, the suspended student must complete the appeals application, available from the Office of the Dean of Students in GSUB 127 or online at:

web.njcu.edu/sites/deanofstudents/Uploads/appeal_application_packet.doc.

This packet must be turned into the Office of the Dean of Students by July 1.

The Dean of Students will convene the Academic Appeals Committee, which will review the appeal and make a recommendation to the Dean of Students.

A student who fails to appeal and/or whose appeal is rejected may not be considered for reinstatement for one calendar year after the date of suspension. After one calendar year (including two academic semesters and not the summer session), the student must complete the application for reinstatement, which is available from the Dean of Students in GSUB 127 or online at:

web.njcu.edu/sites/deanofstudents/Uploads/reinstatement_application_08.pdf.

A student who has been suspended must apply for reinstatement by July 1 for fall admission and by November 1 for spring admission.

A student who is suspended and subsequently reinstated will be placed on continued probation and must maintain an average of 2.00 or better during the next two semesters. The continued probation status will be removed when the student's cumulative grade point average reaches the appropriate level.

Academic Dismissal

A student who is suspended and subsequently reinstated, but achieves an average lower than 2.00 for the next two semesters will be dismissed for a final time. This dismissal is final. It cannot be appealed, and the student cannot apply for readmission to the University in the future.

Class Status

For purposes of general operations of the University:

Freshman	0-32 Credits Completed
Sophomore	33-64 Credits Completed
Junior	65-96 Credits Completed
Senior	97+ Credits Completed

Note: College credits – courses above the 100 level.

Time Limit on Credits

This policy applies to full-time and part-time undergraduate students first registered at the University for the Fall 1998 semester or later:

Students have ten (10) years from the time of initial registration to complete their degree.

Only credits not older than ten (10) years at the time a student is first registered at the University may be considered for transfer.

Only credits not older than ten years at the time for which a student requests graduation clearance are valid, unless these are transfer credits which meet the previous standard.

In the event of extenuating circumstances, a student may request a waiver of the ten (10) year limit on transfer of credits, which may be granted solely on the basis of an academic review of credits by the Vice President of Academic Affairs.

Course Load and Overload Options

Each full-time undergraduate student must register for a minimum of twelve (12) credits each regular semester. This is the course load required of full-time undergraduates.

A maximum of six (6) credits and/or semester hours is allowed per summer session. No overload is allowable for a summer session.

Overload is defined as registering for more than twelve (12) credits for a regular semester as a full-time undergraduate. There are restrictions on when and how a full-time undergraduate may register for an overload:

Full-time undergraduates on academic probation may register for a maximum of thirteen (13) credits and/or semester hours for the semester(s) they are on probation.

A full-time undergraduate who has not completed, with passing grades, all the courses below the 100 level s/he is required to take, may register for a maximum of sixteen (16) credits and/or semester hours.

Only full-time undergraduates who have completed, with passing grades, the undergraduate required courses and all courses below the 100 level which may have been required, are eligible to register for more than sixteen (16) credits, according to the following standards:

Cumulative GPA Overload Permitted for a Regular Semester

Between 2.5 and 3.5 Maximum of 19 credits, with permission of the dean*

>3.5 Maximum of 22 credits, with permission of the dean.

Grading Policies

The standing of each student at the completion of each course is determined by the instructor and recorded at the end of each semester.

A	4.0	C-	1.7
A-	3.7	D	1.0
B+	3.3	F	0.0
B	3.0	P	Pass
B-	2.7	W	Withdrawal
C+	2.3	IN	Incomplete
C	2.0	R	Repeat (Academic Foundations Classes Only)

Grade Point Averages: The numbers in parentheses represent index values used to compute grade point averages. The number of credits/semester hours assigned to the course multiplied by the grade index received gives the grade points earned for that course. The sum total of grade points earned divided by total credits attempted constitutes the student's grade point average.

IN (Incomplete) Grade: The "IN" grade is to be used only in extraordinary circumstances when a student may be granted further time to complete the required course work. The final deadline date for revision of IN is six weeks after the beginning of the subsequent semester, e.g.:

"IN" grade for the Fall Semester must be satisfied by the sixth week of the following Spring Semester.

"IN" grade for the Spring Semester or the Summer I or II Session must be satisfied by the sixth week of the following Fall Semester.

"IN" grades that are not resolved by the deadline date will

automatically be converted to "F" grades.

W (official withdrawal) Grade: This grade will only be applicable to the student who officially withdraws from a course by filing a completed withdrawal form with the [Office of the Registrar](#). The deadline dates for filing are November 15 for the Fall Semester; April 15 for the Spring Semester. The mid-semester point for Summer I and II Sessions is the deadline for these sessions. For all officially withdrawn students, the instructor's final grade roster will have the grade "W" imprinted in the grade column next to the student's name. A student who does not complete course work and does not officially withdraw will receive the grade of "F". In extraordinary circumstances, such as hospitalization for an accident or illness, a student may submit a written request to the appropriate academic dean for an official withdrawal after the deadline date. Such requests must be accompanied by appropriate documentation of the time and nature of the circumstances. Decisions by the Academic Dean on these requests are final. To obtain a refund, students are required to file an official form according to the Refund Schedule posted by the Registrar. A partial refund is available only within the first third of each semester or summer session.

R Grade: This grade will only be used in Academic Foundations courses. The grade is given to a student who demonstrates progress in the course but not sufficient progress to warrant a passing grade. The student who receives an "R" grade must either repeat the course or demonstrate sufficient progress to participate at the next level of course work. Students are allowed to receive one "R" grade per course. When the course is failed for a second time, an "F" grade is given; and the student is dismissed from the University.

NOTE: The grades "W" (Withdrawal), "P" (Pass) and "R" (Repeat-Academic Foundations) do not affect the grade point average; however, an excessive number of "W" grades can adversely affect a student's eligibility to receive various types of financial aid, and "R" grades are limited to Academic Foundations courses. R grades do not count toward degree requirements or graduation.

Academic Foundations courses cannot be dropped or withdrawn from without the approval of the Office of the Dean of the William J. Maxwell College of Arts and Sciences.

A student who has earned thirty (30) credits or more cannot drop or withdraw from an All University Requirements course, except in exchange for a different section of the same course or with the approval of the Office of the Dean of the William J. Maxwell College of Arts and Sciences.

Grades can be accessed via the Internet at GothicNet. Grades are posted to the transcript file approximately three (3) weeks after the last day of the semester.

Pass/Fail Option

Students have the option of requesting a final grade of PASS or FAIL (P/F) instead of a letter grade in an elective, an academic minor course, or in a general studies course instead of a letter grade. The Pass/Fail Option is limited to nine

credits. No more than one course per semester may be elected under this option. The P/F option is not available for courses which are All University Requirements.

Pass/Fail evaluation is interpreted to mean a grade of "Pass" for satisfactory completion of course requirements and a grade of "Fail" for unsatisfactory completion of course requirements. When the "Pass" grade is earned, the credits assigned to the course are indicated as earned but the student's cumulative average remains unaffected. Only the grade of "F" negatively affects the cumulative average.

An elective is interpreted to mean any course outside the major not specifically required in the student's program. At the discretion of any department, certain courses within the major field can be designated "Pass/Fail." The Pass/Fail option may be exercised only during the first five days of class following the add-drop period in the Fall or Spring Semester, and during the four days of classes following the Add/Drop period for Summer I and II Sessions. Each student must complete a Pass/Fail option form at the Registrar's Office, H-214.

Administrative Withdrawal

The University reserves the right to administratively withdraw or deny registration to any student who fails to comply with institutional policies and regulations.

Grade Recomputation Policy

A student can repeat a course and elect once to have the lower grade received for that course excluded from the grade point average (GPA).

All grades will remain on the official transcript. An explanation of this policy appears on the transcript.

Any course may be repeated subject to department policies restricting students from repeating an elementary course once a more advanced course has been completed. No substitutions are allowed.

A student may elect grade recomputation for not more than 16 credits.

The student electing grade recomputation must make the election by filing a [grade recomputation form](#) with the Registrar, Hepburn Hall-214.

The election is not automatic. A student who fails to file the proper form will have both grades included in the GPA.

This policy is not retroactive. Courses repeated prior to the effective date of this policy (Spring 1992 Semester) are not eligible for grade recomputation.

This policy does not apply to students who have graduated. Credits for courses repeated are applicable only once toward the degree.

If a student officially withdraws from a course in which the grade

computation option is made, the option becomes void.

Class Management Policies

Registration Policy

All currently enrolled students plan their programs in March and October for the following fall and spring semesters respectively. Entering students do the same in May, June, July, and August for fall and also in November, December, and January for spring. Students who do not clear their bills by the due date will be charged a late fee. Where payment is to be provided by a scholarship or other financial aid plan, the student should make prior arrangements with the Bursar's Office before the payment deadline each semester.

Class Enrollment Lists

Prior to the opening day of the semester, faculty can retrieve a list of students enrolled in each of their classes via the GothicNet. The list includes all students officially registered prior to the opening of semester. Approximately one week after the close of the last registration/course change period, faculty can retrieve via the GothicNet an updated list for each class, which incorporates late registrants and students enrolled by way of add/drop.

Prior to the close of semester classes, faculty can retrieve a final grade roster via the GothicNet for each class. These rosters reflect all changes. No students may be added or deleted by faculty. All students listed must receive a grade.

Attendance Policy

Each faculty member has full responsibility for determining the purposes of class meetings of courses for which he or she is responsible. At the first meeting of the class, each student shall receive a written statement of the requirements for the course, including those of attendance, as demanded by the nature and purposes of the course.

Each student is expected to fulfill the attendance requirements as determined by the faculty member. Failure to attend classes without a valid excuse as determined by the faculty member may be factored into the evaluation of the student's performance and achievement for the course.

Each student shall be required to take all examinations on the days scheduled for such, provided these schedules are announced in advance by the faculty member(s) responsible for the course.

To ensure compliance with Federal and State aid requirements, instructors are required to keep such records as will enable them to complete the Monthly Veterans Attendance Rosters and the Mid-Semester Audit Report Forms and to certify the last date of attendance of students receiving aid.

Financial aid recipients who never attend one or more of their classes or who stop attending all of their classes will be paid a reduced amount of aid and are subject to forfeiture of their financial aid.

Absence from class due to illness or personal reasons should be handled by the student and faculty member on an individual basis. Students who will be absent for a prolonged period of time shall contact the Dean of Students, who will notify the faculty of the student's situation.

Non attendance does not constitute withdrawal from a course.

Student Progress Reports

Students are notified by mail of their progress at mid-semester. Grades of P (passing) or F (failing) are given to students as a courtesy to alert them to their standing in the class at mid-semester. An unsatisfactory progress report should be taken as a warning that the student is in jeopardy of failing the course.

Final Evaluation Week

It is the policy of the University to provide a block of time at the end of each semester for the purpose of offering faculty and students a period for reviewing and evaluating the semester's course work. The choice of whether or not to use this time for a written examination belongs to the individual faculty member. However, all faculty are expected to utilize with their students the time set aside for their classes in the examination schedule by the Registrar, whether or not a formal written examination is given during that time. Any faculty absence from this final evaluation week must be approved by the department chair/coordinator and the appropriate academic dean. The final class meetings of courses during the regular semester should not be used to give examinations since this would defeat the purpose of providing an examination week for students to prepare adequately for examinations and for faculty to have time to evaluate them.

Student Records Policy

The University maintains the following records on individual students, and in most instances the inspection of records by a student will be scheduled in the office in which the record is kept. Students have the right to inspect and review their records within thirty (30) calendar days of the day the University receives a request for access.

Student permanent academic record and transfer credit documents-
Office of the Registrar

Registration documents - Office of the Registrar

Advising folder - Office of Academic Advisement and Testing or major
department office

Student health records – Health and Wellness Center

Financial aid records - Office of the Director of Financial Aid

Placement records - Graduate Placement Office or Center for Teacher
Preparation and Partnerships

Disciplinary record - Office of the Dean of Students

For the purposes of compliance with the Family Educational Rights and Privacy Act (FERPA), the University considers all students enrolled in the University as independent.

Access to these records will be given to University personnel with a legitimate educational interest in the records as determined by the Vice President for Academic Affairs. Information may be released to other agencies and individuals in compliance with the federal Family Educational Rights and Privacy Act of 1974, copies of which are posted in the offices of the Dean of Students and the Registrar.

The following information may be released at the discretion of the University: student's name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, degrees and awards received, and most recent previous educational institution attended. If a student does not wish to have such information released, the Dean of Students must be notified in writing.

Academic Integrity Policy

Cheating, Plagiarism, Fabrication

An academic community of integrity advances the quest for truth and knowledge by requiring intellectual and personal honesty in learning, teaching, research and service.

New Jersey City University (NJCU) is committed to nurturing the growth of intellectual reasoning, academic and professional values, individual ethics and social responsibility in its students. Academic integrity is central to this growth and is defined as a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals into action. Academic integrity is the obligation of all members of the NJCU community: students, faculty and administration. Maintaining a high level of integrity is not a passive act. Academic dishonesty must be actively deterred; apathy or acquiescence in its presence is not a neutral act.

All members of the university academic community at NJCU have an obligation to be informed about:

What constitutes acts of academic dishonesty;

The penalties imposed for acts of academic dishonesty and the consequences of these penalties;

The process by which penalties are imposed.

The University maintains that all students are expected to embrace the highest standards of academic integrity in their course work. Any violation of such may be subject to a penalty based on the infraction that may include a reprimand, reduction in grade, failing grade, suspension or dismissal from the University.

Faculty, students and administrators must report all violations of academic

integrity, other than Level I; such violations represent serious infractions and undermine the University's mission.

Definitions of Violations of Academic Integrity

Cheating: Cheating is an act of deception by which a student misrepresents his or her mastery of material on a test or other academic exercise.

Examples of cheating include, but are not limited to the following:

Copying from another student's work;

Allowing another student to copy from one's work;

Using unauthorized materials such as a textbook or notebook during an examination;

Using specifically prepared unauthorized materials such as notes written on clothing, formula lists, etc., during an examination;

Unauthorized collaboration with another person during an examination or an academic exercise;

Unauthorized access to or use of someone else's computer account or computer files, for any purpose, without the permission of the individual;

Possessing or obtaining an examination without the professor's authority or prior knowledge.

Plagiarism: Plagiarism occurs when a person represents someone else's words, ideas, phrases, sentences or data as one's own work. When a student submits work that includes such material, the source of that information must be acknowledged through complete and accurate references. All verbatim statements must be acknowledged by means of quotation marks.

Examples of plagiarism include, but are not limited to the following:

One person quoting another's words directly without acknowledging the source;

Using another's ideas, opinions or theories without acknowledging the source, even if they have been completely paraphrased in one's own words;

Using facts, statistics or other illustrative material taken from a source, without acknowledging the source, unless the information is common knowledge;

Using words or work of others taken from the internet without acknowledging the source (s).

Fabrication: Fabrication refers to the deliberate use of invented information or

the falsification of research or other findings with the intent to deceive.

Examples of fabrication include, but are not limited to the following:

Citing information not taken from the source indicated;

Listing sources in a bibliography or other report not used in one's project;

Fabricating data or source information in experiments, research projects or other academic exercises;

Taking a test for another person or asking or allowing another to take a test for one's self;

Misrepresenting oneself or providing misleading and false information in an attempt to access another user's computer account.

Other Examples of Academic Misconduct include, but are not limited to the following:

Changing, altering, falsifying or being accessory to the changing, altering or falsifying of a grade report or form, or entering any University office, building or accessing a computer for that purpose;

Stealing, buying, selling, giving away or otherwise obtaining all or part of any un-administered test / examination or entering any University office or building for the purpose of obtaining an un-administered test / examination;

Submitting written work to fulfill the requirements of more than one course without the explicit permission of the instructors;

Coercing any other person to obtain an un-administered test;

Altering test answers and then claiming instructor inappropriately graded the examination;

Unauthorized collaboration with any other person in preparing work offered for credit (e.g., purchased term papers).

NJSA 18A: 2-3 (c) prohibits the preparation for sale of any term paper, thesis, dissertation, essay, report or other written, recorded, pictorial, artistic or other assignment knowing that it is intended to fulfill requirements for a degree, diploma, certificate or course at any educational institution. The law specifies up to a \$1,000 fine for violations of its provisions.

Penalties of Violations for Academic Integrity

Penalties are classified into three categories based on the level of seriousness of the behaviors. Brief descriptions are provided below:

Level I

Level I penalties apply in circumstances involving ignorance or inexperience on the part of the person (s) committing the violation and ordinarily include a minor portion of the course work. The imposition of these penalties is considered an academic issue and not disciplinary.

Example: Improper documentation of sources or unauthorized collaboration on an academic exercise.

Possible Penalties: Make-up assignment, assignment of no-credit for the work in question, or a required assignment on preparation of term papers. These penalties are subject to the discretion of the faculty member. Faculty will meet with the student offender to discuss the allegation and possible penalties. No record of this event will be reported to a dean, department chair or other officer of the university.

Level II

Level II penalties involve incidents of a more serious nature and affect a significant aspect or portion of the course.

Example: Copying from or giving assistance to others on a mid-term, final or other examination; plagiarizing major portions of an assignment; using unauthorized material on an examination; or altering a graded examination for the purposes of re-grading.

Possible penalties: A failing grade on the assignment and/or in the course.

A failing grade on the assignment and/or in the course, which ever is applicable, may be given subject to the discretion of the faculty member. Violations at this level will be reported to the department chair and the Academic Dean. For major courses, the report will be made to the corresponding Academic Dean. For undergraduate general studies courses, the report will be made to the Dean of Arts and Sciences. A notation of plagiarism shall be placed in the student's record following this offense, and the student will not be allowed to expunge the grade of F from his/her GPA should he or she re-take the course (grade re-computation will be disallowed.) Confidential copies of the report will also be sent to the Vice President for Academic Affairs and the Dean of Students or the Dean of Graduate and Continuing Education, which ever is appropriate, for informational purposes and for centralized coordination between the different colleges. Should the Vice President for Academic Affairs upon receipt of a report of plagiarism, find that a student has a prior record of plagiarism, the offense will be upgraded to Level III, and the Vice President for Academic Affairs will notify the instructor, the chair and the academic dean so that appropriate action can be taken. Any violation that involves repeat offenses at Level I is considered a Level III violation.

Level III

Level III penalties apply to offenses that are even more serious in nature and involve pervasive dishonesty on a significant portion of course work, such as a major paper, mid-term, final exam or other examination.

Example: Using a purchased term paper presenting the work of another as

one's own; having a substitute take an examination; or possessing or obtaining an examination without the professor's authority or prior knowledge.

Possible Penalties: A failing grade on the assignment and/or in the course, whichever is applicable, may be given subject to the discretion of the instructor.

Violations at this level will be reported to the department chair and the academic dean (for major courses, the report will be made to the corresponding Academic Dean, for general studies courses, the report will be made to the Dean of Arts and Sciences). In the case of an undergraduate student, a notation of plagiarism shall be placed in the student's record following this offense, and the student will not be allowed to expunge the grade of F from his/her GPA should he or she re-take the course (grade re-computation will be disallowed.) Confidential copies of the report will also be sent to the Vice President for Academic Affairs and the Dean of Students or the Dean of Graduate and Continuing Education, whichever is appropriate, for informational purposes and for centralized coordination between the different colleges. Should the Vice President for Academic Affairs or the Dean of Graduate and Continuing Education discover, upon receipt of a report of plagiarism, that a student has a prior record of plagiarism, the Vice President for Academic Affairs or the Dean of Graduate and Continuing Education will notify the faculty member, the chair and the academic dean so that appropriate action can be taken. In the event the faculty member determines that the violation is severe, she/he may recommend to the department chair/academic dean that the student be placed on probation, suspension, or expulsion for one or more semesters with a notation of "disciplinary suspension" indicated on the student's record, or that the student be permanently dismissed (expulsion) from the University in case of repeat offenses. The Academic Dean, in consultation with the faculty member, will be responsible for deciding the additional penalty.

Academic Grievance/Appeal Procedures

The following procedure is available to resolve grievances regarding grading, course requirements, attendance, academic integrity, and other academically related complaints:

Step 1. Meeting and discussion with the faculty member involved to resolve the situation in question must take place within forty-five (45) days of the last day of the semester on which the grievance is based. At the conclusion of the meeting the faculty member will inform the student of a decision.

Step 2. The student may initiate a written appeal with the faculty member within ten (10) calendar days of notification of the decision of the faculty member; the faculty member will respond in writing within ten (10) calendar days of the date of receipt of the written appeal. Should the faculty member fail to respond within ten (10) calendar days, the student may present his/her written appeal to the next level of review, the department chairperson, within ten (10) calendar days.

Step 3. Written appeal to the appropriate department chairperson within ten (10) calendar days of notification of a decision pursuant to the previous step or upon failure of the faculty member to respond within the prescribed ten (10) calendar days.

Step 4. Written appeal to the appropriate Academic Dean within ten (10) calendar days of notification of a decision pursuant to the previous step. The appropriate dean shall provide the student with a written decision within ten (10) calendar days of receipt of the appeal from Step 3.

Step 5. Written appeal to the University Senate Student Affairs Committee within ten (10) calendar days of notification of a decision pursuant to the previous step.

Grievances that are not resolved at the dean's level may be referred to the Student Affairs Committee of the University Senate for review and decision, which will be forwarded to the Vice President for Academic Affairs for final decision.

The Student Affairs Committee of the University Senate shall deal with grievances involving grading, course requirements, attendance, academic integrity, and other academically related complaints after Steps 1-4 above have been exhausted. The committee shall include at least one faculty or professional staff member from each of the Colleges and one student. The Vice President of Student Affairs or Associate Vice President of Student Affairs will serve as a non-voting, ex-officio member of this Committee. The Student Affairs Committee shall deal with grievances initiated by students. The Committee may choose to invite parties involved to meet with the committee to present their positions or to proceed on the written record generated from the appeal process detailed above.

Within (20) twenty days of receipt of a written appeal from a student, the committee shall (a) determine that the appeal has basis in fact; (b) inform the complainant of the legal and administrative limitations of the committee in resolving grievances; and (c) determine that all normal avenues of appeal resolution, between the parties involved, and the applicable department chair and dean, have been exhausted. It shall provide notice of its decision, made on a review and advise basis, to the Vice President for Academic Affairs, who renders a final decision within thirty (30) calendar days of receiving the Student Affairs Committee's recommendation. The Vice President of Student Affairs or Associate Vice President of Student Affairs will serve as a non-voting, ex-officio member of this committee.

Final Appeal

Only cases that result in expulsion may be appealed to the President. In these cases, the decision of the President is final and there is no further recourse at the University. The charged student will have ten (10) calendar-days from the date of the decision by the Vice President for Academic Affairs to file an appeal with the President of the University. All appeals must be in writing. In cases resulting in expulsion, the President of the University shall render a final decision within twenty (20) calendar-days of receiving the appeal (For more information, see the [University Senate Website](#)).

Source: University Senate: Approved 12/8/2003 Approved by SACC: February 17, 2004.

Academic Program Review Policy

Academic programs at the University are reviewed frequently in order to insure continued excellence. These periodic reviews are usually undertaken in conjunction with the relevant national or regional professional accrediting agencies and are conducted at least once every five years under the following procedures:

A review of each academic program by an outside consultant or appropriate professional advisory group shall be undertaken at least once every five years. Such consultants are to be selected from a list drawn up by the department, in consultation with the appropriate Dean. The Dean shall choose the consultant from the list.

The responsibility for the initiation of such a review rests with the appropriate Dean. The invitation and organization of the visit and review procedures shall be developed by the Dean in conjunction with the department or program.

In preparation for the consultant's visit, the faculty of the department to be evaluated shall engage in activities designed to prepare documentation which will ensure that the visitation is of greatest value to the University, the department and the consultant. Such documentation shall include the following minimum information in addition to supplementary data requested by the consultant: name of program; list of full-time faculty members by rank and current curriculum vitae for each faculty member; list of adjunct faculty members by rank, with a current curriculum vitae for each and an indication of the number of credit hours each taught during the current academic year; a complete description of the program which shall include specific goals and objectives, a list of required and elective courses and an assessment of student performance; the most recent syllabus and catalog description of each course in the program (Guidelines specified under section III of the "Plan of Review and Evaluation of the Undergraduate Curricula," approved by the University Senate April 5, 1976, are to be followed); a list of courses offered during the previous five years and the current academic year, their enrollments and grade distribution; a list of majors enrolled in the program for the current academic year and the previous five years; the number of graduates in each of the five preceding academic years and follow-up data, where available; a statement regarding academic advisement services available to students in the program; a description of library resources and other facilities to support the program. Data current and on file with the University shall be compiled by the Dean and reviewed by faculty.

The following additional information shall also be attached to the appropriate document: a statement concerning budget support for materials, equipment, space, scheduling, etc., for the current academic year (if the support is inadequate, an explanation should be provided); a description of procedures used by the department for evaluation of programs by the faculty and by the students; a statement indicating whether there is a discernible change in the abilities of students entering the program in the past few years (if so,

what effect did this change have on the program and how has the program changed over the past five years?); long-range plans for program development and projected changes in program direction/emphasis over the next five years; reports of accrediting associations, if applicable; actions to be taken by the administration to implement consultant's recommendations in the program evaluation.

The Program Review shall take into account the following: the quality of individual courses and of the entire program, as measured against the standards of appropriate accrediting agencies; the relationship of the program to other courses/programs offered within the University, and to the long-range mission of the University; the effectiveness of the University Administration in providing leadership for the achievement of academic excellence; and the impact of administrative decisions on program offerings. Specific recommendations for improvement should be developed when appropriate.

Post-Evaluation Procedures

Copies of the consultant's report will be provided to the members of the program under review. Members will develop a plan of action based upon self-evaluation and the recommendations of the outside consultant in cooperation with the Dean. The University will make every effort to provide the resources of time and financial support to carry out the actions agreed upon.

The review process will be subject to periodic evaluation by the appropriate committees of the University Senate. Changes recommended by these committees must be approved by the Senate, the Senate Administration Coordinating Committee, and the Board of Trustees of the University.

Whenever possible, the University will combine the review process with professional accreditation visits. Such integration can be achieved by augmenting the accreditation team with specialized evaluators, combining the goals and objectives of the two processes, using the same internal committees and procedures for both processes, or using the same reporting format for both.

Chapter 6 - Professional Development and Renewal Program

All awards for professional programs, workshops, grants, and sabbatical leaves are contingent upon the availability of funds. For more information about funding opportunities visit the [Office of Academic Affairs](#) website.

The Professional Development and Renewal Program

The Office of Academic Affairs is responsible for managing professional development programs at New Jersey City University. NJCU's Professional Development and Renewal Program (PDRP), which began in fall 1992, provides university support for professional and research development internally. The Program, developed with input from faculty, professional staff, the University Senate, AFT and administrators, is based on shared ownership of its design, implementation and evaluation. The program provides faculty and staff with the opportunity and resources to:

- Improve the quality of teaching;
- Strengthen and expand professional and personal development;
- Increase research, publications, exhibition and performances;
- Expand community and university service activities; and
- Enhance the campus environment by building a sense of community.

Participation in the program is voluntary. Several university-based programs providing incentives for faculty and staff to pursue professional development and research activities are detailed below.

Although funding for professional travel may come from these sources, there are general procedures for applying for funding to travel to present work at conferences. Click on this link to view travel policies:

web.njcu.edu/sites/controller/Content/travels.asp

Career Development Program

Career development funds are available each semester pending availability of funds and current contractual arrangements. Funds are awarded to employees who:

- Were assessed and found to have identified areas for improvement.
- Are enrolled in a terminal degree program related to their area of teaching or work.
- Are presenters at a professional conference.

Due to budgetary constraints and the need to adhere to the AFT contract, all tuition reimbursements will be awarded at \$250.00 per credit. Furthermore, if you are attending or presenting at a conference, appropriate documentation must be submitted with your application. The maximum award for travel (\$750.00) is the maximum for all university funding per trip, including career development and cannot be supplemented by other funding from the University unless grant funded. An overnight travel authorization must be submitted by the concerned faculty members 3-4 weeks prior to your activity. The process for overnight travel only, including travel and voucher, continues to be a paper submission process, and receive all required approvals, including signature and approval of the Vice President for Academic Affairs. All awards are subject and contingent upon availability of funds.

Separately Budgeted Research (SBR) Program

SBR Guidelines

The Separately Budgeted Research program is designed to support faculty research and other scholarly activities which are within the area or areas of a faculty member's current or anticipated teaching responsibilities.

Awards are available to full-time faculty and are based on the availability of funds for the academic year. Award recipients are required to submit a report by the end of the academic year in which the award was received.

SBR funds can be used to support:

- projects that are designed to support the University's mission;
- projects involving instructional technology;
- projects promoting effective teaching strategies for active learning in the university classroom;
- projects associated with concerns of the local community or the State of New Jersey;
- projects involving students in the research experience;
- cooperative projects involving another university or agency.

SBR funds can be for any of the following activities:

- released time for faculty engaged in SBR activity;
- hiring temporary clerical and technical workers who assist on SBR funded projects;
- limited necessary and relevant supplies and equipment; and
- limited necessary and relevant travel requests.

SBR funds may not be used to support the following activities:

curriculum development;

project(s) that are a continuation of previously funded SBR projects(s); and

project(s) that are outside of a faculty member's field.

Basic criteria for evaluating proposals:

clarity of problem definition and objectives (includes statement of problem, rationale, specific and measurable objectives);

adequacy and appropriateness of proposed methodology (includes timetable and activities designed to meet objectives);

feasibility of accomplishing the objectives within grant year;

qualifications of applicant to undertake the proposed project (includes statement of qualifications and/or current resume/curriculum vitae); and

statement of benefits to the University and/or community, if applicable.

Applications may be rejected for any of the following reasons:

incomplete proposal

poorly written proposal

exorbitant budget request, despite good proposal (See Average Award)

applicant is not a full-time faculty member

project purpose is inconsistent with those outlined in the application instructions

budget request appears to be solely for equipment

proposed project is not feasible for budget request period

applicant failed to submit report for previously funded project(s)

proposal does not include appropriate methodology to accomplish stated goals

SBR applications are also available in Academic Affairs, Hepburn 309 in the fall semester. Deadline for completed applications is January. Only one project per applicant may be submitted per grant year.

Contact for Information: Vice President for Academic Affairs, ext. 2033.

Mini-Grant Program

This program offers faculty and staff the opportunity to apply for individual mini-grants up to a maximum of \$200. The purpose of the grants is to provide small awards for activities not normally covered by Career Development and Separately Budgeted Research. Activities that may be funded include, but are not limited to, the purchase of books and supplies, attendance at a workshop or conference, and professional travel. To apply, interested faculty must complete a Mini-grant Professional Development Funds Application Form. Committee members are selected by the University Senate.

The Committee particularly recommends proposals that fall within the following categories:

Continuing professional education (non-degree related)

Travel to and attendance at a workshop or conference (delivering a paper, chairing a session, or simply attending)

Travel related to research

Subscriptions to professional journals; membership/dues in professional organizations

Books or supplies explicitly related to research, teaching, or professional development

Costs associated with the exhibition or publication of research (for example, the cost of preparation of an index, the cost of putting on an art exhibit)

Computer hardware, software, audio/visual equipment, videos, or CD-ROMS for explicit use in research, teaching, or professional development

Activities which create a partnership between the University and the community

University sponsored events that benefit the University and the community (for example, speaker's compensation)

Fiscal year application packages and deadlines are available in the Office of Academic Affairs. Contact for Information: Vice President for Academic Affairs, Ext. 2033.

The International Incentive Grant (IIG)

The purpose of the International Incentive Grant (IIG) Program is to foster internationalization of the curriculum at NJCU. Monetary awards of up to \$1,000 will support full-time faculty in creating new internationally-oriented courses, or in infusing an existing course with international content (course revision). Grantees

may use their award for a variety of expenses related to course development. Proposals from all disciplines are eligible. Joint proposals across disciplines are welcomed. Joint proposals between a librarian and a faculty member are encouraged. Joint awards are limited to a maximum of \$1,000.

Application Guidelines:

Applications must be submitted electronically as a Word document (not PDF) to the chair of the IIG committee. Receipt will be acknowledged by email. No application will be accepted after the published due date.

The awards can be used for:

- Language study related to international course development

- Travel related to course development

- Conference attendance to enhance faculty's/librarian's international expertise, and thus facilitate course development (Examples: Council on International Educational Exchange (CIEE)—International Faculty Development Seminars; The Summer Institute on Intercultural Communication; The College Consortium for International Studies—Professional Development Seminars; NAFSA: Association of International Educators Annual Conference)

- Other professional development related to international course development

- Purchase of equipment, books, supplies, etc. related to international course development (such materials become the property of the applicant but can be donated to the library or to a department if the applicant wishes)

- Other international course development expenses.

International Incentive Grants may not be used for:

- Guest speakers

- Released time or overload pay

- Hiring students, clerical, or technical workers.

To ensure accountability under this program, monetary awards will not be released to grantees until after the IIG Review Committee Chairperson has received and approved final materials that demonstrate how international curricular change has taken place. In other words, faculty cannot be reimbursed for expenses until after the final materials have been received in the Office of Academic Affairs, H-309.

Applications are due in May. More details, including the exact due date and the priority for the year, can be found on the application form.

Evaluation Criteria: A successful proposal will address the following criteria:

500-word narrative (a) clarifying the relevance and need/justification of the project and (b) describing the proposed new course

Budget details, project timetable, and a paragraph clarifying how the award will be used

Qualifications of the applicant to undertake the proposed project

Applications may be rejected:

For an incomplete proposal

For a poorly written or vague/unclear proposal

If applicants are not full-time faculty or professional librarians collaborating with faculty

If proposal is not linked to internationally oriented curriculum development

Sabbatical Leave

The State agrees to continue, as herein modified, a sabbatical leave program. In each year of this Agreement the State Colleges will be authorized to grant one hundred sixty (160) half year leaves. At each College two (2) half year leaves may be combined into one (1) full year leave. These leaves will be apportioned among the colleges on a basis proportional to the number of eligible faculty member and librarians at each College with at least six (6) consecutive years of service at a College.

Eligibility Criteria

All full-time faculty members and librarians who, as of June 30 prior to the year for which the leave is requested, have completed a period of six (6) or more consecutive years of service at a College, shall be eligible to apply for a sabbatical leave during the academic year. Sabbatical leaves are granted no more frequently than once every seven (7) years.

Application Process

Application shall be submitted to the President of the University no later than February 1st of each year.

Application may be made for the purpose of pursuing a substantial project designed to yield publishable results and/or enhance competency as a scholar or teacher. Sabbatical leaves may also be granted for the pursuit of an accredited terminal degree program in an appropriate field of study.

Approval Process

A committee will be established under the governance structure of each

College to review the academic merits of each application and make recommendations to the President. The union shall have the right to appoint one employee observer to such committee. The committee shall conduct its review and make in recommendations by no later than February 1st.

The President shall take into consideration recommendations of the committee and shall make recommendations for approval or disapproval to the Board of Trustees.

Terms of Sabbatical Leave

Half year leaves shall be at the rate of full salary.

Full year leaves shall be at the rate of three-quarters (.75) salary.

For librarians, half year leaves shall be five (5) months, and full year leaves ten (10) months.

The period of the leave shall be credited for increment purposes, where such credit is relevant.

A faculty member or librarian on sabbatical leave shall be entitled to the continuation of pension and insurance programs benefits as provided in the applicable plans.

Each faculty member or librarian accepting a leave must sign a written statement obligating him or her to continue to serve for at least one (1) year after expiration of the term of the leave.

Faculty members or librarians on such leave are permitted to receive additional compensation in the form of fellowships, government grants, and honoraria for purposes related to the leave and part-time employment directly related to the project at an institution where they are in residence for the purpose of study and research in addition to the partial salary from the University. The leave may not be used to accept paid employment during the period of the leave except as provided above.

Faculty or librarians on sabbatical leave may engage in outside employment if it does not conflict with the purpose of the sabbatical leave or N.J.A.C. 9:2-10:1 et seq., and the faculty member reports the outside employment before going on leave.

Source: Agreement, Council of N.J. State College Locals, AFT, AFL-CIO, and State of New Jersey, Article XXVII (2003).

New Faculty / Staff Workshops

Workshops are held annually in the early fall to familiarize new faculty and staff with professional development opportunities and resources available on campus. Presentations are provided by representatives of the AFT, Senate, PDRP, faculty/staff, library, Academic Computing, and ITS.

Faculty / Academic Affairs Dialogues

Informal, roundtable discussions hosted by the Vice President for Academic Affairs for faculty and staff, the Dialogues have included topics ranging from academic issues to budget issues and economic decisions made by the administration.

Publications

The Academic Forum

The Academic Forum is a publication of the Office for Academic Affairs. *The Academic Forum* is concerned with publishing creative, scholarly, and research works submitted by the faculty, professional staff, and students of New Jersey City University. The publication is of particular interest to faculty, professional staff, administrators, and students in urban higher education institutions throughout the northeast region of the United States. Original articles or proposals for themes for subsequent issues are welcome and should be addressed to either the Editor in Chief or Managing Editor at The Academic Forum, Hepburn Hall 309, New Jersey City University, 2039 Kennedy Boulevard, Jersey City, New Jersey 07305. The managing editor can be reached by phone at 201-200-2033 or fax at 201-200-2072. Articles should be submitted as double-spaced print manuscripts with disk copies. *The Academic Forum* uses Word 97 to edit submitted materials. Manuscripts should follow the stylistic guidelines set forth in the Publication Manual of the American Psychological Association, 4th edition (1994) or the most recent edition as published by the American Psychological Association (APA). Electronic citation should follow Electronic Styles: Handbook for Citing Electronic Information (1996) by Xia Li and Nancy B. Crane, published by Information Today, Inc., Medford, New Jersey. Manuscripts are submitted at the sender's risk and no responsibility is assumed for the return of the material. No compensation is paid for articles published. The Academic Forum is published twice during the academic year and is offered at no charge to the recipient.

Editor-In-Chief: [Dr. Steven B. Haber](#) ; Managing Editor: [Joanne Z. Bruno](#), Esq.; Design: Ellen Quinn

The Journal of the Imagination in Language Learning

The Journal is concerned with theoretical and practical relationships between the imagination and the acquisition of first and subsequent languages. This publication is of interest to teachers at all levels as well as to administrators of educational programs, linguists and those involved in any aspect of language use and planning. *The Journal*, which bears the U.S. Library of Congress Number ISSN 1071-6157, is abstracted and indexed by Sociological Abstracts and Linguistics & Language Behavior Abstracts.

Among the main concerns of *The Journal* is the following proposition:

Attempts to acquire a language are significantly enhanced by the presence of an activated imagination. Both theoretical and practical articles or proposals for articles that are related to this broad area are welcome.

Those interested in publishing an article should get in touch with Dr. Clyde Coreil, Editor, or mail proposals for articles addressed to the editors at:

The Center for the Imagination in Language Learning
New Jersey City University
111 Hepburn Hall
2039 Kennedy Boulevard
Jersey City, NJ 07305-1597, USA
Phone: 201-200-3087

The e-mail address for the Center is cill@njcu.edu. The e-mail address for *The Journal* is jill@njcu.edu.

The Journal is published once a year. Five thousand copies of *The Journal* are printed and distributed internationally to subscribers and to selected professionals and programs related to language research and training.

Transformations: The Journal of Inclusive Scholarship and Pedagogy

Transformations: The Journal of Inclusive Scholarship and Pedagogy is a peer-reviewed journal published semi-annually by New Jersey City University. It is an interdisciplinary forum for pedagogical scholarship exploring intersections of identities, power, and social justice. The journal features a range of approaches — from theoretical articles to creative and experimental accounts of pedagogical innovations — by teachers and scholars across all areas of education.

Articles submitted to *Transformations* undergo a rigorous peer review process. All submissions are initially screened by the editors and are then sent to at least two anonymous reviewers. The editors make final decisions about publication. If the initial decision is to revise and resubmit, the article will be returned to one of the original reviewers. Decisions about publication are generally made within six to twelve months.

Chapter 7 – Travel Policies for Faculty, Staff and Students

Faculty and Staff Travel Policies

The University encourages its employees to engage in a variety of scholarly and learning experiences through attending meetings, seminars and training programs to meet the objectives of the University. Travel related to these activities must follow the provisions of this policy. (For more information, see web.njcu.edu/sites/controller/Content/travels.asp).

Employees traveling on University business are responsible for complying with these policies. They are expected to use the most economical means of transportation and exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business at his or her own expense and follow these policies in order to be reimbursed. All travel must be within the amount(s) budgeted for travel.

Procedures

Employees must complete a [Request for Travel Authorization Form](#) and have it signed by the appropriate individuals. The request must be submitted to the appropriate Vice President at least three to four weeks before the proposed travel to allow for review and approval. It will then be submitted for approval to the Office of the President at least two weeks prior to travel. Requests for travel are considered for approval pending the availability of funds. Arrangements for travel cannot be made until the request is approved by the President. Employees are encouraged to utilize early registration and reservation discounts.

The request should include all relevant information, such as the invitation from the professional organization, hotel costs, transportation, registration fees, etc. The purpose of the trip should be clearly stated as well as the benefit to the University or grant project. The President's decision is final in all cases.

Approval

These conditions apply for travel in connection with official University business:

Travel on University Business and to Conferences and Conventions:

Day Trips require only Department Chairperson's approval assuming funds are available. Funds are reimbursed through [eProcurement](#).

Overnight Trips require first that an employee fill out the [Request for Travel Authorization Form](#). Written permission from the President must be obtained on this form. In all cases, the form must indicate the source of funding and funds must be available in the appropriate budget.

Prospective Employees' Travel

In the course of hiring, departments may wish to bring candidates to campus. Reimbursement for travel expenses for prospective employees requires prior approval of the appropriate Vice President or the President. Only prospective professional and technically skilled employees who possess urgently required skills who are invited for University interviews are eligible for reimbursement of travel expenses.

Travel expenses for prospective employees are authorized under the same conditions and under the same limitations as University employees authorized to travel in the conduct of official University business. The interviewee shall submit to the interviewing committee a University Travel Expense Voucher with receipts attached substantiating the expenditures for which reimbursement is requested. Reimbursement for moving expenses is not authorized except under extraordinary circumstances requiring the written approval of the President.

Source: NJCU Travel Policy, December 1, 2005.

Allowable Expenses

Reimbursable travel expenses are confined to those expenses essential to transacting business of the University. The maximum for meals is: Breakfast \$8.00; lunch \$8.00; dinner \$20.00. All amounts include tip and tax, for a total of \$36.00 per day. Reimbursement for tips, gratuities and similar fees is permitted provided the amounts paid are within normally acknowledged standards. Telephone charges incurred while traveling will be reimbursed when such costs relate directly to University business. Personal calls in excess of one call home per day will not be reimbursed.

Note: Original receipts must be submitted for all hotel expenses.

Extraordinary Expenses

Reimbursement requests for extraordinary expenses, that either could not have been

anticipated prior to traveling or which are in excess of the maximum as described above,

must be accompanied by written justification and are subject to approval of the appropriate Vice President or the President. Extraordinary expenses include emergency expenses, unplanned transportation or lodging expenses due to delays or cancellations, or unanticipated fees.

Reasons for Travel

Training Needs of University Employees

The University will sponsor travel to: conferences in a faculty member's discipline or area of expertise, as it relates to the work of the University (curriculum development as well as renewal following review of tenured faculty; or to develop

specific skills or expertise); conferences for the purpose of scholarship and creative work or professional commitment (board membership); conferences regarding accreditation (Middle States, NAASAD, NCATE, etc.); and meetings of professional associations in the staff member's area of expertise.

Travel for Grant Activities

Federal grants as well as State funded grants support the interchange/exchange among faculty and staff from different institutions. Grant funded travel must be consistent with the purpose of the grant and is provided by a specific grant funded budget line that is approved by the appropriate Vice President.

Travel Initiated by Employees

The University has several funding programs for travel initiated by employees including career development and International Incentive Grants that are used in part or solely for travel. Support for travel is also provided through college and University-wide budgets. The maximum funding varies with the budget. Travel expenses incurred on travel required by the University are funded in full.

International Travel

International travel will be reviewed by the President on a case-by-case basis.

Transportation

All employees must use the most economical mode of transportation where practical and must submit a completed Travel Expense Voucher to receive reimbursement.

Public Transportation

Air, rail, bus: Coach or other intermediate class should be used in the interest of economy. Reimbursement will be based on the actual cost if traveling by public carrier. Original receipts are required for rail, airplane, and long distance bus travel.

Taxicabs and limousine service: Necessary taxicab charges including reasonable gratuities are permitted. Whenever regularly scheduled limousine service is less costly than taxicabs, employees should use it for travel to and from airports and downtown areas.

Private Vehicles

Employees using private automobiles for official business will be reimbursed for mileage at the current rate of \$.31 per mile provided such total reimbursement does not exceed equivalent air coach fare or other reasonable available transportation. Additional costs for food and lodging while en route are not reimbursable if the traveler chooses to drive in preference to other public transportation. Expenses for tolls and parking will be reimbursed at the actual cost incurred.

Insurance Coverage: Staff members who use privately owned cars in the performance of their duties must have valid automobile insurance coverage. Staff

members who do not have valid automobile insurance coverage are prohibited from using their vehicles for University business.

University Owned Vehicles

University owned vehicles may be used for University travel subject to University policy and availability. Operators must be University employees with a valid driver's license. Expenses for tolls and parking will be reimbursed at actual cost incurred. To obtain a university owned vehicle, faculty must:

Request vehicle through the Office of Public Safety by completing the University Vehicle Request Form.

Secure a credit card to cover the cost of gas and oil if needed from the Office of Public Safety.

Car Rentals

Rental of compact cars is permitted only when it has been determined to be advantageous to the conduct of University business.

Note: In all cases, motor vehicle fines are the responsibility of the staff member and will not be reimbursed.

Hotel, Meals and Registration Fees

Conventions, Conferences, Staff Training, Workshops

Hotel Costs

Hotel costs are reimbursable for single rooms with single beds in standard/first class hotels. When lodging is shared with others, reimbursement will be limited to the staff member's share of the cost. Original receipts must be submitted to receive reimbursement.

Meals

On trips longer than 24 hours, meals and tips are reimbursable.

On one-day trips which do not require overnight lodging the cost of meals is not reimbursable.

Registration Fees

Registration fees are reimbursable. Original receipts must be submitted for reimbursement for reimbursement.

Student Travel Policies

All enrolled undergraduate or graduate students who travel to and from activities and/or events that bear the name of New Jersey City University must comply with the University policies and practices for safe student travel contained within the policy.

In addition to using sound judgment and following the federal and state laws that encourage safe travel, students traveling to and from University organized and sponsored activities or events may be required to use various modes of travel and travel under different conditions. Each form of travel requires the student to follow appropriate safety precautions.

Types of activities and events covered by the University policy include those that are:

Required, organized and/or sponsored by New Jersey City University and/or an officially recognized student organization.

Utilizing a vehicle owned or leased by the University.

Course-related field trips, the activities of officially recognized student organizations, and meetings of academic organizations where a student is officially representing the University.

Out-of-town athletic events; SGO-sponsored travel (i.e., Leadership Retreat); Program-based travel (i.e., OSP, TLC, etc.); Academic or Student Leadership Conference participation.

Travel/study abroad trips.

Definitions:

An *organized event* is one that is initiated, planned, and arranged by a member of the University's faculty or staff, or by the members of a recognized student organization, and is approved by an appropriate administrator.

A *sponsored event or activity* is one that the University endorses by supporting it financially and/or by sending students to participate in it as official representatives of the University.

An *enrolled student* is one who has been admitted to and is attending classes at the University either in person or online.

An *appropriate administrator* is a vice president, dean, department chair, or director/coordinator of an administrative unit, or their designee. A recognized student organization is one that is acknowledged by the Student Government Organization and/or the Greek Senate.

Expectations:

Students are representatives of New Jersey City University whenever they participate in an off-campus activity that is funded fully or in part by the institution. As such, the students' behavior at off-campus activities is reflective of the University; therefore, it is the expectation of the University that the students recognize this and conduct themselves appropriately as indicated below:

Respect for the security and protection of property belonging to individuals, to New Jersey City University, other institutions and/or facilities.

Create an environment and maintain practices that sustain the cultural and educational goals of the travel.

In addition to the policies listed below, follow the requisite laws and policies of the facility or university to which they have traveled, as well as the New Jersey City University Student Code of Conduct.

Individuals detained by the proper authorities should not expect assistance or remuneration from the University. New Jersey City University, its employees, and/or its authorized chaperones are not obligated to provide said individuals with legal assistance.

Individuals evicted from their place of lodging are personally responsible for obtaining alternative lodging for themselves. Any damages incurred at an establishment are the complete and direct responsibility of the students assigned to the damaged rooms.

Transportation, when afforded to students by the University, is a privilege. Individuals whose actions threaten the lives or safety of others, or violate the law, while in transit to or from an off-campus location, will immediately forfeit that privilege, regardless of any inconvenience or expense to that individual.

Insurance:

Students traveling on any trip that is required, organized and/or sponsored by New Jersey City University must have their own insurance.

By New Jersey motor vehicle statutes, if an accident involves motor vehicles, the student's and/or his/her parents' auto insurance takes precedence.

In an accident that does not involve motor vehicles, the student's personal accident and sickness insurance is applied.

If the student is part of an intercollegiate team involved in a regularly scheduled practice or game or is traveling to and from such a practice or game, the student is covered by the athletic accident policy purchased by the institution.

For Travel/Study Abroad, the Bollinger Insurance Company, the insurance carrier for the University, does offer medical evacuation and repatriation insurance. They can be accessed at www.BollingerInsurance.com/njcu/. SOS International also offers protection. They can be accessed at www.internationalsos.com.

Funding Approval:

University sponsored student travel expenses may be covered by the University, pending the availability of funds. Requests for funding should be handled by the student advisor unless otherwise stipulated by the SGO constitution procedures.

Funding should be requested at least one month prior to the date of departure and processed through the appropriate channels of authority. For example, Study Abroad requests would be channeled through the faculty member,

department chair, dean, and vice president, in consultation with the Study Abroad office. Student Government Organization requests would be channeled through procedures outlined in the SGO handbook and constitution.

If hotel or airline services are required, the staff/faculty advisor should make the arrangements well in advance, and the appropriate administrator will authorize special check requests, purchase orders, etc. Only travel agencies approved by the University may be used.

For conference participation, the appropriate faculty or staff member must submit a Student Travel Request for Authorization Form at least one month in advance. The University will not authorize students to travel alone to University-sponsored events. In cases where a proposal is submitted to an external organization for participation and/or presentations, a copy should be submitted to the appropriate administrator, in advance, so that a determination can be made regarding available funding

Special Circumstances: On occasion, a student, faculty, or staff member will learn about an important event a short time before the activity. It is the responsibility of the faculty/staff member to complete a Student Travel Request for Authorization form to expedite approval and funding to the appropriate director, chair, dean, and vice president.

Travel Authorization:

In order to ensure that the events or activities that involve student travel are within the scope of the University's mission, and that student safety issues have been addressed, travel undertaken pursuant to this policy must be authorized in advance by an appropriate administrator.

To request authorization, individual students and/or students who are members of recognized student organizations, who organize activities covered by this policy, must submit a completed Student Travel Request for Authorization form to the appropriate administrator. When possible, the request should be submitted at least one month prior to the activity or event. The following information/documents must be submitted with the authorization request:

A list of student travelers, including their names, local addresses, and phone numbers, as well as the names and phone numbers of persons to contact in case of an emergency.

The name and phone number for the responsible University employee(s) who will be available to the students at all times during the travel or activity.

Copy of valid operators' license for any student who will operate a vehicle.

Copy of current medical insurance certificate or both sides of a current group insurance membership card, for each student who wishes to participate in the activity or event.

Completed and signed Release and Indemnification Agreement Form for each student.

Completed and signed Authorization for Medical Treatment Form for each student.

Copies of travel-related forms are available from the office of the Dean of Students in the Gilligan Student Union Building or on line at:

web.njcu.edu/sites/deanofstudents/Uploads/university_student_travel_guidelines_9_16_05_2_final2.pdf.

Course Field Trips:

When leading group trips, faculty or staff members should carry emergency contact information, proof of medical insurance coverage, and the authorization for emergency medical treatment for each student. A one-time approval can be provided for multiple trips led by faculty or staff members that involve the same locations and same students.

Faculty members who teach courses that involve frequent field trips can collect the following information from students at the beginning of each semester and keep it on file with the appropriate administrator for use throughout a semester:

- Proof of current medical insurance

- Completed and signed medical authorization forms

- Completed and signed release and indemnification agreements. A single release and indemnification agreement may be used if a single description fits all the proposed trips.

- Proof of a valid vehicle operator's license for students who will operate vehicles.

Study Abroad:

Any faculty member who wishes to offer students the opportunity to study abroad or out of the state must follow the appropriate procedures. Should a faculty member want to offer a New Jersey City University course off campus, the Student Travel Request for Authorization form, as well as the required documents and information, must be submitted to his/her respective dean. Simultaneously, the same faculty member should consult with the Office of International Students and Study Abroad in Located in Grossnickle Hall. This office will supply the faculty member/student with the necessary forms and requirements for faculty/students to participate in an educational experience abroad.

Commercial Travel:

Students traveling by commercial transportation, whether domestic or international, must comply with all laws regulating travel and the rules of the specific carrier.

Travel by Motor Vehicle:

Compliance with Laws and Policies

Motor vehicles used for travel covered by this policy shall have a current liability insurance card and a valid state inspection certification.

Travel undertaken by means of university-owned vehicles must comply with the requirements of New Jersey City University.

As excerpted from pages 2-3 of the NJCU Fleet Policies and Procedures, (available in its entirety from the Public Safety Department) and the Travel Policy as developed through Accounts Payable, the requirements are indicated below:

The driver must be a University employee who must possess a valid driver's license appropriate for the vehicle being driven. This must be reviewed by the Public Safety Department on an annual basis. In addition, the University driver must carry an insurance card and vehicle registration at all times.

Prior to the operation of any University vehicle, it is the responsibility of the University driver and/or the department supervisor to inspect the vehicle for body damages before and after use.

University vehicles must be legally parked with the engine off and doors locked when left unattended. The operator of the University vehicle responsible for the violation shall pay fines for traffic/parking violations.

In accordance with the NJ State Law (39:3-76.2f - Required Wearing of Seat Belt), the University driver and all passengers must use seat belts when traveling. All fines resulting from the failure to wear seat belts will be the sole responsibility of the driver or passenger.

Smoking in University vehicles is prohibited.

Occupants of motor vehicles shall not possess, consume, or transport any alcoholic beverages or illegal substances. The use of cell phones (without a hands-free device) while driving is strictly prohibited.

All University passenger vans are limited to no more than 10 passengers.

All drivers of University vehicles must attend and complete a mandatory Defensive Driving course given onsite by the NJ State Safety Council every two years or as scheduled by Public Safety. University drivers of passenger vans must also attend van safety training. Training will be conducted at the University's time and expense.

Vehicle Operator Requirements

Operators shall comply with all laws, regulations, and posted signs or directions regarding speed and traffic control.

Operators shall take a mandatory thirty-minute rest break every four hours.

Operators shall drive no more than ten hours in any twenty-four-hour period.

Trips requiring more than ten hours driving time to reach a point of destination shall require overnight lodging.

A navigator shall be assigned for all trips scheduled to take more than two hours. The navigator must stay awake while on duty.

Travel by Privately Owned Vehicles

The use of personal vehicles by students for travel to events covered by this policy is strongly discouraged.

When requesting authorization for travel that involves the use of personally owned vehicles, the requestor, in addition to submitting the required information, shall also submit a copy of a current liability insurance certificate for any vehicle to be used for the proposed travel.

The persons responsible for the proposed activity and travel shall inform students who will drive their privately owned vehicles that their personal liability insurance policy will be looked to first to cover any liability that may result from the use of the vehicle for the proposed travel.

Volunteer Drivers and Passengers

Non-student/non-employee drivers and passengers who accompany student on travel covered by this policy must sign the Release from Indemnification Form and the Authorization for Medical Treatment form prior to the trip.

Mechanical Breakdowns and Towing

If a University vehicle breaks down off campus or becomes unsafe to drive, the Public Safety Department should be contacted at 201-200-3128.

Accidents

All accidents involving University vehicles must be reported to the Public Safety Department by the driver immediately, but no later than 24 hours after the accident occurred. The driver is responsible for contacting the police as a completed written police report must be obtained, and the police report file number must be given to the Public

Safety Department.

In the event that a police report can not be filed, the following information must be obtained from the other driver: owner's name and home telephone, driver's license number, vehicle description and plate number, insurance company name, phone number and policy number.

Students who were participants in an activity or event and who sustained a personal injury as result of a motor vehicle accident related to participating in the activity or event under this policy, must report to the University Health and Wellness Center in Vodra 107 immediately, but no later than 24 hours of the injury. If the injury was sustained at an hour during which the Health and Wellness Center is closed, students should report injuries as soon as the Center reopens during normal business hours.

Travel Expense Summary Form

A University Travel Voucher is used for reimbursement/justification of travel expenses. Students are required to file the Travel Voucher with the appropriate department within two weeks after their return.

Student Government Organization – Travel Requirements as excerpted from the SGO bylaws, Finance Committee, under VII Limitations:

Field trips required as part of the curriculum of an academic department, or exclusive for club members may not be included in the organization's budget.

Students may be reimbursed for travel and conference expenses only if they are acting in an official capacity for SGO and have the approval of the Executive Board as per the NJCU Conference Policy.

The transportation reimbursement will pay a maximum of \$.25 per mile plus tolls for business-related travel. This \$.25 covers fuel, depreciation and maintenance expenses. Cars used in transportation will be paid from point of departure to destination and back to point of departure. Charter buses may also be paid for from this line item. No reimbursement will be allocated without the transportation form and the receipts.

Chapter 8: Faculty and Staff Services

Alumni Relations

The Office of Alumni Relations, located in Hepburn Hall, Room 326, works to strengthen bonds among the alumni and between the alumni and the University, to create an ongoing relationship between the students and the alumni, and to foster support for the University. Alumni are encouraged to stay in touch with the University, classmates, and friends by joining the New Jersey City University Alumni Association on Facebook by visiting www.facebook.com and typing in "New Jersey City University Alumni Association" group name.

Access to the Alumni Relations Office and other services is available via www.njcu.edu/alumni/default.asp and/or alumni@njcu.edu.

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

Memberships in the John J. Moore Athletics and Fitness Center are available to faculty and staff at a reduced rate. The center includes exercise machines, stairmasters, exercise bikes, treadmills, rowing machines, free weights, three racquet courts, an elevated jogging track, three basketball/volleyball courts, and a 25-yard swimming pool with an adjacent sauna. Information regarding membership and fee structure can be obtained at:

www.njcugothicknights.com/sports/2005/10/8/Facilities.aspx?tab=facilities.

Center for Teaching and Learning

The Center for Teaching and Learning, located in Vodra Hall, provides faculty with resources to sustain a learning culture that promotes the best education for our students, encourages the development of professional teaching as a practice and scholarly activity, and that creates strong links among University departments and faculty/staff learning communities. The Center provides a wide range of professional development activities including recording teaching, teaching consultations, workshops on various topics and lunch hour discussion groups. For more information, contact the Center at 201-200-2116 or online at:

web.njcu.edu/dept/centerfortl/Content/default.asp.

Child Care Services

The Children's Learning Center provides a high quality educational program to foster the development of young children and to assure the continuing education of their parents. The daytime program accepts children of NJCU students, faculty, and staff who are between the ages of 2.5 and 5 years of age, and the after school and Saturday program accepts children between the ages of 2.5 and 8 years.

Registration, tuition, and fee information may be obtained at Hepburn 101 or online at web.njcu.edu/sites/ecclc. Registration is on a first come, first serve basis.

Location: Hepburn Hall, Room 101
Contact person: Ms. Keri Giordano, Director
E-mail: kgiordano@njcu.edu
Telephone: 201-200-3342

Communications and Marketing

The mission of the Office of Communications and Marketing (CAM) is to provide integrated marketing and communications to strengthen the University's image and reputation. The goal is to engender interest and support among the spectrum of constituents NJCU seeks to attract and influence.

Working in collaboration with the University's academic and administrative departments, CAM's staff edits, designs and supervises production of internal and external publications, and oversees electronic communications, advertising, related plans and budgets, and other aspects of marketing for NJCU. CAM, in collaboration with the Office of Public Information and Community Relations, also plans, directs, and implements public relations programs.

CAM welcomes opportunities to work with the NJCU academic and administrative units of the University. Services include:

- Printing and publishing consultation
- Design and layout
- Marketing and promotional consultation
- Editorial services for marketing-focused materials
- Budget quotes and estimates for printing projects
- Advertising
- University logo and identity/branding consultation.

University clients should familiarize themselves with the Office's guidelines, policies and procedures at www.njcu.edu/ua/ocam.asp. The required Request for Publications Form is also available there.

To initiate a project, complete and submit the Request for Publications form online. A CAM Staff member will be in contact to discuss further details of your project.

For more information, or to initiate a project, contact Ron Bogusz, Director of Marketing, at ocam@NJCU.edu or by calling 201-200-3425.

Communications and News Releases

The Office of Communications and Marketing (CAM) and the Office of Public Information and Community Relations are the only University offices authorized to

release information about the University to the media. These two offices collaborate to increase positive awareness and enhance the image of the University through a variety of media and public relations approaches. Specific publicity plans are developed according to the particulars of a news item or event, and targeted for appropriate media placement and distribution.

CAM's staff works with faculty and administrative staff to write, edit, and distribute news releases to media markets throughout New Jersey, metropolitan New York, and national news syndicates. CAM is also responsible for print, radio and TV calendar listings; *Gothic*, NJCU's university advancement magazine; NJCU's online calendar of events and e-releases; "This Month" calendar; and NJCU's electronic signage.

All requests for press releases should be made via the [Press Release Request Form](#). Contact either Kelly Resch (kresch@njcu.edu) or Pat Martinez (pmartinez@njcu.edu) at 201-200-3426 in Hepburn Hall, Room 321 for further information.

Graphics and Logo Guidelines

All NJCU schools, colleges, departments and individual employees must conform to the official Graphic Standards of the University in all official written and electronic communications disseminated to audiences outside the campus.

The Graphic Standards Policy of NJCU is managed by CAM. Questions about graphic standards should be addressed to Ron Bogusz, Director of Marketing, at ocam@njcu.edu or by calling 201-200-3425. There is to be no deviation from the graphic standards without express, written approval from the Office of Communications and Marketing.

The Graphic Standards and Logo Guidelines Policy is available at www.njcu.edu/ua/ocam.asp.

Anyone desiring to use the NJCU logo should first consult the graphic standards manual to insure correct usage. The logo must be used on all official school, college, or department correspondence, including department web pages. The logo should not be used on individuals' personal web sites which are not official departmental communications tools.

Development

The Office of Development provides strategic funding for the University by encouraging generous support of the Annual Fund by alumni, faculty, staff, and friends of NJCU, and by developing new initiatives within the corporate and business communities.

Programs supported by the work of the Development Office may include corporate sponsorship of events, academic programs, and research facilities as well as job opportunities, scholarships, and mentorship for students. As New Jersey's fiscal crisis has cut critical funding in higher education, such support has never been more important to the University.

Every contribution provides an opportunity to enhance NJCU and improve the future for its students. Gifts made by NJCU supporters fall into two categories: the Gothic Tradition and the Gothic Legacy.

The Gothic Tradition of giving through the Annual Fund, class reunion gifts, and scholarships provides the University with resources to meet current expenses, provide tuition assistance to worthy students, and sponsor special programs.

The Gothic Legacy category represents donations at a higher level, including endowed gifts and the planned giving of annuities, real estate, and other equity through wills and estates. These gifts provide for the University's future.

All donors who support NJCU with total giving of \$1,000 or more each year are honored as members of the Round Table Society.

The distribution of all of the funds raised by the Office of Development is determined by the NJCU Foundation, Inc. Board of Directors.

The Office of Development is located in Hepburn Hall, Room 326 and can be reached at 201-200-3196. Call Victoria Thompson at 201-200-2472 for information about Annual Giving. Visit the Office of Development online at www.njcu.edu/ua/dment.asp where links are available for:

[Giving to NJCU](#)

[Make a Donation](#)

[Donation Categories](#)

Faculty Dining Room (The Round Table)

Located on the second floor of the Gilligan Student Union, this newly renovated dining room offers faculty an opportunity to have a quiet meal away from the bustle of the campus. Hours of operation are Monday through Friday 11:30 a.m. – 2:30 p.m. Weekly menus can be viewed online at:

web.njcu.edu/sites/foodservices/Content/round_table_room_menu.asp

Grants and Sponsored Programs

The Office of Grants and Sponsored Programs (Science Building, Room 330) helps faculty and staff identify, apply, and if awarded, manage grants. For more information, contact Ruddys Andrade, Director of Grants and Sponsored Programs at 201-200-3394 or at randrade@njcu.edu.

Health Care Services

The Health & Wellness Center (H&WC), located in Vodra Hall, Room 107, provides free, accessible, and confidential ambulatory healthcare services for all registered NJCU students. The services range from first-aid and care for acute episodic illnesses, to preventative health screening, and health education. University employees are not eligible to be seen in the H&WC (with the exception of workman's

compensation or in the event of a life threatening emergency while awaiting the arrival of the local EMS). The H&WC also reserves the right to restrict services and/or programs (such as HIV testing) to students only. For more information, contact Ms. Carolyn Hunter, Supervisor at 201-200-3456 or by E-mail at chunter@njcu.edu or visit our website at web.njcu.edu/dept/hwc/.

Library (Congressman Frank J. Guarini Library)

The library is named in honor of Congressman Frank J. Guarini. The collections and services have been developed to promote classroom teaching and to enable students to meet course requirements successfully and continue into life-long learning. The library houses approximately 245,000 volumes. Faculty may check out books and other materials using a GothicCard.

The Reference Department offers encyclopedias, dictionaries, handbooks, bibliographies, directories, periodical indexes and abstracts, in print or CD-ROM format, including the Educational Resources Information Center (ERIC). The on-line catalog, OSCAR (On-line System Catalog for Academic Reference) is publicly accessible; other electronic databases (some full-text) are available on campus, and off campus by using one's GothicCard number. Additionally, an E-mail reference service is available using libraryref@njcu.edu.

Faculty members may direct their students to the Reference Department for information literacy and bibliographic instruction. Faculty are encouraged to arrange class visits for class-project specific instruction in the state-of-the-art John Victor Machuga Technology Center on the first floor.

The Periodicals and US Government Documents Department currently subscribes to 1,200 journals and periodicals, and also receives approximately 5,000 federally-produced print, non-print and electronic documents per year. Beyond the print journal subscriptions, students, faculty, and staff can access thousands of journals electronically. Inquiries regarding periodicals should be directed to 201-200-3518, and for US Government Documents, calls should be directed to 201-200-3137/3498.

Education Services is stocked with courses of study, elementary and secondary textbooks, juvenile encyclopedias and other teacher education materials. Inquiries about teacher education services should be directed to 201-200-3471.

The recently renovated library is technology based and user friendly. Each floor has carrels wired for Internet access via personal laptop computers. Numerous computers are located on each floor for online access to the automated catalog, periodical holdings, CD-ROM indices, full-text databases, internet, etc. Databases are accessible from outside the library building via the Library Home Page. Databases are updated continuously. Printed, phone, and on-line instructions are also available at the library.

The circulation and reference desks are located on the main floor, along with the Library Information KIOSK, an electronic bibliographic instruction/Information Literacy Instructions lab, and a student lounge. The second floor has periodicals, government documents, Education Services and media services. The third and fourth floors contain the circulating collections, library administration and technical services.

Each floor provides study carrels, study tables, and comfortable quiet reading areas.

The M. Jerry Weiss Center for Children's and Young Adult Literature promotes the reading and study of children's and Young Adult literature through programs that include an annual seminar. Its book collection, which professors are welcome to use with their classes, is housed in the Congressman Frank J. Guarini Library. The circulating portion of the collection is on the third floor, in the Juvenile Collection. The reference part of the collection consists of autographed books (children's, young adult and adult), located in Special Collections on the first floor of the library. The M. Jerry Weiss Center's Administrative offices are in Grossnickle Hall, Room 103.

Library Services and Procedures

Purchase of Library Materials

The Services tab on the Guarini Library website has a link to the form for ordering books, tapes, and DVDs:

www.njcu.edu/guarini/Forms/bookorder.htm.

Requests for new periodical subscriptions should be sent to the Periodicals Department. The library does not purchase textbooks that are carried by the university bookstore.

Reserve and Circulation Services

Faculty may place their own or the library's books on reserve for use in a course. Requests for books to be placed on reserve must indicate that books are for reserve use and should contain the desired loan period (e.g., Library only, overnight, three days, seven days). To place books already owned by the library on reserve, call the Circulation Department.

Faculty Borrowing Privileges

Faculty members may borrow circulating books for one semester.

Interlibrary Loan

The Library can obtain books and periodical reprints from other college libraries through Interlibrary Loan. To use this service, fill out the request form at www.njcu.edu/guarini/Forms/ILL.pdf or call the Reference Department.

Personal Copies

Faculty members who desire to purchase books for their personal use should contact the Acquisitions Department, which will place their request with the most suitable book jobbers and will try to obtain the best possible discount for the faculty member.

Media Service

The Media Services Department has a variety of instructional materials (e.g., audio tapes, video tapes, DVDs) which are available to faculty for classroom use. Faculty may place a VHS tape or DVD on hold for future pick-up, or for classroom use on a specific date. Please contact the Periodicals/Media Desk, 2nd floor of Guarini Library in advance. The loan period is one week. Faculty may place either their own or library copies of VHS tapes and DVDs on reserve for student viewing in the library. Fill out the appropriate form from the binders behind the Periodicals/Media Desk.

Library Instruction for Classes

Instructors may arrange for their classes to learn more about conducting research specific to their course by setting up a course-integrated library research instruction class. A librarian will meet with the class and teach a session based on what the faculty member needs. Please allow at least two week's notice for scheduling. Faculty member / instructor must be present during the class. To schedule an appointment, contact Toby Heyman at ext. 4172.

Faculty members, staff, and students enjoy reciprocal borrowing privileges with eight NJ institutions, and may check out up to 5 books using their GothicCards at:

The College of New Jersey

Kean University

Montclair State University

New Jersey Institute of Technology

Ramapo College

Richard Stockton College of New Jersey

Rowan University

William Paterson University

These colleges are part of the VALE network (Virtual Academic Library Environment), through which faculty and staff may check out books. More information on the network and procedure is available on the Guarini Library Web site: www.njcu.edu/guarini/departments/CircRes.htm - [Reciprocal](#).

Faculty members are welcome to drop by the Library Office, Room 416 and meet with Library Director Grace Bulaong, e-mail: gbulaong@njcu.edu, or phone: 201-200-3027, to discuss or request a general library service. For discipline specific requests, contact the Fred Smith, who heads the Reference Department at 201-200-3474 or by e-mail at fsmith@njcu.edu. Additional information is available online at www.njcu.edu/guarini/Information.htm.

Mailing and Duplicating Center

The Mailing and Duplicating Center, located in Hepburn 148, provides the

following services: quick copy photocopying (minimum 10 copies), collating and stapling, folding, heavy duty stapling, offset printing and color copying. Faculty who wish to use these services must complete a paper job ticket approved by the department chair and forwarded to the Duplicating Center with the project. Although the job ticket is a carbon-copy form, the duplicating project itself can be sent electronically to the Duplicating Center. Each project is charged to the sending department's budget. Requests for quick copy services are filled generally within 24 hours. Requests for offset printing must be channeled through the Director of Marketing

NJCU Foundation, Inc.

The NJCU Foundation, Inc. is an independent, tax-exempt 501(c)(3) organization that supports the University through fundraising initiatives and advances the goals of NJCU through the direction of those funds to scholarships, research technology, special programs, and general operating costs. The Foundation fiscal management of the University's endowment also provides a solid base for the future.

Working with the Office of Development, the Foundation's Board of Directors encourages community members, alumni, business leaders, and corporations to invest in NJCU through charitable contributions. Gifts made to the NJCU Foundation, Inc. may be made in cash, negotiable securities, and real estate, and are fully tax deductible by law.

Dominick D'Agosta, a vice president of Capital One Bank, serves as chair of the Board of Directors, and Khatmeh Osseiran-Hanna, Vice President for University Advancement, is Executive Director of the Foundation.

Founded as the Jersey City State College Development Fund, Inc. in 1977, the Fund became the NJCU Foundation, Inc. in 1998, reflecting the institution's new name and university status.

Online Learning

The Department of Online Learning (Hepburn Hall, Room 108) offers a number of resources and services designed to assist faculty who are teaching online, web-enhanced, or blended courses. These include:

Individual Assignment to an Educational Technologist

Faculty who are interested in developing an online course or using Blackboard CE (formerly WebCT) to supplement a web-enhanced or blended course may request support by contacting the Department of Online Learning at 201-200-3449. Faculty members will be assigned to an Educational Technologist who will work with him/her on an individual basis or in small group sessions. The Educational Technologist will provide ongoing support to the faculty member either through in-person sessions or via e-mail and telephone for their initial and all future semesters of teaching online and/or using Blackboard CE Training and assistance is also available in other technologies to support web-based teaching and learning, including Respondus, Turnitin, and the Wimba Live Classroom.

Faculty Online Training

The Department of Online Learning Offers online training in Blackboard CE for the benefit of faculty, who teach from a distance or, who for other reasons, cannot come to campus for face-to-face training.

Designer Group Meetings

Designer Group Meetings are held twice each semester for the purpose of bringing faculty together to share best practices and to discuss their experiences using Blackboard CE. The meetings are coordinated by the Department of Online Learning and are open to online faculty as well as others who use Blackboard CE.

DL Support

Through a team approach, the Department of Online Learning provides 24/7 ongoing support to faculty. During University business hours, faculty may call their Educational Technologist at 201-200-3449 for assistance. During times when the University is closed, requests for assistance may be directed to dlsupport@njcu.edu. A member of the DL Support Team will respond within 24 hours.

Parking Facilities and Services

Parking Lots

To park on campus, all faculty, staff, and students must pay the daily rates unless they have a University pre-paid parking plan. The pre-paid parking plan offers a discount on daily rates, as well as flat rate options and free parking to authorized faculty and staff. Pre-paid parking plans can be purchased at the University Service Center.

Faculty, staff, student and visitor parking is available in the Gilligan Student Union garage located on Culver Avenue. Student and visitor parking is also available in Lot 3A located on West Side Avenue. The ticket rate is \$6.00 per entry/exit Monday - Friday, and \$4.00 per entry/exit on Saturdays. With a pre-paid parking plan the daily rate in the GSU garage located on Culver Avenue is \$4.00, Monday - Saturday, and Lot 3A located on West Side Avenue is \$3.00, Monday - Saturday. Parking is free on Sundays.

Free parking is provided on a first come first serve basis to authorized faculty and staff in Lot 2. A parking card is required to access this lot. Once this lot reaches capacity, any additional faculty and staff are required to use the pay lots with the appropriate rates.

Flat rates of \$100.00, are available to students and faculty for Lot 3 parking only, per semester. NJCU also offers a flat rate to on-campus residents (Dorm Students) only for the GSU garage of \$135.00 per semester.

Faculty and staff can register for a pre-paid parking plan or a flex account in the University Service Center (USC), Monday thru Friday 8:30 a.m.-10:00 p.m. when classes are in session. Additional information is available at 201-200-2290 or by e-mailing: parking@njcu.edu.

Parking lot locations:

Lot #1: GSUB Parking Garage

Hours of Operation: Monday-Friday / 7:00 a.m.–11:00 p.m.

Lot #2: Faculty/Staff Lot (Served by shuttle bus)

Hours of Operation: Monday-Friday / 7:00 a.m. – 11:00 p.m.

Authorized Access Card only

Lot #3A: West Campus (Served by shuttle bus)

Hours of Operation: Monday-Friday / 7:00 a.m.–11:00 p.m.

Lot #4: Audubon Avenue Parking

Capacity: 13

Number of Handicap Spaces: 9

Hours of Operation: 24 Hours per day

The parking lot, located on Audubon Avenue between Kennedy Boulevard and West Side Avenue next to the Professional Studies Building, is reserved for special visitors (VIPs) to the University.

Shuttle Bus Services

Parking Lot Shuttle

Parking and Transportation Services provides shuttle bus service from the West Side Avenue parking lots (2 and 3) to the main campus. Passenger pick-ups are in front of the Professional Studies Building shuttle stop. The shuttle bus runs continuously from 7:00 a.m. to 11:00 p.m., Monday - Thursday and 7:00 a.m. to 6:00 p.m. on Friday. There is no shuttle service on weekends, holidays when school is closed, or during recess breaks.

Journal Square Shuttle

The Public Safety Department (Vodra Hall, Room 140) provides the Journal Square Shuttle Service from the University to the Journal Square PATH station. Passenger pick-ups are in front of the Professional Studies Building shuttle stop (Lot #4) and drop-offs are in front of the Journal Square Terminal. There are no other stops along the way. The Journal Square Shuttle leaves NJCU at 9:15, 9:45 and 10:15. For additional information, call the Public Safety Department at 201-200-3128.

For both the parking lot and Journal Square shuttles, seat availability is on a first come, first serve basis. Shuttle Service is free and available to NJCU students, faculty, staff, and official guests. Proper identification in the form of a University ID card is required upon request of the driver.

Paycheck Distribution

Checks are available in the Payroll Office every other Friday. Checks are usually picked up by a departmental representative designated by the supervisor and are then distributed within the department. If an employee needs to pick up a check directly from the Payroll Office (Hepburn Hall, Room 102), arrangements must be made in advance and a valid identification card will be required. In certain situations, supervisors may request that checks be picked up by a representative only. Direct deposit is available.

Public Information and Community Relations

The Office of Public Information and Community Relations contributes to the public awareness of the University through its efforts in media relations and community engagement.

The Office informs the general public, the University community, donors, and alumni of noteworthy developments at the University through print and electronic media, the NJCU Web site, and GothicNet. The Office also works in collaboration with the Office of Communications and Marketing to support institutional advancement initiatives and reinforce the University's recruitment efforts.

Ellen Wayman-Gordon, Assistant Vice President for University Advancement – Public Information and Community Relations, serves as the official spokesperson for NJCU, coordinates crisis communications, coordinates official photography, and serves as public relations counsel to the University President and Vice Presidents.

Policies and Procedures

University Spokesperson: The Director of Public Information and Community Relations is authorized to speak officially on behalf of NJCU. Any person not authorized to speak officially for the University must inform the media that he or she is speaking personally and not in an official capacity. Use of official University stationery to express personal views to the media is prohibited.

Press Releases: The Office of Public Information and Community Relations collaborates with the Office of Communications and Marketing (CAM) on publicity initiatives. Major university announcements are handled by the Office of Public Information and Community Relations, and announcement of cultural events, academic programs, faculty and student achievements are prepared by CAM editors. All requests for press releases should be made via the [Press Release Request Form](#).

Photography: The Director of Public Information and Community Relations is responsible for all official photography. To maximize coverage and allow for scheduling, please make requests three to four weeks prior to the event, using the [Photography Request Form](#). Photographs that include minors require that a [Photography Permission Release Form](#) be signed by each child's parent or guardian. (Completed forms should be kept on file with the event's sponsor; copies must be filed with the Office of Public Information and Community Relations.) Assignments are made at the discretion of the Office of Public Information and Community Relations.

NJCU Fact Sheet: The Office of Public Information and Community Relations maintains the official [NJCU Fact Sheet](#), which provides a concise profile of the University, including official statistics and information on programs, students, and faculty. It should be used as a reference by those who write or speak about the University.

Visual Images of NJCU: All requests by production companies, advertising agencies, still photographers, filmmakers, and others who wish to use NJCU's campus as a location in print, on film, or on video tape must request permission from the Office of Public Information and Community Relations. Student or faculty course-related requests must be made to the Office of the Vice President for Academic Affairs.

Visit www.njcu.edu/ua/pi_policies.asp for the following items:

[Photography Request Form](#)

[Photography Permission Release Form](#)

[Press Release Request Form](#)

[NJCU Fact Sheet](#)

Inquiries regarding Public Information should be addressed to Ellen Wayman-Gordon at 201-200-3426 or online at ewaymangordo@njcu.edu.

Public Safety Department Services

After Hours Access

Access to University buildings is available to NJCU students, faculty, and staff with an authorized education purpose. Access to resident halls is restricted to residents and their authorized guests. The campus library and bookstore are open to the public. All members of the University community are required to carry and produce upon request a valid New Jersey City University identification card.

Academic buildings are open from 7:00 a.m. to 11:00 p.m. and administration buildings are open from 8:00 a.m. to 5:00 p.m. Monday to Saturday. The campus is closed on Sunday. In order for students, faculty and staff to gain access into the University buildings after hours, one must follow the steps listed below:

Prepare a memorandum with the following information:

Your name

Building name

Room number

Date of occupancy

Estimated time in the area

Purpose of entry

Will anyone else accompany you?

The memo must be approved by the Dean and/or the Chairperson of the requesting party. Once the memorandum has been approved, a copy is to be forwarded to the Public Safety Department. You must sign-in and leave your ID card with the Public Safety Department to be admitted into the building. When completed in the building, you must advise the Public Safety Department. At that time, your ID card will be returned to you.

Campus Escort Services

The Public Safety Department will provide escorts to and from campus facilities for anyone. This service may be requested by either calling the Public Safety Department at ext. 3128 or by using one of the emergency telephones that are strategically located throughout the campus. The Public Safety Department encourages the campus community to use the "buddy system" or request an escort whenever possible rather than traveling alone.

Locksmith Services

The University locksmiths are available from 8:00 a.m. to 4:00 p.m.
Procedures for locksmith services:

To request keys:

Complete a Key Request Form.

All requests must be approved and signed by the respective Director, Department Chair, Dean, or Vice President.

The Public Safety supervisor will notify the requestor when the keys are ready. Keys can be picked up in Vodra 116 between 8:30 a.m. to 4:30 p.m.

The requestor must sign a Key Agreement stating that he/she will be responsible for the issued key/s.

Key exchanges and duplicating of keys are not permitted.

Only active employees will be issued keys.

To change locks:

Complete a Key Request Form and check off lock change.

All requests must be approved and signed by the respective Director, Department Chair, Dean, or Vice President.

Provide Public Safety with a complete list of the faculty and staff who will need a new key.

Public Safety will review the lock change request with the requestor, the department head and other department heads who may be affected by the change before completing the task.

All lock change requests are subject to refusal when the change impacts access by maintenance or security personnel.

To report lost keys:

The department head and the Public Safety Department must be notified immediately.

A determination to re-key the locks will be made by the Public Safety Department.

Lost and Found

The Public Safety Department has a lost and found box at the Security desk in Vodra Hall, 24 hours a day, 7 days a week. Proper identification is required to retrieve lost items.

Security Escort Van: The Knight Rider

The Public Safety Department's Security Escort Van Service provides transportation for members of the University community within a ten block radius of the University. A valid GothicCard is required.

The Security Escort Service operates from 5:00 p.m. to 1:00 a.m., seven days a week. The Security Escort Van Service is not intended to provide transportation to the parking lot areas serviced by the Parking Lot Shuttle Service during their regular hours of operation. Requests for the van can be made by calling the Public Safety Department at 201-200-3128. The service is not intended for transportation to and from an employee's residence.

The service area is from Danforth Avenue to Ege Avenue and Route 440 to Ocean Avenue. Key off campus locations served are:

New Jersey Transit Light Rail (Claremont & West Side Avenue)

Hudson Mall (Route 440)

Danforth Avenue Plaza (Rite-Aid Drug Store, etc.)

Mary McCleod Bethune Recreational Center (MLK Drive and Fulton Avenue)

Campus Locations:

2040 Residence Hall

Visual Arts Building

John J. Moore Athletic Center

Business Development Incubator

University Academy Charter High School

Vehicle Jumpstart Services

The Public Safety Department will provide jumpstarts to vehicles parked on campus property that are experiencing battery trouble. For assistance, the Public Service department can be contacted via any emergency phone on campus or by dialing 201-200-3128. The hood of the car should be left open to signify that assistance is needed. The Public Safety Department will make every effort to provide a timely response.

Public Transportation Services

The University, through the Human Resources Department (Hepburn 105), offers two programs for employees who use public transportation:

Passes for New Jersey Transit, which can be purchased through a pre-tax payroll deduction. Passes can be picked up on a monthly basis in the Human Resources Office. Note: Passes must be ordered in advance.

Commuter Tax Save Program - Certain mass transportation and commuter parking expenses can be paid for with pre-tax dollars. Faculty can purchase a debit card (Transit Check Quick Pay Card). Interested faculty members can enroll online for this service at the Human Resources Department or online at the Human Resources website.

Details on both plans are available in the Human Resources Office.

Research Assistance (Queries)

Faculty requiring statistical data to support their research regarding NJCU programs, student enrollment, student achievement, etc. can access this data via GothicNet (My Work tab). Problems running queries should be directed to Ritu Shastri, Associate Director, Information Systems (201-200-32733273).

Telephone and Mail Service

Telephones are provided to transact University business and should be used for that purpose only. Unit and toll costs are billed to the department. University mail is distributed daily to departments and routed by departmental secretaries to faculty and staff members.

Television and Multi-media Production

The Office of Television and Multi-media Production is a full-service media production facility which provides audio, video, film, photographic, graphic, projection, and display support services to the University community. The Office, located in Hepburn Hall, Room 112A, may be reached at 201-200-2002. The Office of Television and Multi-Media Production houses a multi-camera, Web-cast video studio. The studio provides live Web casting as well as recorded video production. Services may include the design, development and packaging of PowerPoint presentations, Web support, and other computer-based media services.

The Office provides advice on all phases of a client's project from the purchase of equipment and script review to production overview. For best results, clients are advised to file a Request for Service Form a minimum of two to six weeks in advance of the presentation.

Procedures and Policies

Services provided by the Office of Television and Multi-media Production are designed to enhance and unify NJCU's identity. The staff can assist in creating a variety of items for conferences, ranging from a PowerPoint presentation to display signs and custom-animated designs. The Office also maintains an extensive collection of images that may be selected for use in official University projects.

These guidelines should be observed in working with the Office:

Clients are advised to contact the Office as soon as planning begins. A [Request for Television and Multimedia Services](#) must be filed six weeks in advance. More involved projects may require additional time.

Obtain departmental budget approval before the Office of Television and Multi-media Production engagement on project.

All content must be provided by the client.

Displays for use at conferences can be designed, built, and maintained by the Office. The client is responsible for moving and setting up the displays.

A three-projector system designed by the Office can be used for on-campus presentations in the Gilligan Student Union Multi-purpose Room. Custom animation/graphic design presentations can also be designed for presentation in these rooms.

Visit www.njcu.edu/ua/tv_pdg.asp for a [Request for Television and Multimedia Services](#) or e-mail ltiscornia@njcu.edu for further information.

Tuition Waiver Program

Any eligible faculty member wishing to take a course at New Jersey City University must complete a New Jersey City University Tuition Waiver for Employee Request Form available at the Human Resources Department (Hepburn Hall, Room 105). After the request has been approved by the faculty member's dean, the form should be brought to the Human Resources Director, who will review the completed

form and submit the approved waiver form to the Bursar's Office.

Tuition Reimbursement Program for Faculty Members

Policies on tuition reimbursement for graduate study in a terminal degree program or as necessary to increase such employees' expertise in his or her area of teaching or work as determined by the President are detailed in the AFT contract, Council of N.J. State College Locals, AFT, AFL-CIO, and State of New Jersey Article XXVIII (2007).

Tuition Remission Program for Dependents

The University offers tuition remission for qualified dependent children, spouses, or parties to a civil union. For the employee to be eligible for this benefit, the employee:

- Must be employed on a full-time basis for at least one year by the dependent expected enrollment date;

- Must provide proof of the parent-child relationship;

- Must provide proof of marriage or civil union under NJ law;

- Must not have exceeded the 12 semester maximum program benefit.

For the student to be eligible for this benefit, the student:

- Must be accepted, and committed to NJCU by making a \$50.00 deposit, and must be in good academic standing (for continuing students);

- Must file a Free Application for Federal Student Aid (FAFSA);

- Must not meet independent student status as determined by the NJCU Policy criteria;

- Must complete the Application for Tuition Waiver for Dependent of Employees Form.

Source: AFT contract, Council of N.J. State College Locals, AFT, AFL-CIO, and State of New Jersey LETTER OF AGREEMENT XVI (2007).

Chapter 9 – Emergency Procedures

Source: NJCU Public Safety Department Critical Incidents Faculty Manual.

Declaration of University State of Emergency

The authority to declare a campus state of emergency rests with the President of the University or his/her designee as follows:

During the period of any campus major emergency, the Public Safety Department, as required, shall place into immediate effect the appropriate procedures necessary in order to meet the emergency, safeguard persons and property, and maintain educational facilities. The Public Safety Department shall immediately consult with the President regarding the emergency and the possible need for a declaration of a campus state of emergency.

When this declaration is made only registered students, faculty, staff and affiliates (i.e., persons required by employment) are authorized to be present on campus. Those who cannot present proper identification (e.g., registration or employee identification card, or other I.D.) showing their legitimate business on campus will be asked to leave the campus. Unauthorized persons remaining on campus may be subject to arrest in accordance with New Jersey State Statutes.

In addition, only those faculty and staff members who have been assigned Critical Incident Response Team duties or issued an emergency pass by the Public Safety Department will be allowed to enter the immediate disaster site. In the event of fire, storm or major disaster occurring in or about the campus, or which involves University property, Public Safety officers will be dispatched to determine the extent of any damage to University property.

[GothicAlert](#), a voluntary subscription service that will allow you to receive critical information through multiple options: telephone, cell phone, e-mail, voice mail, and text messaging. You may select the contact option or options that you prefer.

Should an emergency situation arise, you will be contacted rapidly via the GothicAlert system. University weather-related closings will be sent to you through this system as well.

To participate in this notification system, you must complete the brief GothicAlert information form which is located on the secure GothicNet site. Once you have logged on, simply:

Click the postcard image on the top right corner of the screen

Fill out the form

Confirm the information

Click Submit

Emergencies

Bomb Threats

In most cases bomb threats will be received by telephone. The person who receives the call should remain calm and obtain as much information as possible. Use the worksheet below to obtain this information. Contact the Public Safety Department by dialing ext. 3128 or emergency number 55.

Bomb Threat Call Procedures

Note exact wording of the threat.

Note the date and time of the call.

Ask and record the answers to the following questions:

When will the bomb explode?
Where is the bomb?
Which building is it in?
Who is this?
What kind of bomb is it?
Why are you doing this?

Note the following

Background noise...traffic, music, voices...

Callers voice:

Calm...laughing...raspy
Angry...sobbing...deep
Excited...distinct...cracking
Slow...slurred...accent
Rapid...nasal...disguised
Soft...stutter...male
Loud...lisp...female
Profane...incoherent...familiar

Do you recognize the caller's voice? If so, please advise the investigating Public Safety Officer.

The Public Safety Department may request people working in the area to assist in looking for the bomb. This is because people working in the area will be most familiar with what does and does not belong. If a suspicious package or object is located, DO NOT TOUCH IT. Immediately notify the Public Safety Department.

If a written bomb threat is received, immediately notify the Public Safety Department by dialing ext. 3128 or emergency number 55. Do not handle the written communication any more than absolutely necessary and give it to the Public Safety officer when he/she arrives. Try to determine the following information:

Who found it?
Who else was present?
Where was it found or how was it delivered?
When was it found or delivered?
Who touched it?
Have any previous threats been received?

Building Fires

In the event the evacuation from a room or building is due to fire, follow the precautions listed below:

a. Carefully touch the door with the back of one's hand before opening the door. If the door is hot to the touch, open the windows, but only if no smoke is present outside. Seal cracks around the door with towels, tape, clothing, or any other similar items to keep out the smoke.

b. If trapped, hang a sheet, jacket, shirt or other similar item out the window to attract attention.

Shout for help.

If telephone is available, call the Public Safety Department at emergency number 55. The Public Safety Department will contact the Jersey City Fire Department to rescue persons trapped in the building.

c. If able to exit the room, do so immediately.

- Take keys. Close all doors upon exiting to minimize the spread of smoke and damage.
- Go to the nearest exit or stairway.
- Do not use an elevator
- If smoke, heat or fire blocks exit, go to an alternate exit.
- If smoke is present, keep low to the floor. Take short breaths to avoid inhaling any more smoke than necessary.
- Leave the building immediately. When Public Safety officers, police and/or fire firefighters arrive, advise them of the fire's location.
- After leaving the building, stand at least 100 feet from the site. Do not reenter the building for any reason until the fire department has declared it safe for reentry.

d. The New Jersey City University fire response plan is summarized by the acronym RACE.

1. Rescue people from the area of smoke or fire.
2. Activate the fire alarm and contact the Public Safety Department by dialing emergency number 55. When contacting the Public Safety Department, be sure to include name, location of emergency, telephone number from which calling and the type of emergency.
3. Contain the fire and smoke by closing all doors to rooms and corridors.

4. Extinguish the fire using the appropriate fire extinguisher, if known. Relocate to a safe area outside the building.

Chemical Spills (Immediate Danger)

1. Sound the building fire alarm. If you have bodily contact with a spilled chemical, immediately remove any contaminated clothing. If the chemical does not interact adversely with water, flush all affected areas with copious amounts of water. Personnel from the following departments should refer to the Chemical Hygiene Program in their department: art, biology, chemistry, geoscience, physics, and the art program at the A. Harry Moore School.

Do not attempt to confine the spill.

2. Dial emergency number 55 and be prepared to:

- Identify yourself and state the reason you are calling.
- Identify the exact location of the emergency.
- Identify the nature of the emergency.
- Identify any injuries or symptoms involved.
- Identify all known hazardous materials.

3. Evacuate the building to a safe distance (at least 100 feet).

Provide clear access for arriving emergency personnel. Do not return to the evacuated area until instructed to do so by police or fire personnel. Persons with disabilities should request assistance from emergency personnel if needed.

4. Obtain assistance for those injured or exposed to the effects of the spill (safety shower, medical attention, etc.). Areas of bodily contact should be rinsed for 15 minutes with copious amounts of water unless the chemical is one that interacts adversely with water.

5. For spills that involve the possibility of fire or explosion or if hazardous vapors are present:

- Evacuate the area and tell others to evacuate.
- Close but do not lock doors behind you to isolate the area.
- Do not use elevators if evacuation is necessary.
- Be available to advise emergency response personnel when they arrive.

Chemical Spills (Not Immediately Dangerous)

1. Do not attempt to confine the spill unless you have been trained to confine spills and are thoroughly familiar with the hazards of the spilled chemical. If you have contact with the spilled material, immediately remove all contaminated clothing and flush all areas of bodily contact with copious amounts of water. Continue to rinse areas of bodily contact with water for 15 minutes.

2. Dial emergency number 55 and be prepared to:

- Identify yourself and the reason you are calling.

Identify the exact location of the emergency.
Identify the nature of the emergency, any injuries or symptoms involved, and identify any hazardous materials if known.

Gas Leaks

1. Evacuate the area and dial emergency number 55 to notify the Public Safety Department. Exit the building by stairs only.
2. Remain a safe distance (at least 100 feet) from the building in a location that is in the opposite direction of the fumes.
3. Be prepared to provide the following information:
 - Your name
 - Location including building name, floor and room number
 - Nature of the incident
 - The name of the chemical or gas, if known
4. If the gas is explosive (such as natural gas), do not use or activate items that can generate a spark in the general vicinity. Light switches, fire alarm pull stations, elevator cars or any devices using electricity are all sources that can cause a spark and result in an explosion.
5. If possible, close any doors to the affected area.
6. Notify others in the immediate vicinity.

Odors or Leaks (Suspicious and/or Hazardous)

Should you detect a suspicious odor (such as natural gas or propane), evacuate the premises immediately and then call Public Safety Department at the emergency number 55. Public Safety personnel will investigate.

1. Report any hazardous gas leak to the Public Safety Department at ext. 3128 or dial emergency number 55.
2. Be prepared to provide the following information:
 - Your name
 - Location including building name, floor and room number
 - Nature of the incident
 - The name of the chemical or gas, if known

Suspicious Package

If a suspicious package is received, notify the Public Safety Department by dialing ext. 3128 or emergency number 55 from any campus telephone.

Tips for identifying suspicious packages:

- No return address
- Insufficient postage

Addressee is not familiar with the name or address of the sender
Addressee is not expecting a package
Return address and postmark are not in the same area
Wrapped in brown paper with twine
Grease stains or discolored paper
Strange odors
Foreign mail, air mail, or special delivery
Restrictive markings such as confidential, personal etc.
Excessive postage
Incorrect titles
Titles but not names
Misspelled common words
Excessive weight
Rigid envelope
Lopsided or uneven envelope
Protruding wires or foil
Excessive securing material such as masking tape or string
Visual distractions such as brightly colored wrapping paper, bows, etc.

Critical Incidents

All emergency or urgent safety matters on campus must be reported to the NJCU Public Safety Desk (Ext. 3128 or dial 55 from an on-campus phone).

Medical Emergencies

On-Campus Medical Emergencies

In the event of an on-campus medical emergency contact the NJCU Public Safety desk at Ext. 3128 or Dial "55" from any on-campus phone. When using a cell phone, dial 201-200-3128. The [Public Safety Department](#) is staffed 24 hours a day and are the designated first responders to all campus emergencies. Public Safety Personnel are trained in First-Aid, CPR, and AED. In addition, you may call 911, and contact Public Safety immediately afterwards, so that they can facilitate the arrival of EMS, and assist in getting help to the ill or injured person as soon as possible. If the local emergency services should arrive on campus without Public Safety's knowledge, valuable time may be lost.

Note: In cases involving students, subsequent notification of the Dean of Students (ext.3525) is advisable to facilitate the notification of family.

Off-Campus Medical Emergencies

In the event of an off-campus medical emergency, dial 911 to reach the emergency operator in your local municipality.

General Emergency Information

It is important to remember these key points in any emergency situation:

Check the scene. Before responding to any ill, injured, or emotionally upset person, determine the safety of the situation or scene before approaching the victim(s). Protecting personal safety and the safety of

bystanders is critical.

Call for help. Once the situation or scene is judged safe, priority must be given to the ill or injured person(s). If possible, the first person on the scene should stay with the person in need and direct someone else to call Public Safety or 911. If there is no one to make the call, determine if the victim is awake and alert. If the person is not responding, leave him/her briefly to call for assistance and return immediately.

Assist the victim. Once the call is made for help, return to the victim while waiting for the emergency personnel.

Medical Emergencies Requiring an Ambulance

Do not move a seriously injured person unless he/she is in a threatening situation. If the victim must be moved, move as a unit, always supporting the head and the neck. Do not bend or twist the victim's body. Do not approach victims of electrocution or toxic exposure unless they are clearly away from hazard.

Remember Universal Precautions (protect yourself from blood and body fluids by using disposable gloves and masks).

1. Dial emergency number 55. Be prepared to give the following information:

Where is the emergency?

What happened?

Provide as much information about the victim(s) as possible.

How many need help?

What is being done?

2. Do not hang up until instructed to do so by the dispatcher (to avoid giving incomplete information).
3. Stay with victim.
4. If you are trained to do so, restore or maintain breathing and heartbeat.
5. If you are trained to do so, stop severe bleeding with direct pressure.
6. Keep victim warm.
7. Persons in your area who are trained in CPR should be listed below:

a. _____

Closing and Evacuation Procedures

University Closings

If it becomes necessary to cancel classes and/or work or to delay opening due to various types of emergencies including but not limited to inclement weather or man made and/or natural disasters, an announcement will be made on the following

radio and television stations:

1010 WINS (radio)

6 minutes after the hour – NY, Westchester, Connecticut

33 minutes after the hour – New Jersey

48 minutes after the hour – Long Island

NJ101.5 and 97.3 Southern NJ (radio)

Every 30 minutes on the hour and half-hour

News 12 New Jersey Cable Television

In addition:

A taped telephone announcement will be available from the University at 201-200-2000

School closing information will also be available at:

www.1010wins.com/.

Updated information will be available at www.njcu.edu.

The University phone chain will be implemented immediately after a decision is reached.

The decision to cancel classes and/or to delay opening is based on a number of factors, including the time and nature of a storm, road conditions and conditions on campus. The announcement of the decision is made by Dr. Arlene Graham or her designee after conferring with and receiving feedback from members of the University and local public safety officials. The decision and announcement is made as early as possible.

When a delayed opening is announced, faculty, students, and staff should understand that this decision may only be a temporary one. They should continue to listen for later announcements. When a decision is made to delay the opening of the University, faculty, students, and staff are expected to be on campus for work and scheduled classes at the time designated.

If snow begins during the day, all offices will remain open and classes will continue to meet until such time that a decision is made to close early. Unless specific announcements are made extending cancellation of classes, and other academic programs or extra-curricular events, classes will resume the next regularly scheduled class day and the University will re-open at the beginning of the next morning shift or regular business day. This does not apply to those members of the University who are considered essential staff personnel.

Note: In some emergency cases, the University's Critical Incidence Response Team (CIRT) will be activated and students, faculty, and staff will receive instructions based upon the emergency status.

Building Evacuation Procedures

Become familiar with the location of fire alarm pull stations, stairways and emergency exits. Plan for primary and alternate means of emergency escape. In the event that it is necessary to evacuate a building, the steps listed below should be followed:

Immediately call the Public Safety Department at ext. 3128 or emergency number 55 from a safe location. Report the location and type of emergency.

Activate the nearest fire alarm.

In laboratories, extinguish open flames and turn off burners and gas jets.

Close but do not lock doors behind you to isolate the area.

Personal possessions should be taken from the building at the time of evacuation since the building may be closed for an indefinite period.

Leave the building immediately by the nearest exit if the fire alarm sounds or if a Public Safety officer gives direction to do so. If the nearest exit is inaccessible, use an alternate route.

If it is not possible to leave the building immediately, seek an area of refuge. Areas of refuge can be in a protected stairwell or a room within the structure generally used in fire situations. Ideally, these areas are especially constructed to resist smoke and heat or equipped with a sprinkler system and active telephone line.

Report to the designated rally point as identified by Public Safety personnel. Do not leave the rally point until directed to do so by Public Safety personnel.

Advise Public Safety personnel of any missing persons.

University Evacuation Procedures

In the event of an emergency, a successful evacuation plan is necessary to relocate occupants of an affected area to a safe location in the most expedient manner possible. A critical element of any evacuation is transportation. When planning the procedures necessary to evacuate the entire University, it is critical to consider the different means of transportation used by employees and students. Because many members of the University community travel to and from the campus on a daily basis by car and public transportation, gridlock conditions on roadways leading to and from the University should be anticipated. Pedestrian and vehicular traffic will be directed away from the Kennedy Boulevard entrance to the University so as to ensure access for emergency services personnel and vehicles. If a full or partial evacuation of the University becomes necessary, the administrator in charge, in coordination with the Jersey City Police and the Public Safety Department, will determine the safest evacuation route. The Jersey City Police and NJCU Public Safety will coordinate the exiting traffic as follows:

Lot # 1 - Parking Area Adjacent to Fries Hall. Vehicles will exit out of Lot 1 passing through the toll onto Culver Avenue making a right turn only heading east towards Kennedy Boulevard.

GSUB Garage - Lower Level. Vehicles parked on the lower level of the parking garage in the Student Union Building will exit by the lower level exit gate and make a left turn only on Culver Avenue heading west towards West Side Avenue.

GSUB Garage - Upper Level. Vehicles parked on the upper level of the parking garage will make a left turn only on the exit ramp and proceed out service gate to Culver Avenue. Proceed left turn only onto Culver Avenue heading west towards West Side Avenue.

Lot #2 - Decal Lot Stegman Avenue and West Side Avenue. Traffic from Lot #2 (Decal Lot) will exit lot with a right turn only heading south on to West Side Avenue and make a right turn only heading west on to Danforth Avenue. A right turn will give access to Route 440 north and Route 1 & 9 north/south. A left turn will give access to Route 440 south which leads to Bayonne and the New Jersey Turnpike.

Lot #3 - Carbon Place. All traffic will exit by the Carbon Place west gates. The token lane will be free and open. The west gate will provide access to Route 440 and the New Jersey Turnpike. No traffic will be allowed to exit onto West Side Avenue.

All lots will be locked to prevent vehicles from re-entering.

Procedures for Assisting Individuals:

Assisting Individuals with Disabilities during Emergencies

Self-declarations regarding disabilities

Persons with disabilities should advise co-workers and supervisors about any concerns related to emergency exiting and how they can assist in the event of an emergency.

Procedures

An individual with a disability that prevents their evacuation from an affected floor or building should go to an Area of Rescue/Refuge (AOR). If you cannot get to an AOR or if there is no AOR in your building, follow these guidelines:

If exiting building is impossible without assistance, a colleague should assist the person to a safe place. Go to a room with a phone and a window, if possible.

Note the room number.

Close the door.

Call emergency number 55.

If there is no phone, close the door and go to the window.

The person assisting the individual with a disability should inform the Public Safety Department of his/her location.

Whenever possible, it is recommended that each department establish a “buddy” system in which volunteers and alternates are recruited and paired with persons who have self-identified disabilities that would create special evacuation needs. Volunteers should become familiar with the special evacuation needs of their buddies and plan to alert and assist them if an evacuation is ordered. Volunteers should keep in mind that many people with disabilities can assist in their evacuation.

For those with vision impairment, guidance to the primary exit or to a secondary exit may be required.

For those with mobility impairments, evacuation from basement or upper floors can be difficult because elevators may be inoperable during an emergency. If unable to use elevators, proceed to an enclosed, fire-rated stairwell and wait for assistance on the landing.

Report location using emergency phone, if possible. Seek help in using the stairs to evacuate. Great care must be taken in moving a person in a wheelchair. Evac-u-trak chairs are located at various locations on campus. Evac-u-trak chairs should be used only by trained personnel.

If unable to exit, remain in the room. If the hazard is not near the location and the room is well-constructed, this may be the best choice. Report location to Public Safety Department if possible.

Evac-U-Trak Chair Locations

The Evac-u-trak chairs, which are used for emergency evacuation for persons requiring special assistance, are located in the following buildings on campus:

Building Floor Location
A. Harry Moore School 3RD N/W Hallway
4TH N/W Hallway
5TH N/W Hallway
Vodra 3RD N/E Hallway
4TH N/E Stairwell
Hepburn 3RD S/E Stairwell
Grossnickle 3RD S/E Hallway
Student Union Building 3RD Hallway by Center elevator
Rossey 6TH South Stairwell
Guarini None
Science None
Fries None
Co-Op Dorm None
2040 Dorm None
Facilities None
Rec Center None
Academic None

Assisting Students Who Are Emotionally Distressed and/or Disruptive

Policy – When a student becomes emotionally distressed and/or disruptive, immediate and appropriate action will be taken by the Department of Public Safety and the Division of Student Affairs.

Minor Inappropriate or Unusual Behavior

When a faculty or staff member is confronted with a student who exhibits minor inappropriate or unusual behavior, he/she should assume initial responsibility for correcting/controlling the situation. If the situation persists and/or becomes uncontrollable, the faculty or staff member should follow the procedures indicated below.

Contact Public Safety at ext. 3128 or 55 on any campus telephone.

Upon contacting Public Safety to request assistance, the faculty or staff member must give his/her name, the class or office location, and the reason for the call.

A Public Safety officer will be dispatched to the scene as quickly as possible.

The Public Safety officer will determine whether or not additional administrative assistance is required. If so, he/she will contact the supervisor on duty who will assess the situation.

Once the situation has been resolved, the Public Safety officer will complete an official incident report which will be forwarded to the Dean of Students within 24 hours.

As appropriate, the Dean of Students will contact the student and initiate the appropriate action to be taken, as per New Jersey City University's Code of Conduct.

Mental Health Emergencies

When a faculty or staff member is confronted with a student who appears to be emotionally distressed and/or experiencing a mental health emergency, he/she should immediately follow the procedures indicated below.

Note: Generally, a student who is distressed might exhibit some or all of the following behaviors: a depressed or lethargic mood, inability to communicate clearly, loss of contact with reality, overtly talking or hinting of suicidal thoughts or intentions, highly disruptive behavior, or homicidal threats. Although less severe, the following characteristics may also indicate emotional distress: repeated requests for special consideration, withdrawal from activities, changes in interaction with friends, changes in sleep or eating patterns, or excessive absences.

Suicide Verbalization

Contact Public Safety at ext. 3128 or 55 on any campus telephone to give

location and request assistance.

Public Safety will contact the Office of the Dean of Students at ext. 3525 and the Counseling Center at ext. 3165.

Suicide Attempt

The suicide attempt makes the action clear and therefore the student should be transported immediately to the hospital.

Contact Public Safety at ext. 3128 or 55 on any campus telephone. Public Safety will make arrangements for the student to be transported to the hospital. If necessary, contact the Health and Wellness Center at ext. 3456 and/or Counseling Center at ext. 3165 staff to assist in monitoring the student while awaiting transport.

Rape

Contact Public Safety at ext. 3128 or 55 on any campus telephone. Public Safety will contact the Office of the Dean of Students and the Counseling Center to assess and make the necessary referrals. The Office of the Dean of Students will contact the Women's Center at ext. 3189. In all cases, the victim's confidentiality will be maintained. The victim is encouraged to seek assistance as per the information and resources provided in the Gothic Guide, the Sexual Assault Policy. A record of the complaint will be filed with the Affirmative Action Office, as well as the Office of the Dean of Students.

Disruptive and or Dangerous Behavior (including after 5 p.m., weekends, and holidays)

Note: Generally, a disruptive student might exhibit the following characteristics: interrupting a gathering, class, or meeting, etc. by speaking out of turn, cutting others off, making inappropriate comments, etc. A dangerous student can be described as one who uses an object (i.e., stick, knife, gun, chair, etc.) against him/herself and/or others.

Contact Public Safety at ext. 3128 or 55 on any campus telephone to give location and request assistance.

Public Safety will dispatch officers to the scene and will inform the following offices of the situation:

Public Safety supervisor
The Office of the Dean of Students or the Office of Student Affairs
The Counseling Center

Public Safety officers will clear the area of all spectators.

If appropriate, the Director of Public Safety or a member of his unit will contact the Jersey City Police Department.

If hospitalization is needed, Public Safety will assume responsibility for contacting and informing the appropriate hospital of the situation, as

well as making the arrangements for the student to be transported to the hospital.

The Dean of Students and/or designated representative will assume the responsibility for getting in touch with the student's emergency contact.

Official incident reports will be submitted by all parties to the Dean of Students and the Vice President for Student Affairs within 24 hours.

Classroom Behavior

Disruptive behavior in the classroom is not permitted. Faculty has the right to ask a disruptive student to leave class. All incidents are to be reported to the Dean of Students in order to keep a record of such behavior and to inform students about their rights and responsibilities via New Jersey City University's Student Code of Conduct.

Code of Conduct/Administrative Withdrawal

If, as a result of any of the above, the student is found in violation of the Student Code of Conduct, and is determined to be mentally competent, the University reserves the right to impose the appropriate disciplinary proceedings and sanctions as indicated therein.

As per the Gothic Guide, the University reserves the right to administratively withdraw or deny registration to any student who fails to comply with institutional policies and regulations.

Follow-up

Follow-up intervention will be provided for the student (i.e., maintenance of incident reports in the Office of the Dean of Students and the Department of Public Safety, as well as referral(s) to the Health and Wellness Center, the Counseling Center and/or other community resources.

Source: Emergency Protocol, dated 4/17/2007 prepared by the Division of Student Affairs, Office of the Dean of Students.

Reporting Criminal Activity

If you observe a crime in progress or behavior that you suspect is criminal, immediately notify Public Safety Department by calling ext. 3128 or dialing emergency number 55 on any campus telephone. Please be prepared to provide as much of the following information as possible:

What the person is doing.

The number of people involved.

The location of the activity.

Physical and clothing description of those involved.

Presence of weapons.

If a vehicle is involved, the vehicle description and license plate number.

Direction of escape (person or vehicle), if known.

Description of injuries, if any.

Do not approach or attempt to apprehend the person(s) involved. Stay on the phone with the Public Safety dispatcher until Public Safety Officers arrive and provide additional information, as it becomes available or as the situation changes.

Off Campus Emergency Numbers

AIDS Hotline (24 hours)	800-624-2377
Al-Anon	973-744-8686
Alcohol Helpline (24 hours)	800-222-2284
Alcohol Hotline	800-322-5525
Alcoholics Anonymous	800-245-1377
Child Abuse Hotline	800-792-8610
Substance Abuse Hotline	800-662-4357
Crisis Hotline	201-915-2210
Jersey City Medical Center	201-433-6161
Mental Health Mobile	201-915-2210
National Substance Abuse	800-225-0196
Family Helpline	800-843-5437
Narcotics Anonymous	800-992-0401
NJ Self-help Clearinghouse	800-367-6274
Parents Anonymous (Child Abuse Prevention)	800-843-5437
Poison Control	800-764-7661
Sexual Assault and Incest (Hotline)	201-795-8375

Source: Emergency Protocol, dated 4/17/2007, Office of the Dean of Students Division of Student Affairs.

Chapter 10 – Affirmative Action Policies

Equal Employment Opportunity / Affirmative Action (EEO / AA)

The Office of the President has delegated the responsibility for implementing, articulating, and advocating for New Jersey City University policies, procedures, and EEO/AA priorities to the [Office of Equal Employment Opportunity/Affirmative Action \("EEO/AA"\)](#). The Office of EEO/AA adheres to federal, state, and local laws, and University policies and procedures.

The Office of EEO/AA plays a central role as a resource to the University community by providing assistance and education related to government and University policies on discrimination and harassment. The Office of EEO/AA is committed to maintaining an environment free of discrimination consistent with these standards and its jurisdiction.

The Equal Opportunity/Non-Discrimination and Affirmative Action Statements are listed below.

Equal Opportunity/Non-Discrimination Statement

New Jersey City University embraces the diversity of urban experiences and seeks to attract talented faculty, staff, and students from a variety of backgrounds. In compliance with relevant federal and state civil rights legislation, New Jersey City University does not discriminate on the basis of race, creed, religion, color, national origin, nationality, ancestry, sex/gender (including pregnancy), age (except where gender or age is a bona fide occupational qualification), affectional or sexual orientation, marital status, civil union status, familial status, domestic partnership status, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, or disability in the operation of its educational program and activities (admission, scholarships and loan awards, access to programs and course offerings, competitive and intramural athletics, counseling, student and other employment, use of facilities, and campus sponsored extracurricular activities).

Affirmative Action Statement

New Jersey City University is committed to ensuring that all its educational programs (including recruitment, admission, and retention of students), personnel actions (including application, hiring, promotion, compensation, benefits, transfers, layoffs, training, and tuition assistance), and its social and recreational programs are administered according to the principle of affirmative action and in compliance with relevant federal and state civil rights legislation. The University community consists of a diverse population of men and women who represent various racial, ethnic, and economic backgrounds. The University continues to strive to maintain and extend that diversity not only to comply with the law but also to provide an educationally desirable environment.

The University has adopted the policies and reporting procedures on non-discrimination and affirmative action to assist the University in fulfilling its

educational mission, meet its ethical and legal obligations, and foster a productive environment for learning, teaching, scholarship, work, and community service.

Questions or complaints from students with regard to these policies should be directed to the Office of the Dean of Students, 201-200-3525. Questions or complaints from other members of the University community should be directed to the Office of Equal Employment Opportunity/Affirmative Action (EEO/AA), Hepburn 306, 201-200-3075. Rev. 11/07.

Summary of the University Hiring Guidelines for Unclassified Employees and Faculty

In accordance with federal, state, and local laws, the University Hiring Guidelines for Unclassified Employees and Faculty ("Hiring Guidelines") have been established to provide for the fair consideration of all employment applications, the utilization of standard procedures, and open competition. To carry forward these purposes and the University's commitment to diversity and inclusion set forth in the search and hiring procedures, the President has directed the Office of Equal Employment Opportunity/Affirmative Action ("EEO/AA") to monitor compliance with the Hiring Guidelines and provide consultation and advice as may be necessary or appropriate to the Hiring Officials and search committees.

The Hiring Official (President or appropriate Vice President) is the final authority responsible for the selection of an employee based upon recommendation made by a search committee. The Hiring Official is also responsible for the selection of the members of a search committee (generally consisting of five to nine members), provides the charge to the committee and monitors committee membership to reflect the diversity of the University community.

The search committee has a significant and central advisory role in the hiring process. Search committees participate in every phase of the recruitment and selection process including, but not limited to the development of criteria to evaluate applicants, the interview of candidates, and the documentation of the candidates' experience and qualifications. The Office of the EEO/AA is a supportive resource to the Hiring Official and the search committee throughout the process. At the conclusion of a search, the search committee forwards its recommendation directly to the appropriate Dean, Director, and Vice President, or when applicable, to the President.

All employment offers are made by the Hiring Official after the review of the search materials by the Office of EEO/AA and the Affirmative Action Hiring form is signed by the Director of EEO/AA. A copy of the offer letter is also provided to the Director of the EEO/AA and other appropriate offices.

For specific and detailed information, please refer to the University Hiring Guidelines. For further information, please consult the Office of Equal Employment Opportunity/Affirmative Action (EEO/AA) located in Hepburn 306, or contact the Office directly at 201-200-3075.

Summary of New Jersey City University Policy Prohibiting Discrimination in the Workplace (State Policy)

New Jersey City University is committed to affirmative action and equal employment opportunity intended to create a respectful, effective, and efficient

academic environment for work and study. In maintaining this commitment in all areas of employment, and in accordance with federal, state, and local laws, New Jersey City University adheres to the State Policy against discrimination in the workplace.

New Jersey City University is committed to providing every University employee and prospective employee with a work environment free from discrimination. Under this policy, all forms of employment discrimination based upon the following protected categories are prohibited and will not be tolerated; race, color, creed, national origin, nationality, age, ancestry, religion, sex, gender (including pregnancy), affectional or sexual orientation, marital status, civil union status, familial status, domestic partnership status, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, or disability.

It is a violation of the State Policy to engage in any employment practice or procedure that treats an individual less favorably based upon any of the above protected categories. This policy pertains to all employment practices including, but not limited to recruitment, selection, hiring, training, promotion, transfer, assignment, layoff, return from layoff, termination, demotion, discipline, job assignment, compensation, fringe benefits, working conditions, and career development.

Any employee who believes that she or he has been subjected to any form of prohibited discrimination or who witnesses others being subjected to such discrimination is encouraged to promptly report the incident(s) to either a supervisor or manager or directly to the Director of Equal Employment Opportunity/Affirmative Action (EEO/AA) or to any other persons designated to receive workplace discrimination complaints. Supervisors must make every effort to maintain a work environment that is free from any form of discrimination. Supervisors shall refer all allegations of discrimination claims directly to the Office of Equal Employment Opportunity/Affirmative Action (EEO/AA). All complaints and investigations of discrimination claims will be conducted in a way that respects, to the extent possible, the privacy of all persons involved.

This policy prohibits retaliation against any person who makes a claim of discrimination or provides information during the course of an investigation into a claim of discrimination. No person bringing a complaint, providing information for an investigation, or participating in an investigatory proceeding, shall be subjected to adverse employment consequences based solely upon such involvement. Retaliation is strictly prohibited and is a violation of the policy.

For specific information, please refer to the University's Policy prohibiting discrimination in the workplace. A copy of the University's policy and procedures may be obtained from the Office of Equal Employment Opportunity/Affirmative Action (EEO/AA) located in Hepburn 306. The policy is also available online at www.njcu.edu/eeoaa/.

New Jersey City University reserves the right at any time to update its policies and procedures as mandated by federal, state, and/or local laws. For further information, please contact the Office of Equal Employment Opportunity/Affirmative Action (EEO/AA) at 201-200-3075, located in Hepburn 306.

Chapter 11 – Institutional Review Board

Procedures and Guidelines for Researchers for the Protection of Human Participants are available online at:

web.njcu.edu/dept/ogsp/Content/policies__compliance.asp.

Chapter 12 – Technology Support Services

Department of Information Technology (IT)

The Department of Information Technology (IT), located in Rossey Hall, room 10, oversees the operation and management of information technology resources and provides comprehensive customer-focused technology support services for all members of the New Jersey City University community. As the primary technology resource for the University, IT provides technology leadership in the planning, implementation, and support of academic and administrative initiatives. The department is comprised of the following units that serve the University's technology needs:

- Data Networking/Infrastructure Services

- Telecommunications Services

- Systems Administration Services

- Information Systems Services (Enterprise Applications)

 - Human Resources and Payroll

 - Financials (GL, AP, ePro, Purchasing, Commitment Control)

 - Teaching and Learning (Blackboard)

 - Contributor Relations (Alumni/Donor)

 - Portal and Application Security

- Help Desk Services

- Web & ipVideo Services

Campus Technology Resources

The following technologies and services are offered to members of the campus community through the Department of Information Technology:

Email. All members of the campus community are provided with an official NJCU email account. Account support is via the Help Desk by a special help form link on the GotMail? login page or by visiting the IT Operations Center, located in Rossey Hall, room 10, during normal business hours.

GothicNet. All members of the University community are provided access to a wealth of role-based information stored in the University's data repository. This includes access to personal and financial information, student information, and University financial information, depending on the role or roles each individual performs.

GothicAir. All members of the University with a valid GothicNet account have access to the University wireless network. Wireless service is available in most outdoor areas on the main campus and in some buildings. Please refer to the IT website support page, GothicAir section, for specific locations and access information.

University Help Desk. All faculty and staff requests for help with the various technologies should be made through the University Help Desk. Help requests can be initiated by phone (dial "HELP") or by email (helpdesk@njcu.edu). Help Desk hours vary. The current support hours are posted on the IT website support page.

Network Storage. NJCU provides space on the network automatically attached to special folder on a remote storage server that can be used to store information. The benefit is that this information can then be accessed from any other computer on campus that requires GothicNet login and remotely, through VPN.

Remote Network Access, also known as virtual private networking (VPN). This service allows staff and faculty to access their network storage and office computer remotely from anywhere via the Internet.

Web Hosting. NJCU provides web space to faculty, staff, and students for educational purposes and University-related business. The application for web space, and policy and guidelines for web hosting service are available on the IT website support page, Web Services section.

Technology Policies, Procedures, and Guidelines

The following documents are specific to the use of computing resources and information technology at New Jersey City University and are available on line at www.njcu.edu/dept/it/documents.html:

General Technology Use

- Responsible Use of Computing Resources
- General Principles and Guidelines
- Assignment of University-owned PC's & Peripherals to Employees
- Office Moves, Renovation and Reconfiguration
- Computer Disposal Policy

Communications Technology

- Official University Communications Policy
- Email as Official Communication
- Email Security Policy and Guidelines
- Telephone, Fax, and Mobile (Cellular) Phone Policy (draft)
- Website Hosting Policy and Procedures
- Web Development Guidelines

Networking Technology

- Network Storage Policy and Procedures
- Remote Network Access Policy
- Wireless Networking Policy and Procedures

Information Security and Confidentiality

Personally identifiable Information Privacy Policy
Information Privacy Policy
Information Disclosure Policy
Desktop Security Guidelines

Copyright and Fair Use

Copyright Policy and Related Guidelines
NJCU Home Page Policy
Peer-Peer Networking Policy

Department of Academic Computing

The Department of Academic Computing, located in the Professional Studies Building, 103, provides the following support services:

Instructional Computer Labs – Academic Computing provides and schedules computer labs for instructional purposes. This could be for one class session, or for the entire semester. Contact Charles Pratt at Ext. 2141 for further information.

Public Access Computer Labs – Academic Computing provides the University community with public access computer labs. These student-centered computer labs are open 68 hours a week, six days a week. During the last 2 weeks of each semester, there are computer labs open from 8:00 a.m. through 1:00 a.m. each day. Our trained student staff provides individual assistance as needed.

Training – Academic Computing staff members will train individuals, small groups, or classes in the basics of operating a computer, using the Internet, using email, using scheduling programs, as well as all of the applications in the Microsoft Office productivity suite. Telephone and walk-in assistance are also provided. Contact Asad Syed at Ext. 3403 for further information.

CITI – The Center for Instructional and Technological Innovation provides formal training experiences and assistance to members of the faculty wishing to incorporate technology into their teaching, or use SMART classrooms. Visit the CITI computer lab in P-117 or contact Roberto Romero at Ext. 2571 for further information.

Technology-enhanced Classrooms – The University has 48 SMART Board Classrooms and science labs. (A SMART Board is an interactive white board.) Additionally, there are 23 classrooms with ceiling-mounted LCD projectors, 10 teaching spaces with large plasma monitors, and 54 classrooms with combo TV/VCR or TV/DVD units. The staff of Academic Computing provides immediate assistance to instructional staff experiencing difficulty in using the equipment. They also regularly check for functionality and perform basic maintenance on the equipment. Together with ITS (Information Technology Services), they assure the technology-enhanced teaching spaces are

functioning properly. They are currently coordinating the scheduling of these classrooms. Contact Charles Pratt at Ext. 2141 for further information or Asad Syed at Ext. 3403 for assistance.

Loaners- Academic Computing provides notebook computers and LCD projectors that may be borrowed by faculty or professional staff for use in the classroom. Contact Allen Smith at Ext. 2351 for further information.

Support to Departmental Computer Labs – Academic Computing sends support staff to the departmental computer labs belonging to English, English as a Second Language/Modern Languages, and other departmental computer labs. These staff members keep the computer labs open, provide customer assistance, as well as coordinate maintenance issues. Contact Charles Pratt at Ext. 2141 for further information.

Chapter 13 - Student Services

The members of the faculty at New Jersey City University also serve as mentors and advisors to their students. The University supports these efforts with a wide-range of programs and services that faculty can call upon when helping students with their planning and decision-making.

Programs

The Academic Foundations Program

The Academic Foundations Program is a university-wide program that creates opportunities for talented students to get a college education who would otherwise be precluded from doing so because of skill deficiencies in the areas of reading, writing, and mathematics. The primary goal of the Academic Foundations committee that oversees this program is to develop and maintain a variety of placement and support services to help students meet with college success. These services include rigorous basic skills courses, academic counseling, faculty and peer tutoring and mentoring, and instructional technology support.

The overall mission of the AF Program is to improve the mathematical, reading, writing, and study skills of students whose basic skills placement tests revealed a need for significant help in those areas. In addition to coursework, students are helped to see academic skills in a larger context, as a means to improve their critical thinking and problem-solving abilities, which are integral to success in all areas of their personal, academic, and professional lives. Another aim of the program is to help students transition into academic life by acquainting them with the university community, its services, and its extracurricular possibilities.

Location: Karnoutsos Hall, Room 605

Contact Person: Dr. Barbara Feldman, Dean of Arts and Sciences

E-mail: bfeldman@njcu.edu

Telephone: 201-200-3001

The Cooperative Education Program

The Cooperative Education Program consists of a combination of work and study for undergraduate students in their sophomore, junior, and senior years of study. The Co-op Ed Program is designed to combine classroom learning with practical experience in an educationally beneficial way. Students may choose from a wide-range of employment opportunities to enhance both their academic classroom experience and their professional career skills. To apply for admission to the Cooperative Education Program, students must have a minimum of a 2.0 cumulative grade point average, a declared major, and approval from the department chairperson. Placed students may work in either full-time or part-time positions, and they may earn a maximum of 12 undergraduate degree credits. Students enrolled in the Cooperative Education Program are offered salaried, entry-level, professional positions in financial institutions, media facilities, service organizations, health agencies, retail stores, etc. Cooperative education assignments are developed according to the student's interests, skills, and educational background. Each assignment is matched, as closely as possible, to the long-range career goals of the student.

Location: Capone Career Development Center, Vodra Hall, Room 101
Contact Person: Dr. Jennifer Jones, Director
E-mail: jjones@njcu.edu
Telephone: 201-200-3005

The First Year Experience Program (FYEP)

In 2008, the Title V Grant-funded program, Project 100, was significantly expanded and absorbed by the First Year Experience Program. While preserving the base curriculum of P100, which was limited to first year students in need of developmental work in reading and writing, the FYEP now provides an expanded academic learning community opportunity for all first year students, including those whose placement scores indicate they are ready to perform at the college level. Each learning community offers an integrated, thematically-based curriculum with an emphasis on reading, writing, and critical thinking. Unique to this program, professors, representing a wide range of content areas, collaborate on course design, assignments, pedagogy, and teaching strategies to provide a strong academic foundation for all first year students.

Location: Karnoutsos Hall, Room 304
Contact Person: Dr. Hilary Englert, Coordinator
E-mail: henglert@njcu.edu
Telephone: 201-200-3099

The International Students and Study Abroad Program

The International Students and Study Abroad Program, in addition to providing services for international students, coordinates study abroad programs for eligible University students. The CGPA requirement for most programs is 2.5. Students must be of at least a sophomore standing to participate in the Study Abroad Program. The University offers a host of countries from which to choose. The most popular countries hosting NJCU students are Australia, England, France, Italy, and Spain.

Location: Grossnickle Hall, Room 303
Telephone: 201-200-2089

The Opportunity Scholarship Program (OSP)

The Opportunity Scholarship Program (OSP) was founded more than forty years ago and is an Educational Opportunity Fund (EOF) program. More than 500 NJCU students are funded by OSP. OSP gives students who are economically disadvantaged the chance to receive a full college education with support as well as funding. During the academic year, OSP provides a number of support services for its students, including peer and professional tutors and mentoring and counseling services. The OSP student experience begins before the first semester with a six-week Summer Pre-freshmen Program where incoming students are given the opportunity, through specially designed courses, to satisfy departmental assessment requirements. Students who satisfy these requirements are moved up a level in their academic foundations placements.

Location: Vodra Hall, Room 211

Contact Person: Mr. Andrew Platizky, Director
E-mail: aplatizky@njcu.edu
Telephone: 201-200-3355

The Learning Communities Program (TLC)

The Learning Communities Program (TLC) is a TRIO Student Support Services Project funded by the US Department of Education and New Jersey City University. The Learning Communities Program provides support services to first generation NJCU students, including academic advisement, financial aid counseling, peer and professional mentoring, peer tutoring, personal counseling, career exploration, graduate school preparation, personal development counseling, A-Prep (Academic Enrichment & Leadership Development Program), and cultural enrichment, which give incoming freshmen information that will help them transition into college life.

Location: Hepburn Hall, Room 112E
Contact Person: Mr. Woodrow Lewis Jr., Director
E-mail: wlewis@njcu.edu
Telephone: 201-200-2204

Project Mentor

Project Mentor is a support program that “opens the door” to higher education for learning-disabled students by providing them with a faculty mentor, who acts as an advisor, facilitator, and friend for their entire college career. Students in this program attend an intensive four-week Pre-summer Orientation Program, which provides them with guided opportunities to fine-tune their academic skills.

Location: Education and Professional Studies Building, Room 343
Contact Person: Ms. Jennifer Aitken, Director
E-mail: jaitken@njcu.edu
Telephone: 201-200-2000 Ext. 2557 or
Ms. Leah Jackson, Program Coordinator
E-mail: ljackson@njcu.edu
Telephone: 201-200-2091

Mathematics Peer Tutoring Program

Mathematics Peer Tutoring Program is a free tutoring program offered to students enrolled in Basic College Math and Algebra for College, as well as for other math courses. Tutors are graduate assistants from the M.A. in Mathematics Education program or fellow students who have previously taken and excelled in the course they are tutoring. Depending on tutor availability, walk-in tutoring is also available.

Location: Karnoutsos Hall, Room 506
Contact Person: Dr. Sandra Caravella
E-mail: scaravella@njcu.edu
Telephone: 201-200-2000 ext. 3201

Services

Advisement

The Academic Career Planning and Placement Department consists of the Office of Cooperative Education, Graduate Placement Services, and the Career Resource Center.

Location: Vodra 101
Contact Person: Dr. Jennifer Jones, Director
E-mail: jjones@njcu.edu
Telephone: 201-200-3305

A. The Office of Cooperative Education provides students in all academic programs an opportunity to work in the private sector while they continue their formal studies.

B. The Graduate Placement Office assists seniors who have 90 credits or more, NJCU graduates who are conducting job searches and/or self-assessments, and students who desire accurate and timely career information. Services include but are not limited to: vocational testing and an opportunity to submit resumes to a computerized database, career planning, interest assessment, individualized career counseling, alumni career planning workshops, group career counseling, placement assistance for part-time and full-time employment, on-campus recruitment program, and career fairs.

C. The Career Resource Center offers students the opportunity to become more informed about marketplace needs, careers, work issues, job qualifications, certifications, employment opportunities, advanced education, resume writing, and interview preparation. It also provides graduate catalogs and information on fellowships, scholarships, and financial assistance.

The University Advisement Center provides information and support to assist undergraduate students to complete their general studies requirements, gain entry into an academic major, and successfully complete their undergraduate degrees. The University Advisement Center consists of the Office of Academic Advisement, Testing Services, Transfer Resource Center, and the Office of Veterans Affairs.

Location: Vodra 101
Contact Person: Mr. John Duff, Director
E-mail: jduff@njcu.edu
Telephone: 201-200-2193

A. The Office of Academic Advisement (OAA) is the central resource for advising undergraduate students who have not yet declared their major academic program of study. Students are assigned an academic advisor until they are accepted into a major, at which time they are assigned to a faculty advisor.

Student Advisors: (Students are assigned advisors according to the first letter of their last names):

A-C – Ms. Pamela Andrews
pandrews@njcu.edu
201-200-2000 ext. 3215

E-H – Mr. George Marano
gmarano@njcu.edu
201-200-2000 ext. 3216

I-MI – Ms. Elaine Gargiulo
egargiulo@njcu.edu
201-200-2000 ext. 2157

MJ-P - Ms. Daysi Romero
dromero@njcu.edu
201-200-2000 ext. 2184

Q-S – Ms. Naomi Wright
nwright@njcu.edu
201-200-2000 ext. 2177

T-Z & D – Ms. Kathleen Banks
kbanks@njcu.edu
201-200-2000 ext. 3569

B. The Office of Testing Services is responsible for coordinating the Freshman Placement Testing Program, the Nursing Department Challenge Exams, and the practice National Teacher Exams. Its advisors provide academic advisement and registration services to undergraduate students who have not yet been accepted into a major.

C. The Transfer Resource Center (TRC) is a place for students who transfer credit to enquire about and receive referrals to the academic and support services provided on and off campus. The TRC provides the following services: transfer credit evaluation, academic advisement, and the transfer mentor program.

D. The Veterans Affairs Office assists veterans and eligible dependents of veterans with certification to the Veterans Administration for educational benefits, processing Veterans Tuition Credit Program forms (VTCP) for students eligible to receive grants from the State of New Jersey, and processing of tuition credit waivers for members of the New Jersey National Guard. Veterans should schedule an appointment with the Coordinator each semester to discuss benefits and review their academic status.

Location: Vodra 101
Contact person: Ms. Elaine Gargiulo
E-mail: egargiulo@njcu.edu
Telephone: 201-200-2157

Child Care

The Children's Learning Center provides a high quality educational program to foster the development of young children and to assure the continuing education of

their parents. The daytime program accepts children of NJCU students, faculty, and staff who are between the ages of 2.5 and 5 years of age; and the after school and Saturday program accepts children between the ages of 2.5 and 8 years. Registration information may be obtained at Hepburn 101 or on line at web.njcu.edu/sites/eclc. Registration is on a first come, first serve basis.

Location: Hepburn Hall, Room 101
Contact person: Ms. Keri Giordano, Director
E-mail: kgiordano@njcu.edu
Telephone: 201-200-2000 ext. 3342

Counseling and Psychological Services

The Counseling Center provides individual, couples, and group counseling to all NJCU students to address personal, academic, and vocational concerns. All services are free and confidential. Appointments are made by calling 201-200-3165 or by stopping by the center. The counseling Center also offers the following free workshops each semester during the academic year to address some of the major concerns of NJCU students:

Time Management Workshop – The focus of this workshop is on helping students learn how to manage their time better in order to get the most out of their time, both quantitatively and qualitatively.

Study Skills Workshop – This workshop helps students increase retention of what is read in textbooks and heard in class. Participants leave the workshop with an understanding of how to take notes simply and effectively.

Test Taking Workshop – This workshop provides students with proven test-taking techniques that will help them to do better on objective and essay tests.

Test Anxiety Workshop – This workshop teaches students easy and effective techniques for reducing anxiety and achieving better grades on exams.

Location: Gilligan Student Union 308
Contact person: Dr. Abisola Gallagher, Director
E-mail: agallagher@njcu.edu
Telephone: 201-200-3165

The Speicher-Rubin Women's Center seeks to help women better their positions in society and to improve the quality of their personal lives through education. The center provides community programs, brief counseling and referrals, and educational support services to all members of the University and surrounding community. Career information, assistance with returning to school, and access to a resource library are available. Programs on self-esteem, sexual assault, how to finance college or graduate education, etc. are offered throughout the year. In addition, a legal lecture series is held each semester.

Location: Gilligan Student Union, Room 318
Contact Person: Ms. Karen DeAngelis, Director

E-mail: kdeangelis@njcu.edu
Telephone: 201-200-3189

ESL Support Services

The primary goals of the ESL Program are to teach academic writing and reading and to equip students with the English language, literature, and research skills they need to function effectively in courses leading to a bachelor's degree. The ESL Program provides the following academic support for their students:

ESL Tutoring Center – This center provides one-on-one tutoring in writing.

The Computer Language Learning Center – This center provides students with a state of the art computer lab for coursework and individualized instruction. The lab is open to all ESL students free of charge.

Location: Karnoutsos Hall, Room 205
Contact person: Dr. Anne Mabry, Program Coordinator
E-mail: amabry@njcu.edu
Telephone: 201-200-2000 Ext. 2289

Financial Aid

Office of Financial Aid and Scholarships – In addition to academic scholarships, the University also offers grants, loans, and part-time employment opportunities to earn federal work-study dollars. There are three types of financial aid: Grants, which are gifts and do not have to be repaid; Loans, which must be repaid six to nine months after the student leaves NJCU; and Employment. If students are having financial difficulties, they should make an appointment to see a financial aid counselor, who will assist them. Also available at NJCU are 42 different scholarship programs. It is important that students identify the scholarships they are interested in applying for and contact the Scholarship Program Office (Hepburn 212) to obtain application forms. Students should be made aware that the time and due dates vary from application to application.

Location: Hepburn Hall, Room 215
Contact Person: Mr. Joseph Roberto, Director
E-mail: jroberto@njcu.edu
Telephone: 201-200-3171

Health Care / Immunization Compliance

The Health & Wellness Center (H&WC), located in Vodra Hall, Room 107, provides free, accessible, and confidential ambulatory healthcare services for all registered NJCU students. The services range from first-aid and care for acute episodic illnesses, to preventative health screening, and health education. University employees are not eligible to be seen in the H&WC (with the exception of workman's compensation or in the event of a life threatening emergency while awaiting the arrival of the local EMS). The H&WC also reserves the right to restrict services and/or programs (such as HIV testing) to students only. For more information, contact Ms. Carolyn Hunter, Supervisor at 201-200-3456 or by E-mail at chunter@njcu.edu or

visit our website at web.njcu.edu/dept/hwc/.

Location: Vodra Hall, Room 107
Contact Person: Ms. Carolyn Hunter, Supervisor
E-mail: chunter@njcu.edu
Telephone: 201-200-3456

Library Services

Guarini Library – The library's collections and services have been developed to promote classroom teaching and to enable students to meet course requirements successfully. Librarians are available at the circulation desk to help students with their research. Other services available to help students with their research include:

Individual Research Consultations – This service offers students one-on-one help with their specific research assignments. Because these consultations are individualized, appointments must be made in advance

Location: Guarini Library
Contact Person: Ms. Toby Heyman
E-mail: theyman@njcu.edu
Telephone: 201-200-2000 ext. 3472

Response to individual research questions by a librarian is available by phone (201-200-3033) or by E-mail (libraryref@njcu.edu). E-mail responses typically take 24 hours. Students can, however, receive an immediate response 24/7 by (1) going to the NJCU web page, (2) highlighting Library Home Page, (3) highlighting [Ask a Librarian](#), and (4) highlighting 24/7 Q&A NJ. This service allows students to speak with a real librarian in a chat environment at any time day or night.

Other virtual services are accessible online through the library home page including instructions/tutorials containing evaluation of web pages, self-tests for Information Literacy, online resources by major department or discipline specific guides, selected online links, over a hundred databases, citation guides, facility to search numerous databases all at once using one search question, online government documents, e-books, all journals in print, online and microform called Periodicals List A-Z.

Location: Guarini Library, Room 416
Contact Person: Ms. Grace Bulaong, Director
E-mail: gbulaong@njcu.edu
Telephone: 201-200-3027

Regular Library Hours:

7:00 a.m. – 10:00 p.m.	Monday – Thursday
7:30 a.m. – 5:00 p.m.	Friday
9:00 a.m. – 5:00 p.m.	Saturday
11:00 a.m. - 5:00 p.m.	Sunday

Physical and/or Learning Disabilities

The Office of Specialized Services for Students with Disabilities (OSS)

provides equal access to college programs to NJCU students with disabilities. The OSS serves as a resource for students who are in need of campus accommodations for mobility, vision, hearing, learning, and other disabilities.

Location: Professional Studies Building, Room 343
 Contacts: Ms. Jennifer Aitken or Ms. Leah Jackson
 E-mail: jaitken@njcu.edu or ljackson@njcu.edu
 Telephone: 201-200-2000 ext 2557 or 2091

Technology

New Jersey City University has identified a number of different applications as "University standard." Most computers on campus have Microsoft Office® installed as the productivity application suite. Microsoft Office® includes Microsoft Word for word processing, Microsoft Excel for number manipulation (spreadsheets), Microsoft PowerPoint for presentations, and Microsoft Access for databases. E-Mail and the Internet can be accessed from most computer labs by using one of the standard Internet browsers such as Internet Explorer.

The University provides over 600 personal computers for student use in two different types of computer labs: public and departmental computer labs. The lists of computer labs below are arranged under those two categories.

Public Computer Labs

These labs are available for all NJCU community members (registered students, faculty, and staff of the University). NJCU Identification is required for access.

Department	Lab Name	Location	Contact Person
Academic Computing	Electronic Learning Lab	P-103	Dr. Charles Pratt cpratt@njcu.edu
Academic Computing	ACS – Academic Computing Satellite	L-101	Dr. Charles Pratt cpratt@njcu.edu
Congressman Frank J. Guarini Library*		Throughout the library*	Mr. Ashraf Elbaz aelbaz@njcu.edu
*The Congressman Frank J. Guarini Library has many clusters of computers on each floor of the building. The major purpose for these computers is to conduct library research on one of the many online databases to which the Library subscribes or to search the Internet. Computers just for word processing are located in a special section on the first floor of the library.			

The student staff members in the public computer labs are there to assist the students using the computers. These staff members wear distinctive green vests to identify them.

Departmental Computer Labs

These computer labs support specialized software and hardware. These are usually small labs with no access for public use. Only student majors in the academic department or those officially enrolled in a department course are allowed to use the computer lab.

Department	Lab Name	Location	Contact Person
Art	Open Lab Class Labs	A-218 A-201 & A-209	Mr. Tim Stuckey tstuckey@njcu.edu

Biology Chemistry	Science Computer Lab	S-312	Dr. Laura Pannaman lpannaman@njcu.edu Dr. Ken Yamaguchi kyamaguchi@NJCU.edu
Computer Science	K-428 K-430 K-425	K-428 K-430 K-425	Dr. Jean-Claude Ngatchou jngatchou@njcu.edu
English	Journalism Lab	K-108	Dr. James Broderick jbroderick@njcu.edu
English as a Second Language (ESL) Modern Languages	ESL & Modern Languages Lab	K-224	Dr. Anne Mabry amabry@njcu.edu Dr. Alberto Barugel abarugel@njcu.edu
Geography & Geoscience	GIS/GPS Lab	R-602	Dr. William Montgomery wmontgomery@njcu.edu
Karnoutsos Departments	Multi-Department Lab	K-427	Dr. Jean-Claude Ngatchou jngatchou@njcu.edu
Mathematics	Math Lab	K-504	Dr. Yi Ding yding@njcu.edu
Media Arts	Mac Lab	F-203	Mr. James Wallace jwallace@njcu.edu
Music, Dance & Theater	Music Lab	R-315	Dr. Douglas Thompson dthompson@njcu.edu
Physics	Physics Lab	G-318	Dr. Alberto Pinkas apinkas@njcu.edu

Knowledgeable, trained student or professional staff is available to assist students in all of the public and most of the departmental computer labs.

An updated list of computer labs available for student use is published each fall, and distributed in Academic Computing, the Guarini Library, the Gilligan Student Union Information Desk, and the Office of Academic Service for Evening Students (OASES). The booklet, "Access to Computer Technology at NJCU" is available early each fall. An online list of labs can be found at the Web site for Academic Computing, www.njcu.edu/ac/labs.htm.

Training

Academic Computing staff members will train individuals, small groups, or classes in the basics of operating a computer, using the Internet, using email, as well as all of the applications in the Microsoft Office productivity suite. Telephone and walk-in assistance is also provided. Ask for assistance at the Front Desk in P-103 or contact Asad Syed at Ext. 3403 for further information.

Location: Professional Studies Building, Room 103
Contact Person: Dr. Charles Pratt, Director
E-mail: cpratt@njcu.edu
Telephone: 201-200-2141

Assistive Technology

The Office of Specialized Services/Project Mentor houses Assistive Technology (AT) that can be borrowed by students with disabilities to assist them with the tasks of reading books, writing papers, note-taking, accessing information on the internet, research, and understanding lectures.

Sample technology tools for students with:

Learning disabilities:
Talking and word-processing software
Word prediction software
Scan/read programs
Inspiration software (Graphic organizers)
Portable word processors/note-taking devices
Visual impairments:
Screen magnification software
Scan/read systems
Speech recognition software
CCTV
Hearing impairments:
Assistive listening devices

For more information, contact Jennifer Aitken, Director, at jaitken@njcu.edu or visit www.njcu.edu/pmentor.

The Writing Center

The Writing Center is designed for any student of any ability who wants to improve his or her writing process. The Center offers one-on-one tutoring sessions and writing workshops on specific topics. The primary purpose is to help students learn to use writing more effectively in all aspects of college life.

Students who visit the Center decide what aspects of their writing to focus on, with input from tutors. Possible topics include writing with clarity; developing a sophisticated argument; editing for grammar problems; deciding on organization and structure; improving sentence-level style; incorporating and citing sources. Please note that The Writing Center is not a proofreading service. Students can schedule their appointments online at: www.rich65.com/njcu

Location: Karnoutsos Hall 115
Contact Person: Dr. Ann Wallace
E-mail: awallace@njcu.edu
Telephone: 201-200-2401

General Services

The Office of Campus Life provides a wealth of social, cultural, recreational, and educational co-curricular activities. The staff manages the Gilligan Student Union, serves as liaisons to the Student Government Organization, coordinates Greek life, and assists student organizations in planning and presenting student events.

Location: Gilligan Student Union, Room 306
Contact: Ms. Wonda Shipman, Associate Dean of Students
E-mail: wshipman@njcu.edu
Telephone: 201-200-3585

The University Service Center (USC) serves as the “one-stop shop” for the University community. The USC was created to provide students a convenient location to submit documents, retrieve forms and brochures, and conduct general enrollment and auxiliary related business transactions. Among the services provided are university photo ID cards (Gothic cards), parking information and registration,

shuttle information, and vending machine refunds. The USC houses staff members who have been trained to provide many of the services offered to students at offices they visit most frequently such as Advisement, Financial Aid, Registrar, Parking, and the Bursar.

Location: Gilligan Student Union, Room 109
Contact: Mr. Rafael Gajilan, GSUB 109A
E-Mail: rgajilan@njcu.edu
Telephone: 201-200-2552

The Office of Academic Services for Evening Students (OASES) serves as the evening administrative office and provides evening students and adjunct faculty a centrally located resource center. The office assists students in accessing academic support services, provides access to general university information, makes available various administrative forms, and coordinates telephone inquiries to the University after 4:30 p.m.

Location: Gilligan Student Union, Room 2006
Contact Person: Ms. Luceand Cuba, Coordinator
E-mail: lcuba@njcu.edu
Telephone: 201-200-2233