

THE LEADER IN GLOBAL EDUCATION



**FAIRLEIGH
DICKINSON
UNIVERSITY**

FACULTY MANUAL

OF

FAIRLEIGH DICKINSON UNIVERSITY

2009 Edition

Preface

For Full-Time and Part-Time Faculty

2009 Edition

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Preface

This manual was developed to provide assistance and information to all faculty members, new and continuing, full-time and part-time, about faculty responsibilities, University procedures, and campus resources available to you. The intent of this manual is to collect materials from different publications, to combine this information into a single convenient reference, and to provide you with up-to-date information on University policies.

The Faculty Handbook governs matters relating to the role and responsibility of the faculty and this guide is based on that resource. You are encouraged to consult the Handbook and the University Bulletin for more detailed discussions of various issues. Please consult your department chairperson/school director and college dean if you have any questions.

We hope this manual provides useful information to assist you in your many roles as a teacher, advisor and counselor, researcher, and member of the University community.

Please do not hesitate to contact our office if you feel that any material should be included or excluded from future Faculty Manuals.

Best wishes to you for a productive and rewarding year.

Joseph Kiernan, Interim University Provost

Faculty Responsibilities

In particular, please see Articles XVI and XVII of the *Faculty Handbook*.

The department/school, college, and University expect all faculty members to conduct themselves in a responsible and professional manner on all matters relating to the academic life of the University. Here are a few specific items of importance:

Class Meetings

You are expected to conduct class for the entire allotted time period. State regulations require three-credit day courses, in a fifteen week semester, to meet three times a week for 50 minutes or twice a week for 75 minutes; evening classes meet once a week for 150 minutes. Dismissing class early violates state mandates, prevents completion of the subject matter, and deprives students of their contractual rights.

Classes meet for 14 weeks. The 15th week is the final examination period (See Final Examinations). Note – Some classes that take place during the fall and spring semesters meet for less than 15 weeks.

First Session of Class

The first class session is an extremely important one, and instructors should be prepared to hold class for the full period even though their students do not have a previous assignment or textbook. During this first session, faculty should discuss with their class the course syllabus, which includes an overview of the course, interpret the textbook to be used, set forth the course requirements, explain their method of grading, discuss the term paper or research project mechanics and requirements, and suggest helpful outside readings. A class discussion topic or other exercise should be developed to get the course under way.

A faculty member must not allow students to attend his/her classes without officially enrolling for the course; this practice violates University regulations. Any student in your course who is not registered (not on the Enrollment Rosters) must not be given **any graded materials**—quizzes, papers, or examinations. The student should immediately be referred to the Office of Enrollment Services.

Cancellation of Classes

In the event you cannot meet your class because of a personal emergency, please notify your department or school office as soon as possible. If the office is closed, please call the Office of Public Safety or the campus Office of Enrollment Services. Use your class listserve to send an email message to all of your students at one time.

Metropolitan Campus

Public Safety (201) 692-2222

Office of Enrollment Services (201) 692-2214

College at Florham

Public Safety (973) 443-8888

Office of Enrollment Services (973) 443-8610

If you need to cancel a class for any other reason, please consult with your chairperson or director in advance and notify students in advance (especially for evening courses). In any event, you are responsible for making up all canceled classes. (Also, see Inclement Weather.)

Classroom Environment

The primary professional responsibility of each faculty member is to the University community. A faculty member has the right and responsibility to maintain a classroom environment conducive to learning. He or she shall meet each class as scheduled and adhere to the standards of the profession and to University and college policies and regulations.

Each faculty member has the additional responsibility to see that students respect University property. Any students who damage University property should be promptly reported to the department or school office, college dean, campus dean of students, or the Public Safety Department.

Class Rosters and Enrollment Verification

At the beginning of the semester, please check WebAdvisor to obtain the most current list of students registered in your class. Shortly after the end of registration for the semester (add-drop period), you will receive an OFFICIAL Enrollment ROSTER online. This roster should be checked carefully. Any students who have been attending class whose names are not on the Roster should be instructed to contact the Office of Enrollment Services of the student's home campus. Faculty should not return any graded academic exercise, such as papers, quizzes, or tests, to students whose names are not on the Official Enrollment Roster. This signed Official Enrollment Roster **must be returned** to the campus Office of Enrollment Services within 5 days. Federal regulations require that instructors verify that students are in attendance by signing a copy of the Official Enrollment Roster. If a student appears on the Official Roster and he/she has not attended any classes for the term, you must complete the "Non Attendance" Form and attach it to the Official Class Roster and forward it to the Office of Enrollment Services immediately. "Ideally, since submission of the 'Non Attendance' form will result in the student's removal from the early roster, the student's name should never appear on the Final Grade Roster." Faculty members may also verify enrollment online in WebAdvisor.

While, under current University policy, there is no direct grade penalty for mere absence, you can and should include class participation in computing the final grade (see Attendance Policy). Students are expected to attend all class sessions for courses in which they are registered and are, of course, responsible for all work covered. You may also include whatever penalties you think appropriate for late work. *Your class attendance requirements must be clearly stated on your course syllabus.*

Students who do not attend class and hand in no work but do not officially withdraw must be assigned a grade of “F” (not “W” or “I”) at the end of the semester. (See Final Grades; Student Withdrawals.)

Course Syllabi

You must provide your students with a syllabus during the first week of class, preferably at the first meeting. While this requirement may seem obvious, students occasionally report never receiving a syllabus in a course. Having a syllabus helps students avoid any misunderstanding of your course requirements.

The syllabus should contain:

- Your name, phone extension, and email address
- Time and location of your office hours
- List of required texts with ISBN
- Course objectives
- Tentative sequence and timing of topics to be covered
- Weekly assignments
- Writing assignments and due dates
- Test dates
- Grading policies
- Attendance policies
- Reference to the University’s Academic Integrity Policy (Appendix A)

You need not explain all the assignments in detail, and if necessary, you can change the syllabus as you go along. Substantial changes should be distributed in writing. A copy of your syllabus should be placed on file in the department/school office.

Your department or school will assist you as much as possible in the preparation and duplication of syllabi (See Office Services). Faculty members are encouraged to post their syllabi on WebCampus.

Final Examinations

Final Examinations **must be given in the fifteenth week** and may not be given earlier. If, after consultation with your department chairperson or school director, you determine that a final examination may not be appropriate in your course, you must hold a class during the scheduled final examination period.

Final examinations in day courses are given according to a special examination schedule distributed by the Office of Enrollment Services and printed in that semester's Course Offering Booklet. **Scheduled examination periods may not be changed by individual instructors.** Evening examinations are held in the fifteenth week during the regular class meeting time for the course. In the case of modular courses which classes end in less than 15 weeks, the final exam will be administered on the last scheduled day of class. In the unlikely event that a student has a time conflict or more than three examinations in one day, it is appropriate to make arrangements with the student to alleviate the situation.

Students have the right to review all graded academic exercises—including final examinations. There is the general expectation that all graded academic exercises are to be returned to students during the regular semester, with the exception of final examinations. It is recommended that final examinations be maintained in department offices. **If final examinations are not returned to students, they are to be transferred, by faculty members, to academic department offices where the examinations will be maintained for a period of twelve (12) months after the completion of the term.** At the end of this twelve month period, the final examinations will be returned to the individual faculty members. Students can review their final examinations by making appointments with their instructors. Final examinations will not be given to students for review without the presence of the faculty member or other appropriate supervision. Students can request a photocopy of the graded final examination.

Final Grades

At the beginning of examination week you will receive a Final Grade Roster for each of your courses. Please follow the instructions for completing this roster and return it signed to the campus Office of Enrollment Services and your department office **within seventy-two hours** after you have administered the final examination for the course. **Submit the original multi-part Final Rosters; do not FAX Final Grade Rosters to the Offices of Enrollment Services.** Only students officially registered for the course may receive a grade. If a student is not listed on your roster but has been attending, **do not** write the student's name on the Final Grade Roster. (Please consult with the campus Office of Enrollment Services.) Faculty members are encouraged to submit grades online in WebAdvisor.

Office Hours

The University requires all full-time faculty members to hold at least three office hours a week. Part-time faculty should hold at least one office hour a week for each course the faculty member is teaching. You should include the times and locations for your office hours on your course syllabus. Full-time faculty shall spend sufficient hours on campus as part of their academic workload responsibilities.

Proctoring Examinations

You are responsible for actively proctoring all examinations you administer. Graduate assistants and staff should not proctor exams.

Faculty Workload

The standard full-time faculty annual academic load consists of twenty-four (24) contact hours of undergraduate teaching plus a reasonable amount of time devoted to such activities as student advisement, individual research or other creative activities, new course development, and committee or other governance service. Under normal circumstances, a semester teaching load includes no more than three separate preparations, of which no more than one should be a course new to the faculty member. (See the Appendix to this manual for the Faculty Credit Overload and Underload Policy.)

Faculty teaching laboratory or studio courses for which the number of contact hours in a given course exceeds the number of credit hours assigned to that course will normally teach one additional contact hour in each semester in which they have such an assignment. The normal semester teaching load for the semester would be raised from twelve to thirteen contact hours for a faculty member with such an assignment.

General Information and Policies

Academic Advising

Advising is the responsibility of the full-time faculty. If a student asks a part-time faculty member for academic advice, please refer him or her to the department chairperson or the campus Academic Advising Center. The campus Advising Centers are located at:

Metropolitan Campus

Robison Hall, Room 30
University College and SCB (201) 692-2339
Edward Williams Hall, Room 307
New College (201) 692-2449

College at Florham

Becton College, Room M8, (973) 443-8753
SCB, Mansion lower level (973) 443-8800

Academic Integrity

Fairleigh Dickinson University will not condone academic dishonesty in any form. To do so would be unfair to those students who perform honestly. Academic dishonesty undermines the confidence of the student in his or her ability to learn and perform and casts a shadow on the value of the academic process, past and future. Because of this belief, the University has established an Academic Integrity Policy which appears as an Appendix in this manual. If you have determined that a student has committed an act of academic dishonesty, follow the procedure outlined in the policy.

The Academic Resource Center – Metropolitan Campus; Academic Support Center – College at Florham

These centers provide academic support free-of-charge to all FDU students. Individualized tutoring is available in writing, mathematics, business, arts and sciences, and the University Core curriculum. The tutoring staff includes professional tutors and peer tutors chosen for academic excellence in their major fields. The Centers offer individualized assistance in study skills and time management. Discussion groups, review sessions, and workshops are tailored for students in specific courses or areas of study as needed.

Students placed in basic skills classes are given supplemental help at weekly labs in reading, writing, and mathematics. The Centers are responsible for testing and placing students in the basic skills areas.

You may refer students to the appropriate Center for any academic difficulties they may have. You will receive written progress reports from the Center staff. The Center locations are:

Metropolitan Campus – Academic Resource Center

Bancroft Hall (201) 692-2076

College at Florham – Academic Support Center

Twombly Hall (973) 443-8389

Audio-Visual Materials and Equipment

Equipment can be requested via the department from your campus Instructional Media office. A two day notice is usually required for equipment requests. The campus Instructional Media offices can be reached through:

Metropolitan Campus (201) 692-2360; **Dickinson Hall ONLY** is supported by computing services at (202) 692-7111

College at Florham (973) 443-8526

Auditor

An auditor is a student who completes all registration requirements but does not have any record kept of attendance or academic work. No grade is given for the course audited. A student taking a course as an auditor waives all rights to take that course for credit in the present or in the future.

Bookstore Policy

All textbook orders must be processed through the University bookstore. Because of the University's contractual obligations to the outside vendor running the bookstore, faculty may not refer students to other bookstores or Internet sites to purchase required texts (see Textbook Adoption Policy).

Campus Facilities

The following campus facilities are available to all faculty members:

- The athletic facilities are available when classes or athletic teams are not using them.
- You may check books out of the library.

Campus Maps

Copies of campus maps can be obtained from the Admissions Office.

Classroom Access

Most classrooms are unlocked during normal class times. If a classroom is locked, call the campus Public Safety office to have it opened. Some rooms are locked for security reasons or because the rooms are controlled by certain departments/schools. If such a room is being used for classroom purposes, the faculty member should check with that department/school for access.

Computing Services

Computers are available in most department/school offices, the library, and in the computer centers. Faculty members obtain computer network accounts on the University's servers by completing an application from Computing Services. These accounts provide e-mail addresses and access to the Internet from campus offices. Access to the Internet from off campus must be obtained via Internet Service Providers at the faculty member's own expense. Applications for listserves may be obtained from Computing Services.

Metropolitan Campus Computing Centers:

University Hall and Dickinson Hall

College at Florham Computing Center:

Dreyfuss Building

Contact the Center for Teaching and Learning with Technology for any questions or concerns about technology in the classroom.

Consensual Relations Policy

Fairleigh Dickinson University has adopted a policy regarding consensual relations between members of the University community. Members of the community should be aware of the policy and follow its guidelines. The policy is included as an appendix to this manual.

Copying/Duplicating

Your academic department will assist you as much as possible in preparing and duplicating materials for class. There are applicable copyright laws involving duplication of published material; please familiarize yourself with them (See the Copyright Law section of this manual).

Copies Plus is the official copy service provided by FDU. Copy facilities at the College at Florham are located in the lower level of the Mansion and at the Metropolitan Campus in the Weiner Library with a separate entrance at the north end of the building.

Copyright Law

Please refer to the US Copyright Office website @ <http://www.copyright.gov/>. The 'contact us' link is a helpful resource. In addition, the resources presented in *C&RL News*, **March 2007 Vol. 68, No. 3** offer librarians, educators, and other information professionals a wide range of information on copyright from the introductory, to the practical, to the philosophical. There is no shortage of resources on the Web that tackle this thorny issue; a comprehensive listing of Internet resources, and the related issues of intellectual property and digital rights management, could easily consume volumes. The challenge is finding resources that are well designed, current, and authoritative without bogging the reader in legalese or jargon. *C&RL News* is a publication by the Association of College and Resource Libraries (ACRL) and the March 2007 article cites many Web sites which are just a slice of some of the better resources one will find when researching the topic.

Counseling Centers

Each campus maintains a Counseling Center to help students with personal problems. You may refer students who seem to be having personal difficulties to the campus Counseling Center. The locations and phone numbers of the campus Counseling Centers are:

Metropolitan Campus

Student Union Building (201) 692-2174

College at Florham

Wellness Center (973) 443-8504

Desk Copies

Whenever possible, desk copies of required course texts should be secured in advance of the beginning of a course. Desk copy requests are made directly to the text publisher on a form that you can obtain from your department. The ordering of desk copies should be coordinated by the department chair or school director and should be done in a timely fashion so as to meet bookstore deadlines.

Check with your department/school before ordering a desk copy; copies of the text may be available in the department/school, especially for multi-section courses. If texts are not available in the department/school and there is not sufficient time to obtain one from a publisher, it may be possible to sign one out at the bookstore. However, you are responsible for replacing this text with a desk copy secured from the publisher. Desk copies may not be sold to students. Please consult the bookstore Manager for the applicable conditions for returning a desk copy. Neither the college nor the department/school can pay for desk copies. Desk copies of books you requested, but will not be used in class, should be returned to the publisher and not sold to book buyers.

The Center for Teaching and Learning with Technology

The Center for Teaching and Learning with Technology fosters excellence in teaching and learning through the use of advanced technologies. Our two units are the Teaching and Learning Center (TLC) and the Office of Academic Technology (OAT). TLC offers faculty development opportunities such as workshops in educational technology and pedagogy, the annual TNT Institute, TNT Sparklers, and one-on-one consultation with professional instructional designers in the Instructional Design Studio. The Office of Academic Technology supports all permanently installed classroom technologies, the interactive television classrooms, and all University-supported software specifically designed for teaching and learning. OAT also co-manages the University's Faculty Laptop initiative with the Office of Information Resources and Technology.

Please visit <http://ctl.t.fdu.edu> for more information.

Evaluation of Faculty

At least once a year faculty members in all colleges are evaluated by their students. The results of the evaluation will be distributed to you after they have been processed (usually a few weeks after the end of the semester). Part-time faculty should also be observed each semester by the department chairperson or a member of the full-time faculty.

Faculty ID Cards

Please visit the campus Public Safety Office any time during the first week of classes, Monday through Friday, from 9-5, to have your ID card made. Public Safety Offices locations:

Metropolitan Campus

870 River Road (201) 692-2222

College at Florham

The Barn (973) 443-8888

Food Services

Gourmet Food Service is the food concessionaire on both campuses. Faculty can dine in the main cafeterias during regularly scheduled hours on both campuses for a fixed meal charge. Faculty can purchase a ten (10) luncheon-only meal plan, at a reduced rate, to be used in the campus cafeterias. The location of the dining facilities are:

Metropolitan Campus

Cafeteria - Student Union Building.

Jeepers - Alumni Hall.

Dickinson Café - Dickinson Hall.

College at Florham

Cafeteria and the Grille - Student Center.

SNAX - The Mansion.

Nathans - Stadler, Zenner, Hoffman Laroche Academic Building.

Grade Appeals

Students occasionally challenge the grades they receive. You are responsible for meeting with or calling a student who requests an explanation of his or her grade. If the student wishes, he or she may file a written appeal of the grade to the department chair and the college dean after this meeting or conversation. You will be consulted during this process, but it is the student's responsibility to submit all relevant work about which there is a dispute (See Appendix B: Grade Appeals Procedure).

Grades

1. **Final Grades** are based on recitations, examinations, reports, term papers, classroom participation, and laboratory work where applicable. Every instructor is obligated during the first week of each semester to inform his or her class in some detail of the requirements, expectations,

demands and methods of the course, and procedure for grading. This same information should be included in the course syllabus.

2. Grading System: The University has not established a fixed formula for converting numerical percentage grades to letter grades; such a formula is left to the discretion of the faculty member. Each faculty member's formula should be explained in his/her syllabi. The Faculty Senate has an approved formula converting numerical percentage grades to letter grades. This formula can be found on University College's "Recommended Syllabus Format".

3. Repeated Grades: If an undergraduate student repeats an undergraduate course, both the first and second (third, etc.) grades will remain on the student transcript but only the last earned grade will be computed in the Cumulative Grade Point Ratio (CGPR). (Note: P, NC, W, I, and AU are not considered earned grades.) Any repeated course taken to remove the credits attempted and any grade points from a lesser previous grade must originally have been taken at Fairleigh Dickinson University and must be repeated at Fairleigh Dickinson University. This policy applies to undergraduate courses only. If a graduate student repeats a course, both course grades remain on the transcript and are calculated in the student's GPA.

4. Cumulative Grade Point Ratio: CGPR is computed by dividing the total number of grade points earned by the total number of weighted credits attempted. Grade points are the products of the course credits and the grade weights on a 4.00 scale. (For example, a student achieving a C+ in a three-credit course earns $2.33 \times 3 = 6.99$ grade points.) Excluded from this calculation are grades I, P, NC, and W (see below).

5. Grade Changes: Final letter grades may be changed only when the instructor can show that an error in grading was made (incorrect numerical calculation, missed grading a question, etc.). Changes must be submitted on three-part forms available in the Office of Enrollment Services and be approved by your department chairperson. Grade changes may also require the approval of the college dean.

6. Incomplete Grade (I): The "I" describes a student's temporary status in a course. It is to be given only in exceptional or emergency circumstances at the discretion of, and after consultation with, the instructor. Students have a responsibility for completing all work in a course on time. They have the added responsibility to notify the instructor of circumstances preventing them from completing the requirements on time. Students will have through the third week of the next full semester (excluding summer session) to complete the requirements. If these requirements have not been met within the prescribed period, the "I" automatically becomes an "F." An "I" should never be given as a substitute for a failing grade; if the student is failing, the faculty member is obligated to issue an "F." Incomplete grades ("I") may be extended beyond the deadline by submitting a memo to the Records Office, Office of Enrollment Services.

7. Pass/No Credit - P/NC: Undergraduate students may elect to take a maximum of 12 credits for Pass/No Credit (P/NC) if they have completed a minimum of 64 credits in residence and are in good academic standing. Courses in which a "P" is earned will count toward the credit requirements for the degree. The cumulative grade point ratio (CGPR) is not affected by the P or NC grade. A weighted letter grade will not be provided after the P/NC option has been declared.

(Petrocelli College and Wroxton have different P/NC policies; see the Petrocelli College and Wroxton deans for details.)

Forms requesting this option are available in the Office of Enrollment Services. After the student has completed the form in duplicate, he or she must have it approved by the appropriate advisor, department chairperson, and the instructor of the course. A request may be disapproved. The approved request must be filed in the Office of Enrollment Services within the first two weeks of the semester. Once the P/NC option has been elected, the student cannot change over to a letter grade. You will circle the appropriate grade, either a "P," if the student passes the course, or an "NC," if the student fails the course, printed on the Final Grade Roster.

Health Services

The Student Health Services on each campus is staffed with competent, experienced registered nurses and consulting physicians. For major emergencies and surgery, the neighboring community hospitals are used.

Metropolitan Campus

Student Union Building (201) 692-2437

College at Florham

Wellness Center (973) 443-8535

Home Phone Number

Whether or not you give your home phone number to students is up to you. If you haven't given out your number, the department/school will preserve your privacy but will call you if a student needs to contact you.

Inclement Weather

Classes *may not* be dismissed by an instructor because of inclement weather. During the winter, if the campus roads and parking lots cannot be cleared, the University administration makes the decision to dismiss classes and the department/school notifies each instructor. Each faculty member, at the beginning of the semester, should establish a telephone chain or tree list for each of his or her classes. Off-campus locations are subject to different policies.

The following local radio stations usually carry the announcement of closings: **WFDU (89.1FM)**, **WOR (710AM)**, WCBS (880FM), WCTC (1450AM), WDHA (105.5FM), WINS (1010AM), WMGQ (98.3FM), WMTR (1250AM). A recorded message will be placed on the switchboard (Metro Campus: 201-692-2000, College at Florham: 973-443-8500). The FDU webpage will also announce closures.

Independent Contractors

Non-university employees who are invited to provide services to the University (lecturers, performers, consultants, program reviewers) are independent contractors. Prior to their being engaged to perform their duties, an independent contractor agreement form must be submitted along with a completed "Guide for Determining Workers' Status" form. Payment to independent contractors must be processed on "Check Request Forms." Because of US immigration and tax law, special care needs to be given to engaging lecturers or consultants who are not US citizens or legal residents. Additional documentation (Foreign National Information Form and W-8) is required to be submitted in advance for non-citizens. Consult with a representative of the Human Resources department for appropriate procedures. Non-citizens and non-US residents are subject to withholding tax.

Independent Studies

Compensation for Independent Study in the fall and spring semesters is awarded for up to six (6) credits. Full-time faculty members are not compensated for the first six (6) credits taught during the fall and spring semesters only; part-time faculty are compensated for all Independent Study courses taught. Faculty compensation for Independent Study will be paid at the rate of \$45 per credit (undergraduate) and \$50 per credit (graduate). Full-time faculty will be given preference over part-time faculty to teach Independent Study, except in exceptional cases (Specialties, etc.). Independent Studies in each summer session will be limited to six (6) credits, compensated at the same rate as fall and spring. Full-time faculty members are compensated for all Independent Study credit hours during the summer semesters.

Interactive Television and Videoconferencing

The University maintains interactive television (ITV) and videoconferencing facilities on each campus for use in faculty and administrative meetings and for distance learning. Use of the facilities requires orientation and training which can be arranged through the Center for Teaching and Learning with Technology. Scheduling of ITV rooms is also coordinated through this office.

Keys

Keys for offices and classrooms are available to faculty and staff who need them. Keys should be requested through the chair/director of the faculty member's department/school. For special needs, a locksmith is on campus during normal business hours and can be reached through the campus Public Safety office. Keys should be returned to the department/school office when a faculty member separates from the University.

Learning Disabilities, Regional Center for College Students with

FDU offers students accepted into the Regional Center coordinated support services that help them function successfully within the regular college curriculum.

The Regional Center begins its work with students during freshman orientation, in advisement and registration and continues to provide a full range of academic support services throughout the year. Enrollment in the program is limited.

Diagnostic services to non-Center students are available during inter-sessions and summer session on a limited basis. The Regional Centers are located:

Metropolitan Campus

Robison Hall (201) 692-2087

College at Florham

The Mansion (973) 443-8734

Learning Disabled Students (Not in the Regional Center)

Madison Campus students who are learning disabled, but who are not supported by the Regional Center, and wish to receive academic accommodations must submit their learning disability evaluation and requests for appropriate accommodations to the Director of Special Student Services. This documentation is kept in confidential files throughout each student's enrollment at FDU. At the beginning of each semester a student must submit his/her class schedule with faculty names to the Director of Special Student Services. An official letter identifying appropriate academic accommodations will be sent to each faculty member. A student who believes he/she is learning-disabled, and has not been formally evaluated, should speak with the Director of Special Student Services for information on how to be evaluated. The Special Student Services Office is located in the lower level of the Mansion (973) 443-8079.

Metropolitan Campus students who have special needs and who seek accommodations should contact the Special Needs Committee, Office of the Metropolitan Campus Provost, T-RH2-09, 1000 River Road, Teaneck, NJ 07666 for information.

Library

Faculty members have borrowing privileges at both campus libraries. The library staff will assist you in setting up a reserve list of books for your courses if you wish (check with the Circulation Desk). The Research and Instruction Department can assist you in using the electronic bibliographic and full-text services as well as securing materials through inter-library loan. You are encouraged to meet with a Research and Instruction Librarian for familiarization with the rapidly changing "Online Library" that offers tens of thousands of online journals and e-books for research and classroom support. Faculty assigning research projects at any level are urged to arrange a class presentation regarding appropriate resources and databases and to enhance students' information literacy skills.

Office Space and Mailbox

Full-time faculty members, who teach on campus, will be assigned office space by their departments/school. The department/school also will provide part-time faculty members with a desk in one of the department/school offices. (You may be sharing office space with someone else, but the department/school will try to schedule your use so that you may work or meet with students relatively undisturbed.) The department/school will also provide all faculty members with mailboxes in the department/school offices. Please check your mailbox frequently for important notices, class rosters, etc.

Parking

Faculty may park in designated faculty or faculty/staff parking areas. If spaces are not available in these areas, faculty may park in student areas.

All faculty members (full- and part-time) must register their vehicles. Parking decals are available in the campus Public Safety Offices. (Please bring your automobile registration.) Faculty members with outstanding parking fines will not be issued new parking decals. Cars without current parking decals in campus parking areas will be towed at the owner's expense. *Note – faculty members who never come to campus do not have to register their vehicles.

Pay Dates

Faculty members are paid twice each month over 9 months (or 12 months in the case of calendar year appointments). Overload payments for full-time faculty members are added to the last eight regular checks for that semester. Part-time faculty members are usually paid twice a month beginning with the second month of the semester. Inter-session and summer term payments are made at the end of the session.

Personal Information Changes

The Personnel Information Notice (PIN) should be used to inform the University, campus, college, and department/school of changes of information on a faculty member, such as home address or telephone number. These forms are available in department/school offices, and the revised PIN requires the faculty member's name, social security number, information change, and effective date of the change. The PIN should be sent to your college dean's office which will forward the information to the Human Resources Office.

Prerequisites

The instructor should notify the students of any course prerequisites in order to prevent students from taking courses out of sequence. This should be done during the first class meeting. Instructors may not impose prerequisites not listed in the *Undergraduate and Graduate Course Book/University Bulletin*.

Program Changes

Program changes by students are permitted with the appropriate advisor/chairperson/school director/academic dean approval in any given semester. The specific final dates for program changes for regular semesters and summer sessions will be published on the Academic Calendar and are available in the Office of Enrollment Services.

Purchasing Policies

Purchases of equipment and supplies should be initiated through your department/school office and processed on University Purchase Order forms. These must be approved in advance by the department chair or school director and the dean of the college. Reimbursements for purchases made out of pocket may be refused.

Religious Holidays

University policy respects its members' observance of their major religious holidays although the University is not officially closed on most religious (or secular) holidays. Offices of administration and of instruction responsible for the scheduling of required academic activities or essential services are expected to avoid conflict with such holidays as much as possible. Such activities include examinations, registration, and various deadlines that are part of the academic calendar.

Where scheduling conflicts prove unavoidable, no student should be penalized for absence for religious reasons, and alternative means will be sought for satisfying the academic requirement involved. If a suitable arrangement cannot be worked out between the student and the instructor involved, students and instructors should consult the appropriate chairperson, director, or dean. In keeping with this policy, please be guided by the following:

Examinations ordinarily should not be given on religious holidays. If an examination must be given, students absent for religious reasons have the right to make-up examinations without delay.

Instructors may cancel their class or classes on a religious holiday provided: (1) a make-up class has been scheduled and (2) the department chairperson/school director and/or dean have given approval. A written request, including make-up arrangements, must be submitted to the department chairperson/school director prior to canceling any class.

Room Changes

If it is necessary to make a room change at the beginning of the term, contact your department/school office. Generally, the department/school will arrange with Enrollment Services for a classroom reassignment to accommodate special needs of your course. The Office of Enrollment Services will post "Room Change Notices" on the classroom doors. **Instructors must not make room changes without appropriate authorization.**

Sexual Harassment Policy

Fairleigh Dickinson University is committed to maintaining a discrimination-free academic and work environment and no act of sexual harassment by any student, faculty or staff will be tolerated. Sexual harassment undermines the integrity of academic and employment relationships, debilitates morale, and can be destructive to its victims and their associates. The University views such behavior as unprofessional and unacceptable, and all employees, students or associates of the University are strictly prohibited from engaging in conduct that may be deemed sexual harassment (see the appendix).

Smoking

In general, there is no smoking of tobacco products within any building or facility owned or operated by the University. In particular, there is no smoking in conference rooms, classrooms, laboratories or lecture halls, offices, libraries, bookstores, and lavatories (see the appendix).

Sports Teams

Metropolitan Campus

Knights Division I

Athletics Mission Statement:

Recognizing that competitive athletics provides enriching and rewarding experiences for students, the Metropolitan Campus for Professional and International Studies of Fairleigh Dickinson University is dedicated to maintaining Division I intercollegiate athletics as an integral part of the University's educational experience. Achieving academic excellence, however, is the central mission of the University and accordingly, FDU encourages and emphasizes the importance of its student-athletes fulfilling their degree requirements.

Participation in Division I athletics provides equal opportunity for all students, men and women, to enhance and refine their physical skills at the highest competitive level and to improve personal attributes such as discipline, leadership, teamwork and sportsmanship. Additionally the athletics program serves as an important building block for the development of institutional loyalty and school spirit among students, faculty, staff, alumni and friends of the University.

A successful athletics program is dependent upon the cooperation and support of the Board of Trustees, the administration, faculty, staff, students, alumni and the public. Knowledgeable coaches and dedicated student-athletes who are committed to fostering integrity and excellence in a competitive atmosphere and devoted to implementing the philosophical stance of the governing bodies of intercollegiate athletics ensure the fulfillment of the University's mission on athletics.

College at Florham
Devils Division III
Goals and Objectives:

Varsity athletics at the College at Florham of Fairleigh Dickinson University is an extra-curricular activity, whose place in the University is to enhance the overall collegiate experience. The objective of the Department of Intercollegiate Athletics is to provide growth through competition. As a part of the University experience, the function of intercollegiate athletics is to provide all student athletes with mechanisms to participate in varsity competition. The Department of Intercollegiate Athletics at the College at Florham of Fairleigh Dickinson University works in concert with the educational mission of Fairleigh Dickinson University and the parameters of NCAA Division III philosophy. It is also a member of the Eastern College Athletics and Middle Atlantic Conferences and adheres to all of their rules.

Student Athletes

Student-Athlete Missed Class Policy and Make-Up Exam Policy for the Metropolitan Campus:

1. Student-Athletes shall not be excused from class early, arrive late to class or miss class for practices.
2. For home competitions, student-athletes shall not miss class prior to 2 hours before the scheduled competition time.
3. For away competitions, student-athletes shall not miss any class prior to the scheduled time of departure.
4. Student-athletes are responsible for making advance and follow-up arrangements with professors concerning missed classes, homework, tests, quizzes, field trips, etc.
5. The Department of Athletics will, prior to the first scheduled absence and as early as possible, provide the faculty who teach student-athletes with a list of all competitions for those student-athletes in each professor's class. The list of competitions will include the date and time of departure for each competition. This information will be provided by the Office of Academic and Student-Athlete Support Services.
6. Faculty members cannot penalize student-athletes for attending athletic competitions provided that the student-athlete has notified the professor and made the necessary arrangements to make up the missed work. Excessive absences for non-athletic reasons (as determined by the professor) **may** be reviewed with the Director of Academic and Student-Athlete Support Services when they violate the professor's overall absence policy.
7. The following process will be followed when the missed class involves an examination or other grading opportunity: at least 2 days prior to the departure or home competition, the student-athlete must make arrangements with the professor for rescheduling the test and/or quiz.

8. Professors may request the Office of Academic and Student-Athlete Support Services to assist in proctoring examinations, on-campus or off-campus that the student-athletes miss.
9. The NCAA Faculty Representative will work with the Department of Athletics to notify affected faculty when teams qualify for championships that interfere with semester absences and/or final exams.
10. In cases where the faculty member or the student-athlete believe reconciliation is necessary, either party may consult the Dean of the College within one week of the missed class or make-up examination.

With other requests, the instructor has the option of determining whether compelling circumstances exist. In cases of dispute, the student may appeal to the Chair of the Department offering the course. Appeals must be made within one week of refusal of the request to take a make-up examination.

Student Handbook

A copy of the current Student Handbook, containing policies and procedures relevant to student life on campus, can be found on the FDU web site.

Student Illness or Accident

When a student becomes ill or has an accident, notify the campus Office of Public Safety at once: **Metropolitan Campus**, 870 River Road (201) 692-2222 or **College at Florham**, The Barn (973) 443-8888.

Student Work Load

When developing the syllabus for your own course, keep in mind the standard rule of thumb of student work load: two hours of preparation for every hour of class time. The University expects courses to be academically sound and rigorous.

Telephones

Telephones in offices are provided for University-related business. Local calls for personal reasons should be limited to a reasonable number and length. Long-distance calls related to University business are billed to the department/school and should be limited in number and length. Personal long-distance calls should be charged to a personal credit card or home telephone.

Textbook Adoption Policy

While faculty members traditionally select their own textbooks, oversight responsibility for the text adoption process resides with the department/school offering the course. The department/school and its chair/director must ensure that all its text adoptions are reasonable and

appropriate, and submitted to the bookstore in a timely fashion. Departments/school will make every effort to communicate their adoptions to the bookstore in a timely manner according to the bookstore's deadlines. Each department/school should develop its own method of selecting and approving texts which may involve standing or ad-hoc committees or individual faculty.

Text adoptions should be submitted by the faculty member or the appropriate committee to the department/school office. The office will collect the department/school adoptions, indicate the anticipated enrollment, and submit the forms to the University bookstore. In cases when a text change is anticipated but the new text is not yet known, the department/school will inform the bookstore so an informed decision can be made regarding repurchase. If a problem arises, the bookstore manager will contact the department/school office which will coordinate with the faculty involved. The bookstore manager should not attempt to communicate directly with individual instructors; the department/school office will serve as liaison with the bookstore.

Departments/schools will make every effort to avoid altering an adoption for a semester after the adoption has been communicated to the bookstore. It is the responsibility of the department/school to ensure that changes are not made without sufficient cause. When the instructor of a course is not known in time to allow participation in text selection, the department/school will select the text for the course. This choice will then be communicated to the instructor eventually assigned to the course and should be honored by the instructor except under unusual circumstances. Adjunct faculty hired at the start of a semester should generally not be given the option of changing a text that has been selected by the department/school in this manner.

The University's contract with the bookstore operator grants them the exclusive right to sell texts, supplies, tools, and materials to FDU students. The University may not compete with them. Nor may the University cooperate with another outside vendor. No department/school or faculty member should sell texts, supplies, tools or materials directly to students. In the case of individual faculty members, there would be a conflict of interest where a faculty member receives cash directly from a student.

Faculty adopting a text or reading that they have authored or in which they have a financial interest should avoid any possible appearance of impropriety by having the adoption reviewed by a departmental committee for appropriateness. The adoption must then be sold through the bookstore (see Bookstore Policy).

Textbook Selection Procedures

Texts for multi-section courses are usually chosen by the full-time faculty members in the department/school. If a text has been assigned to a course, this book should be used. If you wish to supplement this text with some additional readings, please consult your department chairperson/school director.

If a text has not been chosen for a course, part-time faculty members are free to choose the appropriate texts subject to any applicable department/school guidelines. Consult with your department chairperson/school director.

Travel Funds

There is a college travel fund available primarily for faculty presenting papers at academic conferences. Part-time faculty may qualify for these funds if the funds have not been expended for full-time faculty. Guidelines are available in the offices of the academic deans. Requests for funds should be submitted to your department chair/school director for approval **at least** thirty days prior to the conference.

Tuition Grants

Full-time and part-time faculty, after 90 calendar days of continuous employment, are entitled to Employee Tuition Grants (ETGs) for academic services/credit courses for themselves, their spouses, and dependent children. *For conditions and limitations on ETGs, faculty should contact the Human Resources office on their campus.*

Application forms for Employee Tuition Grants are available from your campus Personnel Service Representative, to whom you must submit an application at least two weeks before the published registration deadline for the semester for which you are requesting the grant (grants are not retroactive). Approved ETG grants must be presented to the Office of Enrollment Services at the time of registration. Additional information on tuition benefits will be found on the reverse side of the application form.

University Calendar

The University Calendar can be found at the FDU website. Please familiarize yourself with the appropriate deadlines and holidays listed.

University Core

Fairleigh Dickinson University has instituted a common University Core Curriculum consisting of four integrated, multi-disciplined, three-credit courses with a strong emphasis on liberal arts. In addition to providing students with a common base of knowledge, the Core is designed: to provide essential skills in written communications, reading, and logical analysis; to promote an understanding of individual and societal perspectives; to foster an international perspective that will give students a way of looking at the world as well as their own country; and to inculcate an appreciation for the interrelations among bodies of knowledge generated in individual disciplines. The University Core curriculum (2001 Revision) is:

CORE1006 The Global Challenge (Core A)

CORE2007 Perspectives on the Individual (Core B)

CORE2008 Cross-Cultural Perspectives (Core C)

CORE3009 The American Experience: The Quest for Freedom (Core D)

Each campus has a Core director who administers the curriculum for that campus. (Policies on University Core are in an Appendix to this manual.)

Website

The University's website address is <http://fdu.edu> (for non-University visitors) or <http://inside.fdu.edu> (for the University community). Posting of official web pages must be approved by the college dean and the University Webmaster. Faculty and students with accounts on the Alpha system may maintain personal web pages without prior approval subject to the conditions of the Acceptable Use Policy. (See Computing Services) Faculty and staff with email addresses and access to the World Wide Web can create and maintain Personal Web Pages with FDU's Pagetoaster (<http://inside.fdu.edu/pt>) which creates a web page based on entries in an on-line form. Content of these pages is also subject to conditions of the Acceptable Use Policy. When using off-campus resources including "blogs", photo galleries, website creation facilities, mailing lists, and discussion boards, faculty members should be aware of their obligation not to create pages that give the appearance of "speaking with the voice of the University." Some of the traits that might create this impression are use of the University logo or graphics similar to it, use of photographs of campus buildings or events, and text and headings that imply that the page is an official page of a particular school, department, major, or program.

Withdrawals

Students are allowed to withdraw from a class without academic penalty through the ninth week of the course (during regular semesters). Forms for withdrawing from courses are available at the campus Office of Enrollment Services and require the student's signature to be processed. A student's failure to officially withdraw from a course will result in a grade of "F" being given for the course. Nonattendance does not constitute an official withdrawal. If a student withdraws within the official nine week period, he or she will receive a grade of "W." Faculty will be notified by the Office of Enrollment Services of all official withdrawals, and the Final Grade Roster will have the withdrawal as a final grade for the course.

Withdrawal after the ninth week is not allowed except for documented exceptional circumstances—such as verifiable medical reasons. In such cases, approval for withdrawal must be obtained from the instructor, department chair/school director, and the dean of the college. Students should be reminded of this withdrawal policy at the first class meeting. Please bring to their attention that it is not possible to withdraw from class because of academic failure after the ninth week of the course. This policy should be contained in your course syllabus also.

Writing Assignments

To enhance students' academic skills, the University encourages frequent writing assignments in all courses. These need not always be formal papers but can be simply a one paragraph summary of readings done at the beginning of class, or unannounced quizzes, or summaries of discussion done at the end of the class.

Formal writing assignments should be made as explicitly as possible (in writing preferably), with clear guidelines as to format, bibliographical style to be followed, and grading standards. Formal papers should be corrected in a timely fashion and returned to students. Revision of written work is encouraged.

Students who seem to have difficulty with written expression should be referred to the Academic Resource Center (Metro Campus) or the Academic Support Center (College at Florham).

Appendix A: Academic Integrity Policy

Students enrolled at Fairleigh Dickinson University are expected to maintain the highest standards of academic honesty. Students have the responsibility to each other to make known the existence of academic dishonesty to their course instructor, and then, if necessary, the department chair, or the academic dean of their College. Course instructors have the added responsibility to state in advance in their syllabi any special policies and procedures concerning examinations and other academic exercises specific to their courses. Students should request this information if not distributed by the instructor.

Academic dishonesty includes, but is not necessarily limited to, the following:

1. *Cheating* — Giving or receiving unauthorized assistance in any academic exercise or examination. Using or attempting to use any unauthorized materials, information, or study aids in an examination or academic exercise.
2. *Plagiarism* — Representing the ideas or language of others as one's own. A more complete description is listed below in the section titled “Plagiarism Described.”
3. *Falsification* — Falsifying or inventing any information, data, or citation in an academic exercise.
4. *Multiple Submission* — Submitting substantial portions of any academic exercise more than once for credit without the prior authorization and approval of the current instructor.
5. *Complicity* — Facilitating any of the above actions or performing work that another student then presents as his or her assignments.
6. *Interference* — Interfering with the ability of a student to perform his or her assignments.

*Plagiarism Described*¹

As defined by the Council of Writing Program Administrators, plagiarism “occurs when a writer deliberately uses someone else’s language, ideas, or other original (not common-knowledge) material without acknowledging its source.” (“Defining and Avoiding Plagiarism: The WPA Statement on Best Practices.” <[http:// www.wpacouncil.org/positions/WPAplagiarism.pdf](http://www.wpacouncil.org/positions/WPAplagiarism.pdf)>)

Plagiarism can occur in the following ways:²

- Using text from another source (e.g. websites, books, journals, newspapers, etc.) without documenting the source;
- Using direct quotation from a text without quotation marks, even if the source has been cited correctly;

- Paraphrasing or summarizing the ideas or text of another work without documenting the source;
- Substituting a word or phrase for the original while maintaining the original sentence structure or intent of the passage;
- Using graphics, visual imagery, video or audio without permission of the author or acknowledgment of the source;
- Translating text from one language to another without citing the original work;
- Obtaining packaged information, foreign language translation or a completed paper from an online source and submitting it as one's own work without acknowledgment of the source; and
- Presenting the work of another student as one's own.

Fairleigh Dickinson students are responsible for authenticating any assignment submitted to an instructor should the instructor request it. Students must be able to produce proof that the assignment they submit is actually their own work. Therefore, students must engage in a verifiable work process on all assignments:

- Keeping copies of all drafts of work;
- Making photocopies of research materials (including downloads from websites);
- Writing summaries of research materials;
- Keeping Writing Center receipts;
- Keeping logs or journals of their work on assignments and papers; and
- Saving drafts or versions of assignments under individual file names on a computer, external drive or other source.

In addition to requiring students to authenticate their work, Fairleigh Dickinson University instructors may employ various other means of ascertaining authenticity—such as using search engines to detect plagiarism, using external plagiarism detection services, creating quizzes based on student work, and requiring students to explain their work and/or process orally. The inability to authenticate work is sufficient grounds for a charge of plagiarism.

If subsequent evidence of plagiarism should be found after a grade has already been assigned, instructors have the right to lower the grade and/or apply one of the sanctions listed below.

Sanctions: Any student violating academic integrity will, for the first offense, receive one or a combination of the following penalties imposed by the faculty member:

1. *No credit (0) or Failure* for the academic exercise.
2. *Reduced grade* for the course.
3. *Failure* in the course.
4. Recommendation for *Academic Probation* to the dean of the college in which the student is registered.

The instructor shall file a notice of the penalty in the student's file maintained in the campus Office of Enrollment Services.

In cases of interference and complicity, whether or not the student is registered in the affected course, the incident and penalty shall be recorded in the student's file maintained in the campus Office of Enrollment Services.

For a subsequent violation of academic integrity, a student will be subject to any combination of the above sanctions, and, after due review by the academic dean according to the procedure below, one of the following:

1. *Suspension* from the University for one year. Readmission will be contingent upon the approval of the academic dean.
2. *Dismissal* from the University.
3. *Dismissal from the University identified on the student's academic transcript* as a result of a violation of the Academic Integrity Policy.

Procedure: When a faculty member believes that a student has violated the Academic Integrity Policy, the faculty member shall discuss the incident with the student as soon as possible. If after the conference, the faculty member determines that an act of academic dishonesty has occurred, the faculty member may impose the appropriate sanctions. Within five days of the faculty member's action, the faculty member shall notify his or her department chair/school director in writing of the circumstances of the violation and the imposed sanctions. Within five days the academic department/school shall notify the student via certified mail/return receipt of the sanctions and the appeals' procedures. Copies of the notice shall be sent to the chair of the department or director of the school of the student's major, the dean of the college in which the course is offered and the campus Office of Enrollment Services. The student may appeal the instructor's decision as outlined below. Upon completion of the appeals process, the dean shall notify the student of the final disposition of the matter and the sanctions to be imposed, if any, via certified mail with copies to the faculty member, the department chair/school director and the campus director of enrollment services.

Appeals Process: A student who is charged with violating the Academic Integrity Policy by an instructor may appeal in writing to the chair of the department or the director of the school in which the alleged incident took place. The letter must state the specific grounds for the appeal. The student must submit a written appeal to the department chair or school director within 14 days of the receipt of the notification of the imposed sanctions. Failure to make an appeal within this 14-day period shall constitute a waiver of the appeal right. Within 10 working days of the receipt of the student's appeal, the chair/director will review the circumstances of the alleged violation with the student and the instructor and recommend upholding, modifying, or dismissing the sanctions imposed by the instructor. The chair/director, within five working days, shall notify the student in writing via certified mail of the outcome, with copies to the instructor, the chair/director of the student's major, the academic dean of the college in which the course is taught and the campus director of enrollment services. If it is determined that a violation of

academic integrity did not occur, the student's final grade in the course cannot be based on the assumption of such violation. If the differences between the instructor and the student are not resolved by this review, the student may appeal the outcome to the dean of the college in which the course is offered.

Within 10 working days of the department chair/school director's notification, the student may submit a written appeal to the dean of the college in which the alleged dishonesty took place. The letter must state the specific grounds for the appeal. Upon receipt of the student's appeal, the dean shall provide the faculty member and his or her chair/director with a copy of the student's appeal. Within 10 working days the dean shall convene a five-person hearing committee consisting of a faculty member at large from the college in which the course is offered, the dean or his or her designee, the campus dean of students or his or her designee, a faculty member from the department or school of the student's major, and a student, selected by the campus dean of students, from the college in which the alleged dishonesty took place. The hearing will be chaired by the college dean or his or her designee. The role of the appeals committee is to review the record of the matter and determine whether a finding of academic dishonesty is founded and whether a sanction is consistent with the terms of this policy. The committee shall base its decision upon a review of the record but may meet with the student and the faculty member to secure additional information to help it in making a determination about the merits of the appeal. The committee can uphold, modify or dismiss the sanction imposed by the instructor. The college dean shall notify the student of the committee's decision within five working days of the hearing. For a second offense of academic dishonesty, the academic dean can suspend or dismiss the student as indicated above.

For a sanction of suspension or dismissal imposed by the academic dean, the student may file a written appeal to the University Provost/Senior Vice President for Academic Affairs within 10 working days of receiving the notification of the dean's decision. The University Provost, or his or her designee, shall review the case within 10 working days of the receipt of the appeal. The University Provost shall make the final decision, using any appropriate resource to assist in deciding the appeal. The University Provost shall then notify all parties in writing of his or her final decision within five working days of his or her decision.

1 Adapted from the Kirkwood Community College plagiarism policy distributed at "Critical Challenges in Distance Education: Cheating and Plagiarism Using the Internet" workshop – April 3, 2003.

2 From the Newark Academy Plagiarism Statement.

Reviewed: August 2011

Appendix B: Grade Appeal Procedure

While it is recognized that faculty hold the right and responsibility to grant a grade, a student who receives a grade that he or she believes to be unwarranted may appeal that grade by engaging in the following process:

1. Within the first three (3) weeks¹ of the start of the following full semester (fall or spring) in which the grade is received, the student shall have informally appealed the grade to the instructor. If no resolution of the matter results to the student's satisfaction, the student may initiate the following formal appeal process.
2. The student shall request **in writing** a meeting with the respective department chairperson or school director concerning the grade in question.
3. The chair/director shall report to the student on the resolution of the appeal within two (2) weeks of that meeting.
4. If the issue is not resolved to the student's satisfaction, the student has one (1) week to appeal **in writing** to the dean of the college in which the course is taught.
5. The dean shall review the entire matter with the student, the faculty member, and/or the chairperson/director involved.
6. If the dean feels there is no basis for a grade change, that determination is final and should be conveyed to the student **in writing** within two (2) weeks of receipt of the student's appeal.
7. If the dean believes that an erroneous grade exists, the dean shall attempt to resolve the issue with the instructor. If, however, resolution is not achieved, the dean shall refer the case to the College Ad Hoc Grade Appeal Committee.
8. The committee is expected to convene within two (2) weeks after receipt of the dean's referral.
9. Each College Ad Hoc Grade Appeal Committee shall consist of three faculty members and one alternate selected by the college dean, and a professional staff person selected by the dean of students. Whenever possible, two of the faculty shall belong to the department/school or discipline of the instructor who's grading is in question.
10. The Committee shall have the authority to recommend an appropriate course of action to the dean who shall have the authority to implement the recommendation. The recommendation shall be conveyed to all parties involved, **in writing**.

¹ In the case of a student who is being kept from either graduating or registering because of the grade in question, the process should begin immediately upon receipt of the grade report. If either the instructor or department chair or school director is unavailable, the student may proceed directly to the college dean.

Appendix C: University Core Advisement Policy

Fairleigh Dickinson University requires all students to complete a common University Core curriculum consisting of four integrated courses with a strong emphasis on the liberal arts: CORE1006 The Global Challenge (Core A), CORE2007 Perspectives on the Individual (Core B), CORE2008 Cross-Cultural Perspectives (Core C), CORE3009 The American Experience: (Core D). Each campus has a Core Director who administers the curriculum for that campus.

In addition to providing students with a common base of knowledge, the Core is designed 1) to provide essential skills in written communication, reading, and logical analysis, 2) to promote an understanding of individual and societal perspectives, 3) to foster an international perspective that will give students a way of looking at the world as well as at their own country, and 4) to inculcate an appreciation for the interrelationships among bodies of knowledge generated in individual disciplines.

The four Core courses are a carefully designed sequence so that they must be taken in order, beginning with CORE1006. The sequence is normally begun in the second semester of the freshman year and completed in successive semesters. In order to maintain satisfactory progress towards the degree, students must adhere to the sequence of Core courses specified in their curriculum. Because no two Cores may be taken in the same semester, students should plan in most cases to finish the sequence in the first semester of the junior year.

Students enrolled in developmental reading or writing classes (e.g. ENGW0198, ENGW0199) may not begin the University Core sequence until satisfactorily completing their developmental requirements. A student must have taken or be taking ENGW1101 or ENGL1101 to be enrolled in CORE 1006.

Transfer students receiving transfer credit for 30-59 credits are exempt from CORE3009. Students who have 60 or more credits accepted in transfer are exempt from CORE2008 and CORE3009. Every student must take CORE 1006 and CORE 2007. An advisor may substitute a liberal arts elective for CORE 3009 in the case of a student who has 30-59 transfer credits accepted. The college dean has final authority on such substitutions. Two liberal arts electives are substituted on the check sheet for students who have 60 or more transfer credits accepted, one in the place of CORE 2008 and the other in the place of Core 3009.

Details on the University Core curriculum are available from the campus Core Director.

Appendix D: Faculty Credit Policy

Overload – Faculty Overload

1. No faculty member shall carry a semester credit/contact load greater than sixteen (16) hours or one (1) overload section. Exceptions to this limit require the prior approval of the Dean.
2. Overload may be paid at the prevailing overload credit rate or carried into the next regular semester (banked) at which time it must be counted as part of the regular load. This statement accomplishes two things: (1) Overload will not accumulate from semester to semester because the previous semester's overload will be counted as part of the next semester's regular load. Should the faculty member again teach an overload in that following semester, the overload will be a "new" overload for that particular semester. However, the amount of overload is governed by provision #1; (2) Overload credits should never equal more than four (4) credits or one (1) section.

Underload – Faculty Underload

1. Underload credits during a fall or spring semester must be balanced before the end of the next Fall or Spring semester, respectively. For example, if you are carrying an underload in Fall 2007, you must balance out the underload with an overload in Spring 2008, Summer Sessions I or II of 2008 or in Fall 2008. A similar example would hold if your initial underload occurred in Spring 2008, in which case you would have to balance it out before the end of Spring 2009.
2. Failure to balance the underload may result in a prorated salary during that next corresponding semester. Using the example immediately above, if your underload from Fall 2007 was not balanced out in 2008 Spring or Summer Sessions and was still not balanced in Fall 2008, then your salary for **Fall 2008** would be prorated.
3. Underload can be balanced during a Summer Session or a Winter Intersession. This statement gives every faculty member with an underload in any regular semester, the maximum flexibility and opportunity to balance the underload before any proration occurs.
4. If a course is available in another college or on a campus other than the faculty member's "home" campus and is in the faculty member's discipline or in other areas in which he or she has taught the faculty member is expected to teach that course in the semester needed.

Appendix E: Policy on Consensual Relations

AT A GLANCE: There is created an actual or apparent conflict of interest as well as opportunity for exploitation, favoritism or bias when two employees or an employee and a student engage in a consensual sexual or a romantic relationship that coexists with supervisory or academic authority.

The object of this Policy is to assure the University is kept free of bias or favoritism, or its perception.

All members of the Fairleigh Dickinson University community should be aware that when two employees or an employee and a student engage in a consensual sexual or a romantic relationship that coexists with supervisory or academic authority, there is created an actual or apparent conflict of interest as well as an opportunity for exploitation, favoritism or bias. In this manner, those relationships can undermine such important values as respect and trust among members of the University community and the integrity of the institution. Furthermore, the power potential inhering in the supervisory or evaluative role makes suspect the relationship's voluntary nature.

Consensual sexual or romantic relationships that undermine the values described above are therefore inconsistent with University policy. When such a relationship develops between members of the University community that is accompanied by a supervisory or an evaluative role, the persons in the relationships (a) should themselves terminate the sexual/romantic or the supervisory/evaluative aspects of the relationship forthwith or (b) if they find that impossible, they must immediately notify a supervisor of the involved employee, so that appropriate and effective steps can be taken to resolve the inconsistency with this policy.

BACKGROUND -- POLICY ON CONSENSUAL RELATIONS (the "Policy")

The University recognizes that an institutional policy such as the foregoing could affect the personal lives of employees beyond the workplace or campus. There may be some aspects to the Policy that are not immediately apparent from the words above. Therefore, this explanation puts the Policy in context and defines some important terms. Employees and students should be guided by the explanation.

1. Between Employees and Students

A. Introduction

For the purposes of the Policy, "employee" means members of the teaching staff, full-time and part-time, and Professional Staff: i.e., those persons in a position to control or confer on particular students an educational, economic or extra-curricular benefit or advantage. The term thus includes administrators, coaches, program directors, and advisors or counselors, like financial aid staff members or residential life staff members. "Students" includes all active part-time and full-time undergraduate and graduate students. The relationships that are the subject of the Policy include those of a sexual nature, but it also includes those in which romantic feelings may exist without physical intimacy that when acted upon are inconsistent with the professional boundary that should exist between Faculty or Professional Staff and Students. To amplify the last sentence of the Policy's second paragraph, employees and students should be aware that relationships that began as "consensual" have often ended in allegations of sexual harassment that seriously implicate the employee with supervisory or evaluative responsibility and the University as the employer. The University's further concern is parallel to professional codes of ethics that forbid romantic or sexual relationships with clients. These kinds of relationships serve to undermine the integrity of the University and the trust among members of the Faculty or Professional Staff and Students. The actual or apparent conflict of interest to which the Policy refers includes, for example, decisions on grades, discipline, the award of financial aid or an

assistantship, career opportunities, letters of recommendation and playing time on the athletic field. In classroom settings or on the athletic field, evaluations are typically made in a comparative or competitive context. To allow a situation in which an employee might favor a student with whom he or she is involved in a consensual relationship creates an appearance destructive of the impartiality and objectivity upon which rests the educational experience and the university experience as a whole. The asymmetry of a sexual or romantic relationship between a Faculty member and a Student remains whether a Faculty member is or is not currently the Student's instructor. The potential for a conflict of interest not only arises because the Faculty member may instruct and grade the Student in the future, but also because the Faculty member's colleagues in the department may be aware of the relationship. Their awareness may lead other students to perceive that the student involved in the relationship is receiving favored treatment. Or, conversely, when a romantic or sexual relationship with a Faculty member ends, the Student may feel as though he or she will be retaliated against by the Faculty member's colleagues. The parallel situation applies to members of the Professional Staff. As a general matter, the University does not condone and, in fact, strongly discourages consensual relations between a Faculty or a Professional Staff member and any Student.

B. Explanation of the Statement of Policy

The consensual relationships described herein that are a primary focus of the Policy are those with a student on whom the Faculty or Professional Staff member can confer a particular Title IX benefit that is not generally available to others. The Policy of the University thus requires a Faculty or Professional Staff member to remove himself or herself from any supervisory, evaluative, advisory or other role involving the Student with whom he or she has had or currently has a consensual relationship. Because these steps may deprive the particular Student of educational, advising or career opportunities, both parties to the relationship should be mindful of the potential costs to the Student. In cases in which it proves necessary, the Chair/Director of the relevant Department, School or Program -- in consultation with the Dean of Students and the Dean of the Student's College -- will evaluate the Student's situation and take measures to address a possible deprivation of educational services or career opportunities. Thus, it is the obligation of the Faculty member involved in the relationship to call to the Chair's/Director's attention a situation in which the Student may be deprived of educational services or career opportunities. Should a Faculty member have any questions about the application of the Policy, he or she should seek advice from the Dean of the College in which the Faculty member teaches; a Student should seek advice from the Dean of Students on the campus on which he or she attends classes. A written record of the resolution of a situation covered by this policy shall be maintained in the files of the Dean (with a copy having been sent to the campus Provost).

2. Between Supervisors and Employees

A. Introduction

Sexual or romantic relationships between supervisors and employees present a similar type of asymmetry that is present in the sexual or romantic relationships discussed above. These supervisor/employee relationships present the same type of conflicts and concerns to the University. For the purposes of the Policy, a supervisor is any person, part-time or full-time, in

the position to hire, retain, make employment or compensation decisions, or control the work of the employee involved. An employee is any person, part-time or full-time, who is responsible to the supervisor directly or through the chain of command. The University's concern is with those consensual relationships in which a supervisor is in the position to exercise the type of authority described above over an employee. Faculty members will be covered by this section of the Policy in those instances in which a consensual relationship develops between senior and junior Faculty members or with a staff member over whose work the Faculty member has sole or shared control. Department chairpersons or program directors should refer these situations to the College Dean for resolution.

B. Explanation of the Statement of Policy

A conflict of interest, or the appearance of a conflict of interest, will occur if favorable treatment (i.e., promotions, raises, work assignments) is given to an employee engaged in a consensual relationship with his or her supervisor. When such a relationship begins to develop, both employees are obliged to make appropriate disclosure immediately to the supervisor's supervisor so that the appearance of a conflict of interest can be neutralized. In most cases and if feasible, the situation will require one of the employees in the relationship to be transferred to another position so as to eliminate the direct authority the supervisor exercises over the employee. In entering the relationship, both employees should be aware they are deemed to consent to the possible changes in job functions at the initiative of the University. A written record of the disposition of the situation covered by this policy shall be kept in the files of the Vice President in charge of the area or the Provost, as appropriate. It is possible that individuals in the University community began a consensual relationship before the promulgation of the Policy. The disclosure requirements set forth above apply to any relationship, even those that began before the promulgation of the Policy.

3. How the Policy will be implemented.

No policy can deal specifically with all the relationships that potentially can occur. Furthermore, the Policy does not impose upon the University the obligation to police the behavior of members of this community. The University trusts that all Faculty and Staff members recognize the implications of the asymmetries in power relationships and the departures from professional standards discussed above.

Appendix F: Sexual Harassment Policy

I. POLICY

Fairleigh Dickinson University is committed to maintaining a discrimination-free academic and work environment and no act of sexual harassment by any student, faculty, administrator or staff will be tolerated. Sexual harassment undermines the integrity of academic and employment

relationships, undermines morale, and can be destructive to its victims and their associates. The University views such behavior as unprofessional and unacceptable, and all employees, students or associates of the University are strictly prohibited from engaging in conduct that violates this policy.

This Policy applies to behavior on University campuses and at University controlled events off University property.

This Policy requires coordination with the procedures set forth in other University documents, such as the Faculty Handbook and the Student Handbook. See paragraph V, below.

II. WHAT IS SEXUAL HARASSMENT?

Sexual harassment is often an exploitation of a power relationship, and not exclusively a sexual issue. Sexual harassment is usually initiated and negotiated by a person in a position of authority and is sustained at the expense of another who cannot counter demands without risk of reprisal. In a power relationship the harasser may misuse his or her authority and power to exploit a vulnerable person, contaminating the relations of teacher and student, counselor and client, administrator and teacher, or supervisor and employee. This is also true of those who abuse their administrative or supervisory power in an employment context.

Sexual harassment may also occur in non-power relationships between student and student, co-workers, or colleagues. While most sexual harassment incidents involve a male harasser and a female victim, there have been cases of female harassers and male victims as well as same-sex harassment. In addition, sexual harassment includes gender harassment, unwanted seductive behavior, sexual bribery, sexual coercion or sexual assault ranging from unwanted physical contact to rape.

Sexual harassment takes various forms but is usually categorized as either *quid pro quo* behavior or actions that create a hostile environment. *Quid pro quo* behavior is connected with a relationship of control in the employment or pedagogical context and includes a promise to reward or threat to deprive someone of a benefit or status. Such behavior includes:

*Inappropriate, offensive, or unwelcome sexual advances (verbal and/or physical);

*Solicitation or coercion of sexual activity or other sex-related behavior.

Another type of sexual harassment, relating to the creation of a hostile work or study environment, is unwelcome behavior that constitutes a pattern of pervasive incidents or a single serious incident directed against a person because of his or her gender. It is a kind of behavior that a reasonable person would conclude had the purpose or effect of substantially interfering with an individual's work performance by creating an intimidating, hostile or offensive working or academic environment. For example, sexist remarks or behavior that are directed generally at members of a group or to an individual, which convey insulting, degrading and/or sexist attitudes are likely to create a hostile environment. The *quid pro quo* behavior described above, when not accompanied by threats or promises, may also create a hostile environment.

In summary, it is impossible to present a definitive list of what actions constitute sexual harassment, but some examples, in addition to those above, are:

*unwelcome and unnecessary physical contact, including pinching, patting, or touching;

*sexually offensive remarks, including inappropriate comments about appearance, sexual preference, obscene or dirty jokes or other inappropriate use of sexually explicit or offensive language; leering or whistling; the display in the workplace of sexually suggestive objects or pictures.

*comments like: "you look nice today in that tight or short [article of clothing]" may be unwelcome and would, therefore, be sexual harassment; even something like an unexpected touching could be sexual harassment if it turns out to be unwelcome and is serious enough to create a hostile or offensive work environment.

*pressing a co-worker or a student for a date after having been refused.

As general, common-sense guidance, everyone should consider the sensitivities of other people and what **they** find offensive.

Other forms of discrimination, such as that based on race, age or disability, may be combined with an incident of sexual harassment and further compound the severity of its effect and the difficulty of its resolution. Sexual harassment can be one aspect of difficult employment or academic relationships. For instance, there may be performance issues or academic differences between the involved parties. All relevant issues will be appropriately investigated pursuant to a complaint being made as described below.

III. EDUCATION AND TRAINING

As an educational institution, the University places a high value on maintaining an atmosphere conducive to effective learning, which can be best realized only when no one is subjected to discrimination of any kind and when everyone's academic freedom is respected.

The University is committed to undertaking a pro-active approach to the matter of sexual harassment, and endeavoring to provide every member of the FDU community with some form of formal training addressing the issue of sexual harassment. The training, which will eventually include all new students and employees, will be repeated periodically for all faculty, staff and students. The Human Resources Department is charged with the responsibility of coordinating and implementing specific and general programs to make the University community aware of the nature of and potential for sexual harassment in the academic and administrative aspects of campus life. The Human Resources Department will develop resources and training sessions for staff employees and will make them available to the Vice Presidents, Provosts and the senior officer on each campus in Student Affairs who are responsible for promulgating these programs.

In general, these programs will be designed to:

- a. help educate the University community about sexual harassment;
- b. provide updated information to the FDU community on a regular basis about the University's sexual harassment policy and procedures;
- c. be conducted as special programs, and in coordination with various staff training initiatives, faculty development programs, student orientation and information seminars.

IV. REPORTING AND ADJUDICATION PROCEDURES

a. Reporting of Complaint: Any FDU student or employee who feels subjected to sexual harassment in any manner should immediately report the matter in any one of the following ways. Students should consult the bulletin board in the Office of the Campus Dean of Students for the information to whom they can make reports. An employee may report it to his/her supervisor or anyone employed in a supervisory capacity. Students or employees can also report it directly to any of the following: to the person assigned to investigate sexual harassment (the "Investigating Officer"), to the Manager of Employee Relations, to the Assistant Director of Human Resources, and to the Intake Officers.

Any person who relates an incident about sexual harassment to a University employee with supervisory responsibility should realize that such person is required to report the incident to the Investigating Officer.

For these purposes, an employee with supervisory responsibility includes (but is not limited to) chairpersons or assistant chairpersons of academic departments or directors of academic programs. A staff member co-worker of the employee (who is not a supervisor) or a faculty member without supervisory responsibility is urged, but not required, to report a complaint of which he/she has first-hand knowledge. Anyone with a question whether he or she is required to report a complaint should refer the question generally to the Investigating Officer.

The function carried out by the Investigating Officer is under the responsibility of the Office of the President. The Investigating Officer serves as an impartial fact finder to investigate the complaint and can appoint a "designee" to assist him or her in carrying out any of his or her functions described hereunder.

The University regards charges of sexual harassment as a serious matter; therefore, should the University's investigation determine that the allegations filed were baseless or intentionally dishonest, the complainant is subject to sanctions.

b. Informal Procedure: The Investigating Officer may suggest voluntary mediation of the complaint in the form of discussions with the complainant, respondent and other parties, as necessary, with the aim of reaching an agreement acceptable to all parties. The complainant shall be under no compulsion to participate in an informal resolution, and no complainant will be subject to adverse action for refusing.

A formal complaint can be filed at any time during the informal process, but the complainant should file a formal complaint within 15 working days from the circulation by the Investigating Officer of a proposed informal agreement if the result is unacceptable to the complainant.

c. Formal Procedure:

(1) Initial Investigation. When a formal complaint is filed, the Investigating Officer will interview the complainant to ascertain the details behind the complaint and will then interview the respondent(s). This may include fact finding by the Investigating Officer and discussions with any witnesses who may have knowledge of the allegations in the complaint. As part of this phase of the procedure, the Investigating Officer has the option to convene an Advisory Panel.

(2) The Advisory Panel. The Executive Vice President of the University will establish a panel (with rotating membership of from three to six members) from the University community at large who the Executive Vice President considers meet the criterion of being "reasonable people." The panel will present a "sense of the community" about the degree (if any) of the pervasiveness or seriousness of the incident(s) and whether the incidents would create for a reasonable man or a reasonable woman an intimidating, hostile or offensive work or academic environment.

The panel will keep confidential the information it receives and the opinion it provides. As an advisory group, its opinions and recommendations will not be binding on any decision-maker.

d. Other Issues: At times, a sexual harassment complaint may also involve academic or work performance issues or issues relating to race and ethnicity. Sometimes these other issues can not be separated from the harassment issue. In these cases, the Human Resources Department may consult with the offices of Academic Deans, Student Deans, OMA/AA, the Vice Presidents and the Provosts and other persons, as appropriate. Reasonable efforts will be made to separate issues related to sexual harassment from other issues in order to preserve the privacy concerns inhering in the former.

e. Determinations and Report to the Vice President or Provost: The Investigating Officer is responsible for reaching a determination in formal complaints based upon the record of the investigation. The Investigating Officer's report will include any opinions and recommendations of the Advisory Panel.

The report to the Vice President or the Provost of the department in which the respondent works (and, if necessary, to the General Counsel) is expected with reasonable promptness after the filing of the formal complaint. The closure of the University during certain periods or the unavailability of witnesses are factors to be taken into account.

f. Action of the Vice President or Provost: In deciding whether sexual harassment occurred, the Vice President shall make his decision based upon the record developed by the Investigating Officer, but the Vice President or Provost, on his own initiative, may consult with the complainant, the respondent and the advisory panel. If the Vice President or Provost concludes disciplinary action is required, he or she will issue it. Thereafter, should the respondent so

request, the Vice President or Provost will review his/her decision whether sexual harassment has taken place and, if so, what discipline is appropriate.

Based upon the discussion with the complainant or respondent, the Vice President or Provost may change his or her decision or refer it to the Investigating Officer for further investigation.

Further discussion about discipline appears in V., below. The complainant has a right to be informed of the Vice President's or Provost's decision on the allegations made of sexual harassment. The complainant also shall be informed that corrective action has been or will be taken, but the complainant does not have a right to be informed of the details of any discipline.

g. Appeals: Either the complainant or respondent can appeal the University Provost's determination. The respondent can also appeal the discipline fixed by the University Provost. An appeal involves a review of the case by the President of the University, which is final and binding.

h. Confidentiality: The University will take reasonable steps to cooperate with the request of a complainant, a respondent or any other person providing information to treat that information confidentially. The University will try to honor the request to the extent permitted by law and to the extent that continued protection does not impede the University's ability to investigate and to take corrective action. Unfortunately, no one at the University can guarantee that information that should be confidential will remain so. A complainant should realize that a charge of sexual harassment is serious and that a respondent must be adequately informed of the details of the complaint in order that he or she can present an appropriate explanation. All parties should realize the facts involved in a sexual harassment charge are very sensitive, and the University will look severely at any attempt to use the threat of publicity to discourage effectuation of this policy. Likewise, when a situation is revealed that a University official believes poses a likelihood of a continuing violation of this or some other policy, the official may take appropriate steps using that information to try to avoid its repetition.

Persons contacted as part of the reporting or investigatory process should keep information confidential. The University will consider a breach of confidentiality a serious matter that will subject anyone committing a breach subject to discipline, including termination or expulsion.

I. Records: A record of all complaints, proceedings, findings and recommendations will be kept in the Office of Employee Relations.

j. Filing outside the University: The complainant has the right to file charges outside the University with appropriate governmental agencies or through private attorneys. These cases will be handled by University's General Counsel. The University, however, seeks to resolve any cases of sexual harassment through its internal procedure when possible.

V. CORRECTIVE ACTIONS AND SANCTIONS

The purpose of any recommended corrective actions is to remedy any injury to the complainant and to prevent further harassment. Recommended corrective actions will reflect the level of

sexual harassment involved. Based on the findings in the record of the particular case, appropriate corrective actions might include, for example, re-taking of a course or a change of grade or other academic record for a student who has been the victim of harassment.

Appropriate sanctions may include verbal reprimand of the harasser, written reprimand to be placed in personnel file, probation, transfer, suspension or dismissal of the harasser. In addition, the respondent may be required to undergo counseling, therapy or a psychiatric evaluation as a condition of employment or maintaining student status. Disciplinary action may be imposed immediately or held in abeyance of the evaluation or therapy.

In all cases, the report will not mandate or preclude any actions taken in response to other, non-sexual harassment aspects of the complaint.

Disciplinary personnel actions, including the suspension or dismissal of any employee of the University, are variously governed by the University Faculty Handbook, personnel policies, and, in some instances, by collective bargaining agreements. The procedures for discipline and dismissal in the *Faculty Handbook* may be carried out simultaneously or sequentially by the University. Disciplinary actions against students are governed by the policies and procedures established in the *FDU Student Handbook*.

VI. WRITTEN NOTICE

Written notice of the existence of this policy will be posted in visible locations on all campuses, and all members of the FDU community will be informed periodically through inter-campus mail of the sexual harassment policy.

VII. SUPPORT SERVICES

Support services are offered to all students through the Counseling Centers. Additionally, members of the University community may be referred to outside support services through the Office of Multicultural Affairs/Affirmative Action, Human Resources or the Counseling Centers.

VIII. PROHIBITION AGAINST RETALIATION AND COERCION

Attempts to coerce, intimidate, threaten or interfere with anyone who exercises, has exercised or has helped another person exercise his or her rights regarding freedom from sexual harassment are grounds for amending the original complaint or filing a new complaint as well as further disciplinary action, including termination or expulsion.

Appendix G: No Smoking Policy

The University has adopted the following revised policy controlling smoking, as required by the New Jersey law, which will become effective on July 1, 1998.

Policy: The University is committed to providing a smoke-free environment to protect the health and comfort of members of the University community from the adverse effects of tobacco smoke. This policy shall be implemented by the following rules and regulations, which may be changed from time to time.

Rules and Regulations:

A. There shall be no smoking of tobacco products within any building or facility owned or operated by the University, except as provided below.

B. Smoking is permitted in the rooms in residence halls (or sections thereof) designated for smoking.

C. While all other buildings and facilities on University property are smoke-free, it should be particularly noted, there is no smoking in:

- Conference rooms, classrooms, laboratories or lecture halls; or in auditoriums, except smoking may be permitted as part of a theatrical performance.
- Offices.
- Libraries and bookstores.
- Health facilities.
- Cafeterias and food and beverage service areas.
- Storage or warehouse areas, and anywhere that hazardous substances are found.
- Lavatories.
- University-operated motor vehicles.
- Elevators, corridors, lobbies, entries or stairways.
- Gymnasiums, stadiums and other sports or recreational areas.

D. Designated Smoking Areas:

1. The University may designate in gymnasiums, stadiums and auditoriums separate and enclosed spaces for smoking. In recreational areas that are completely outdoors smoking is permitted in an area confined to a ten foot radius of a University-placed cigarette disposal container.

2. The University may designate a lounge in an office building or an academic building for smoking; and a lounge that is part of a lavatory may be so designated provided there is in the building a lavatory that employees may use where smoking is not allowed.

3. The Dean of Students may designate smoking lounges in residence halls provided there is a lounge in which smoking is not permitted.

E. Enforcement: Initial responsibility for enforcement of these regulations lies with the supervisor of the individual charged with a violation. Department heads and office supervisors should receive complaints and pursue them to resolution, or, if resolution cannot be achieved, refer them in writing to their supervisors. Complaints about students should be directed initially

to the Dean of Students or to the person that office designates to handle residence hall matters. In appropriate circumstances, complaints should be referred to the campus Public Safety Office.

The Offices of the Deans of Students may promulgate further policies and procedures on smoking in residence halls.

F. Lease or License of University Facility: These rules shall be incorporated in the room reservations policy and procedure and other methods of granting permission for individuals and groups to use University space or facilities. The person or organization granted such use shall acknowledge his/her or its responsibility to enforce this policy and the rules thereunder. Exceptions can be made only in writing by the campus Provost on the room-reservation or similar form.

G. Fines and Penalties: The state may impose fines as provided by law for violation of the law. A smoker who violates this policy shall be required to reimburse the University for any consequent fine imposed upon it under the New Jersey Smoking Act (N.J.S. 26:3D-15 *et seq.*, as may be amended, the "Act") and for the University's other costs of defense of or compliance with any matter related to the Act or this policy. In addition, an employee or a student who violates this policy can be reprimanded or disciplined. The discipline may also include a fine of up to \$250 for each violation of this policy. Employees and students are responsible for the compliance of their guests (and other invitees) with the Act and this policy. The fine assessed against a guest shall become the responsibility of his or her host or the person or organization authorized to use the University space.

Appendix H: Research Misconduct Policy

I. Statement of Purpose

Research is among the best and highest forms of scholarship. Maintenance of high ethical standards of conduct in research activities is a vital concern to Fairleigh Dickinson University because research misconduct can inflict profound harm on the pursuit of knowledge. The purpose of this policy is to provide a timely, fair and effective procedure to address instances of research misconduct. A further purpose of this policy is ensure that research activities at Fairleigh Dickinson University are conducted in a manner which complies with University policy, applicable state and Federal laws; and the requirements of grant-makers and sponsors.

II. Scope

This policy applies to faculty, staff, students, trainees, fellows, interns, professional staff, collaborators, contractors, sub-contractors, consultants, and any other organization or person who is affiliated with Fairleigh Dickinson University.

III. Definitions

Research Misconduct: means: fabrication, falsification, plagiarism of research publications, theft of research data from others, or other practices which seriously deviate from those that are commonly accepted within the research community for proposing, conducting, or reporting research. It does not include honest errors or honest differences in interpretation or judgments of data. Furthermore, this definition includes violations of University policy pertaining to research, including: the failure to obtain proper review and approval by the university committee responsible for research involving human subjects, animal subjects, radioactive materials, or other biohazards, as well as the failure to comply with rules and guidelines set forth by the committees responsible for these areas.

Researcher: Any person who conducts research in the facilities of Fairleigh Dickinson University, or with University support, or under any grant, contract or other arrangement between the University and any third party. The term includes faculty, staff, students, trainees, fellows, interns, collaborators, contractors, sub-contractors, consultants, organizations, or anyone else affiliated with the University who conducts or oversees the conduct of research activities.

III. Duties

Researchers have a duty to perform their research activities in an ethical fashion. Any Researcher who engages in any form of Research Misconduct shall be subject to discipline, up to and including termination of employment or other affiliation with Fairleigh Dickinson University.

IV. Procedures

A. Lodging of Complaints

1. Complaints of alleged research misconduct shall be lodged with the Dean of the college either orally or as a signed written statement. The complaint must state, with reasonable specificity, the alleged misconduct in which accused Researcher has engaged.

2. The Dean shall immediately conduct a preliminary inquiry to determine whether there is sufficient evidence to merit a formal investigation. As part of the assessment, the Dean shall provide the accused Researcher a copy of a written complaint, or written narrative of an oral complaint, and an opportunity to respond in writing to the complaint. The Dean shall simultaneously provide the accused Researcher with a copy of this policy statement.

3. If the Dean determines that no investigation is merited, then the Dean shall terminate the inquiry and inform the accused Researcher and the charging party of the determination.

4. If the Dean determines that an investigation is merited, then the Dean shall appoint an Investigative Committee of four faculty members to investigate the complaint. The Dean may also appoint persons to the Investigative Committee, from inside or outside of the University, who have scholarly expertise in the subject matter area underlying the complaint.

5. Any person who believes that he or she cannot be impartial, or who believes that he or she lacks sufficient qualifications, shall not accept an appointment to serve on an Investigating Committee. The accused Researcher may challenge an appointment on either of the foregoing grounds. The Dean shall make a final determination as to the fitness of any person to serve on an Investigative Committee.

C. Formal Investigations of Complaints

1. The charge of the Investigative Committee is to make a determination whether an act of research misconduct has occurred. The Investigative Committee shall undertake a thorough analysis of the complaint. The Investigative Committee shall obtain all relevant information; interview persons with relevant knowledge; interview the accused Researcher; review relevant research undertaken by accused Researcher; and review any other relevant research. The accused Researcher may be accompanied by an advisor at the interview, but the advisor shall not be an attorney-at law, and shall attempt to represent or advocate for the accused Researcher.

2. At the conclusion of the investigation, the Investigative Committee shall prepare and submit a written report of its findings and conclusions to the Dean. The Investigative Committee shall describe how the investigation was conducted; identify all persons from whom information was obtained; and list all forms of research which it reviewed.

3. The Dean shall review the report of the Investigative Committee. The Dean shall provide the accused Researcher with a copy of the report. The accused Researcher shall have five calendar days to submit a written response to the report to the Dean.

4. The Dean may accept or reject the report, or remand the matter to the Investigative Committee for further investigation.

5. If the Investigative Committee finds that the complaint is not founded, and the Dean concurs with this finding, then proceedings shall be terminated. In such an event, the Dean shall notify the Investigating Committee, the charging party, the accused Researcher, the University Provost and the chair or director that the investigation has been terminated.

6. If the Investigative Committee finds that the complaint is founded, and the Dean concurs with this finding, then the Dean shall inform the Investigative Committee the Investigating Committee, the charging party, the accused Researcher, the University Provost and the chair or director of the determination.

7. If the research misconduct arises from grant-funded or sponsored research activity, then the Dean shall also provide the Director of Grants and Sponsored Projects notice of the determination. The Director of Grants and Research shall inform the grantor or sponsor of the determination.
8. The Dean may impose discipline against the accused Researcher, in accordance with University policy, any applicable collective bargaining agreement, or the *Faculty Handbook of Fairleigh Dickinson University*.
9. The Dean, at the request of the grantor or sponsor, shall immediately remove the accused Researcher from the position of Investigator, Principal Investigator or Co-Principal Investigator, if the terms of the grant or sponsorship agreement so require.
10. The Dean shall provide the accused Researcher an opportunity to meet and discuss the report, before any action is taken by the Dean under paragraph C. 8 or C. 9.
11. An accused Researcher against whom the Dean has imposed discipline may immediately invoke any applicable grievance procedure or request that the University Provost review the Dean's determination. The request shall be made to the University Provost, in writing, within five business days after the date of the Dean's determination. The accused Researcher shall state, with reasonable specificity, the reasons for requesting a review. The University Provost shall issue a written response to the accused Researcher, with a copy to the Dean, within ten business days after receipt of the request for a review. Deadlines for initiating grievance procedures to challenge discipline shall be stayed until the date of the response of the University Provost.

V. Other Matters

1. Complaints of research misconduct must be made in good faith and with a reasonable belief that misconduct has occurred. A complaint is not made in good faith if it is made with reckless disregard or willful ignorance of, facts which could disprove an allegation of misconduct. Discipline may be imposed against anyone who makes a bad faith charge of research misconduct.
2. The University shall ensure that confidentiality is maintained throughout the process.
3. The University shall not discipline or retaliate against any person who makes a good faith charge of research misconduct.
4. The University shall make reasonable efforts to restore the reputation of the accused Researcher, in the event that a preliminary inquiry or an investigation is terminated by the Dean. The University shall purge all records related to the complaint from any personnel files maintained by the Dean, chair or director, or Human Resources Department on the accused Researcher. Depending upon the circumstances, the Dean may, with the concurrence of the

accused Researcher, notify all agencies and individuals who are aware of the complaint about the outcome of the preliminary assessment or investigation.

Appendix I: University and Campus Administration

<http://view.fdu.edu/default.aspx?id=1932>