



**Fairleigh Dickinson University
Becton College of Arts & Sciences
Faculty Reference Guide**

Updated 8/15

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University Mission Statement

Fairleigh Dickinson University is a center of academic excellence dedicated to the preparation of world citizens through global education. The University strives to provide students with the multi-disciplinary, intercultural, and ethical understandings necessary to participate, lead, and prosper in the global marketplace of ideas, commerce, and culture.

Becton College Mission Statement

The mission of the Maxwell Becton College of Arts and Sciences (Becton College) is to develop the intellectual, creative and career potential of our diverse student body by offering a demanding curriculum in a caring and supportive environment. Becton College is committed to being a superior teaching institution.

FDU Website: <http://www.fdu.edu>

Becton College Website: www.fdu.edu/becton

Human Resources: <http://view.fdu.edu/default.aspx?id=1742#>

HR's New Employee Orientation: <http://view.fdu.edu/default.aspx?id=5305>
(Includes important forms, access to web systems and resources, directories)

Important Contact Numbers

<u>Name/Title</u>	<u>Location</u>	<u>Phone Extension</u>	<u>E-mail</u>
Geoffrey Weinman Dean	Mansion, Room 14	8750	weinman@fdu.edu
Jennifer Lehr Associate Dean	Mansion, Room 14	8595	jennifer@fdu.edu
Elizabeth Feeley Associate Dean	Becton Advising Center, Mansion 1st Floor	8499	feeley@fdu.edu
Christine Ferraiuolo Assistant to the Dean	Mansion, Room 14	8708	napoli@fdu.edu
Theresa Montalbano Assistant to the Dean	Mansion, Room 14	8750	tree@fdu.edu
Main FDU number	Mansion	8500	

<u>Name/Title</u>	<u>Location</u>	<u>Contact</u>	<u>Phone Extension</u>	<u>Service Provided</u>
<u>Academic Support Center</u>	Monninger Center Library	Patricia Geehr, Director	8538	<ul style="list-style-type: none"> • Tutoring • Proctoring Exams
<u>Bookstore</u>	Student Center	Andrew Egan, Manager	973-514-1644	<ul style="list-style-type: none"> • Textbook Orders
<u>Computer Center</u>	Dreyfuss		8689 or 8822 (help desk)	<ul style="list-style-type: none"> • Computer Problems & Questions
<u>Counseling Center</u>	Wellness Center	Stephanie Koempel, Director	8535	<ul style="list-style-type: none"> • Personal Counseling • Group Counseling
<u>Dean of Students</u>	Student Center	Jasmin Verem	8935	<ul style="list-style-type: none"> • Verification of Extended Absences • Student Discipline
<u>Disability Services</u>	Dean of Students Office (Student Center)	Darshan Shah, Director	8079	<ul style="list-style-type: none"> • Disability Accommodations (Non-Regional Center)
<u>Enrollment Services – Records</u>	Mansion, Lower Level	Laura Grant, Associate Director	8545	<ul style="list-style-type: none"> • Grade Reporting • Grade Changes • Transcripts
<u>Enrollment Services – Scheduling</u>	Mansion, Lower Level	Rudy Burton, Scheduling Officer	8602	<ul style="list-style-type: none"> • Class Scheduling • Room Changes
Instructional Media	Library	Kevin Wojtaszek, Senior Technician	8526	<ul style="list-style-type: none"> • Audio/Visual Equipment Requests
<u>Library</u>	Library	Gary Schmidt, Head Librarian	8525	
<u>Public Safety</u>	Barn	Willie Thornton, Director	8888	<ul style="list-style-type: none"> • Locked Classrooms • After Hours Concerns
<u>Regional Center</u>	Mansion, Lower Level	William Presutti, Director	8981	<ul style="list-style-type: none"> • Special Admit Program For Students With Disabilities
<u>Wellness Center (Health)</u>	Wellness Center	Shirley Smith, Director	8535	<ul style="list-style-type: none"> • Student Illness

Academic Calendar

The academic calendar can be found online at http://www.fdu.edu/academic/1516academic_cal.html

Academic Policies and Resources

Academic Integrity

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 (Taken from FDU Faculty Manual, Appendix A).

For a complete explanation of the policy and its related sanctions, follow this link:

<http://www.fdu.edu/academicintegrity>

Academic Bulletins

All faculty should be familiar with university resources and policies contained within the Undergraduate and/or Graduate Studies Bulletins. Please click on the following link. It is recommended that you bookmark this link for future reference:

<http://view.fdu.edu/default.aspx?id=409>

Attendance (Faculty)

You are expected to conduct class for the entire allotted time. State regulations require three-credit day courses in a fifteen-week semester to meet 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. If a final exam is inappropriate for your class, you must still hold class during the final exam time and cover appropriate material.

In the event you cannot meet your class because of a personal emergency, please notify your department as soon as possible. If the office is closed, please call Public Safety (x8888).

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

Attendance (Student)

At the beginning of the semester, you can review your Preliminary Attendance Roster on WebAdvisor for recording attendance during the add/drop period. You will notice changes on your roster as students make schedule adjustments. The roster contains the names of students officially registered for your course. Do not allow any student to attend your course without proper documentation of official registration for your section.

IMPORTANT: Within the first few weeks of the semester, the Office of Enrollment Services will send out the final roster via email with a memo instructing you to verify attendance in your class and to complete a non-attendance verification for students who have NEVER ATTENDED. You will need to do this through your WebAdvisor account. This **MUST** be completed in order for the student to avoid penalty charges and a loss of financial aid. This is also a federally mandated policy, so check your roster carefully.

Any students who have been attending class, but are not on the official attendance roster should be instructed to contact immediately the Office of Enrollment Services. Faculty should not return any graded academic exercise, such as papers, quizzes, or tests, to students whose names are not on the Official Attendance Roster.

Under current University policy, there is no direct grade penalty for mere absence. However, you can include class participation in computing the final grade. Students are expected to attend all class sessions of courses for 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. However, your class attendance requirements need to be clearly stated on your course syllabus. Faculty should also take into consideration religious holidays which may prevent students from attending selected class meetings.

Students who do not attend class and hand in no work but do not officially withdraw need to be assigned a grade of "F" (not "W" or "I") at the end of the semester.

Confidentiality of Student Records & FERPA

FERPA, the Family Educational Rights and Privacy Act, is a federal law designed to protect the privacy of educational records and to establish the ability of students to inspect and review their records. For more information, log on to: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

If parents or other family members request information by phone or e-mail, you should not give any information to them. Do not give grades to anyone other than the student.

Ensure that each student has access to only his/her grades and that all papers, exams, quizzes, reports, etc. are kept in a secure place. This includes not leaving papers or exams outside of an office door for students to pick up.

You may want to use the Gradebook option on Blackboard to record student grades. Not only will it make your record keeping easier, but it will allow students to view their academic progress throughout the semester in order to avoid surprises.

Course Drop/Add Policy

Each semester, the Drop/Add period occurs during the first two weeks of classes. (Please refer to link to the Academic Calendar above for specific dates). Students adding courses after classes have begun are expected to make up any assignments missed.

Course 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 in your Academic Department and require the student's signature to be processed. A student's failure to withdraw officially from a course will result in a grade of "F" being given for the course. Nonattendance does not constitute an official withdrawal, and notification to an instructor is not sufficient. If a student withdraws within the official nine week period, he or she will receive a grade of "W." The Final Grade Roster will have the withdrawal as a final grade for the course.

Withdrawals after the ninth week are not allowed, except for documented exceptional circumstances such as verifiable medical reasons. In such cases, a signature for withdrawal must be obtained from the instructor, department chair, and Associate Dean of the college, Elizabeth Feeley. Withdrawals are not permitted for any reason during final exam week.

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.

Enrollment in a Closed Course

If you choose to allow a student to enroll in your closed course, the student must obtain your signature on a blue "Closed Course" Form. You should use good judgment when asked by a student to register for the course. In cases where the student does not "need" the class in order to graduate (especially if the student is an underclassmen), you should encourage the student to find another class.

Final Examinations

The Final Examination schedule (Fall or Spring) can be found online here: <http://view2.fdu.edu/academics/academic-calendar/final-exams-fall/>. The final examination schedule can also be located in Webadvisor by entering the portal as a "prospective student" and then selecting the "Academic Departments & Registration Information" link for the semester of interest.

Final Examinations must be given during Final Exams week. If, after consultation with your department chairperson, you determine that a final examination may not be appropriate in your course, you are still required to hold a class meeting during the scheduled final examination period.

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 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 discarded or returned to the individual faculty members, if so requested. 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.

Grading

1. **Final Grades** should be based on examinations, reports, 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 with a breakdown of how each exam/assignment/paper/presentation is weighted. Additionally, we are working towards having every instructor construct appropriate rubrics to be used in grading assignments. This will help facilitate and measure student learning as well as reduce subjectivity and grade appeals.

All grades must be submitted online using WebAdvisor. You will need a university Webmail account in order to use WebAdvisor. When entering your grades online, be sure to print out 2 copies, one to turn into the departmental Administrative Assistant and one to keep for your own records. All grades must be turned in via WebAdvisor within seventy-two hours after you have administered the final examination of the course.

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.) A student who is listed on the roster, but has never attended the course, should be assigned a grade of "F," not a grade of "W" or "I."

When grades are recorded on students' official transcripts, the following are the point values assigned to each grade. They are used to calculate students' overall cumulative grade point ratio (CGPR):

A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D	1.00
F	0.00

3. **Repeated Grades:** If a student repeats an undergraduate course, both the first and second (third, etc.) grades will remain on the Permanent Record Card (PRC), but only the last earned grade will be computed in the Cumulative Grade Point Ratio (CGPR). (Note: P, NC, W, AU, and I 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.

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. There is an online GPA calculator for your convenience: <http://www.fdu.edu/studentvcs/gpacalc2.html>

Excluded from this calculation are grades P, NC, W, I, and any developmental course beginning with a zero (0).

5. **Grade Changes:** For the most part, final grades are to be changed only when an error in grading was made (incorrect numerical calculation, missed grading a question, etc.). Changes are to be submitted to the Office of Enrollment Services-Records on three-part forms available through the department and need to 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 and at the discretion of the instructor. The student is responsible for initiating the conversation with you. If you agree to give a student an incomplete, you must draw up a specific plan as to how he/she will complete the course with specific deadlines for all assignments/exams, etc.

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 a “F.” Students who stop attending a course after the add/drop period should receive an “F,” not an “I” or a “W.” Incomplete grades (“I”) may be extended beyond the deadline by submitting a memo to the Office of Enrollment Services-Records.

Grade Appeals

Students occasionally challenge the grades they receive. You are responsible for responding to 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 with the department chair after your meeting or conversation with him/her. You will be consulted during this process, but it is the student’s responsibility to submit all relevant work related to the dispute.

The process for disputing a grade can be found in Appendix B of the Faculty Manual (p 28). The full manual can be found here: <http://view.fdu.edu/default.aspx?id=212>

Midterm Progress Reports

The university has instituted a midterm grading procedure that enables you to record a student’s progress in your course at the approximate midpoint of the semester. As such, it is important that you have provided enough graded assignments prior to that time to ensure that the grade given is a meaningful reflection of the student’s performance to date. The timeline for completion of midterm progress reports will be distributed by the University Provost’s office at the start of the semester.

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.

Syllabus and Course Outline

Be sure to provide your students with a printed syllabus during the first week of class, preferably at the first meeting. You should also post a copy in your Blackboard course shell on the web. Having a printed syllabus helps students avoid any misunderstanding of your course requirements.

The syllabus should contain:

- Your name, phone numbers, and email address
- Course name and number
- Day(s) and times class meets
- Time and location of your office hours
- Course Objectives and Learning Outcomes
- List of required texts/CDs/reading materials
- The tentative sequence and timing of topics to be covered
- Writing assignments and due dates
- Test dates
- Grading policies and weighting of gradable assignments
- Attendance policies
- Reference to the University's Academic Integrity Policy and Disability Statement

A copy of your syllabus must be given to your department's Administrative Assistant.

On-line courses can only be offered with approval of your Department Chair and College Dean. Blended courses (40% or more on-line) must also receive such approval. **All courses except those that are 100% on-line are expected to meet face-to-face for every class session.**

Writing Policy

Becton College's curriculum guidelines emphasize both the importance of setting high standards for students and the value of written assignments in the process of learning. Therefore, Becton College recommends that professors reinforce the goals and vision of these guidelines in their responses to students' written work. Carefully prepared work will demonstrate that students have the writing skills necessary for successful careers.

Students should be expected to write clearly and carefully. Their work should demonstrate concern for the presentation of their ideas; they should revise and proofread assignments before submitting them. Written assignments should be coherent, organized, and free of errors in grammar, spelling, punctuation, and documentation. Typographical errors are unacceptable.

Therefore, professors should make it clear that they will not read work that does not meet these standards. **You may wish to return unacceptable work immediately for revision and resubmission.**

Most students are capable of identifying and correcting errors in assignments that have been executed in haste. Students who need additional help in recognizing errors or improving their writing should be advised to go to the Academic Support Center (x8538). All students should be encouraged to find a peer editor or ask an Academic Support Center tutor for help in proofreading.

Campus Support Services

Academic Support Center

Location: Monninger Center, Library (973) 443-8538

Patricia Geehr, Director

Lauren Mazur, Writing Analyst

Susanne Jaskulke, Writing Analyst

The center provides 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. If your students attend a

tutoring session at the Academic Support Center (ASC), you will receive written progress reports from the ASC staff. Students placed into Basic Skills classes are given supplemental help at weekly labs in reading, writing, mathematics, and science.

In addition, the ASC will provide a testing space for students eligible for additional time or a quiet testing environment as determined by the Director of Disability Support Services.

Counseling Services

The campus maintains a Counseling Center to help students with personal problems. Please refer students who seem to be having personal difficulties to the campus Counseling Center. It is located within the Wellness Center, which is near Danforth Road and the Rutherford dormitory. The Counseling Center can be reached at extension 8535.

The Dean of Students Office has convened a Behavioral Intervention Team (BIT) comprised of faculty and staff that meets regularly to discuss students exhibiting behaviors indicative of high risk.

Dean of Students Office

Location: Student Center, (973) 443-8935

Jasmin Verem: Dean of Students

Jennifer Dize: Assistant Dean of Students, Judicial Affairs

Verification of Student Extended Absences

If a student in your class is going to be absent from class successively, three or more times (one full week of class, inclusive of the 4th hour), you should ask the student to provide documentation of this absence through the Dean of Students Office. The Dean, Jasmin Verem, will verify the legitimacy of these absences and send a written note to all instructors involved. Students should be referred to the Dean for instances of extreme illness, personal crises, and deaths in the family. This is particularly important if the student will miss (or has missed) an exam, quiz or assignment. It is strongly recommended that you apprise students of this policy at the beginning of the semester and hold students accountable to meet with the Dean in every case involving an extended absence. We have also included it in the FIS Information Booklet that all students receive.

Students with chronic medical conditions are asked to contact the Dean of Students for each illness related to that condition. That way, the Dean of Students may have documentation for sporadic absences due to chronic illness.

If the student misses (or is going to miss) one or two successive class periods only, you should handle this according to your own policy and best judgment. Do not refer these situations to the Dean of Students, but feel free to ask students to provide any documentation you see fit in order to excuse an absence.

Disability Support Services

Location: Dean of Students Office, Student Center (973) 443-8907

Darshan Shah, Director

Students who have a recognized physical disability or learning disability may request accommodations from the Office of Disability Services. You will receive a letter from the Coordinator of Disability Services notifying you that the student needs specific accommodations. Students are encouraged to self-report to their instructors; however, they do not always do so. Please work with students to meet their accommodations. For students needing extended time for exams, you may work through your departments or the Academic Support Center regarding test proctoring.

At times, there may be student note-takers in the class. It is not your responsibility to monitor their attendance or performance. However, if there are any issues with a note-taker, sign language interpreter, etc, you should contact the Director of Disability Support Services immediately.

To ensure that students receive the accommodations to which they are entitled, faculty are asked to include the following statement on the course syllabus:

“Any student with documented medical, psychological or learning disabilities, who feels he/she may need in-class academic adjustments, reasonable modifications, and/or auxiliary aids and services while taking this course, should first contact the Disability Support Services (DSS) to discuss his/her specific needs. For Florham Campus including the School of Pharmacy and study abroad programs contact the Director of Disability Support Services at 973-443-8079. Once the academic adjustments, modifications, or auxiliary aids and services are approved by DSS, make an appointment to see the professor.”

Honors Program

Location: Mansion, 3rd Floor (973) 443-8744

Dr. April Patrick, Director, Honors Program

Kim Dennison, Honors Program Assistant

The Honors Program permits those undergraduate students with special interest and talent to go beyond the normal assignments in any regularly scheduled course in which the instructor chooses to offer the honors option. Any student in good academic standing is eligible. Normally the instructor of the course will announce to the class the availability of the honors option within the first two weeks of the course. The names of the students attempting course honors will then be sent by the instructor to the Director of the Honors program on the appropriate form available from the Honors Office by the 4th week of class. The offering of the honors option is at the discretion of the instructor of the course although students may inquire concerning its availability in any course in which they are interested.

To qualify for Course Honors, the student, once admitted to honors status by the instructor, must complete significant reading, research, or laboratory work over and above the normal course requirements. He or she must attain a level of excellence equivalent to at least a B+ average for the course in order to qualify for Course Honors. Should Course Honors not be attained, the student will incur no penalty but will receive the grade, which would otherwise have been earned for the course. The attainment of Course Honors will be entered on the student's transcript. The instructor of the course will inform the Director of the program which of the students qualify for Course Honors on the appropriate form at the same time as the grades for the course are submitted to Enrollment Services-Records.

Library

All faculty have borrowing privileges at the campus library. 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 Reference Department can assist you in using the electronic bibliographic and full-text services as well as securing materials through inter-library loan. You can access electronic library resources if you have an FDU webmail account.

If you wish to bring your class to the library for a session on library research and support, you should contact Eleanor Friedl (973)443-8516 to arrange a session.

Regional Center for Learning Disabled Students

Location: Mansion, Lower Level (973) 443-8981

William Presutti, Director

FDU's Regional Center for Learning Disabled Students offers students who have a recognized learning disability extra support services such as individual tutoring, test accommodations, academic counseling, specialized academic advising, and access to a computer laboratory and other adaptive technologies. Regional Center students are integrated into all classes.

If a student approaches you with a letter from the Regional Center indicating he/she qualifies for special accommodations (e.g. taking tests at the Center) please work with him/her to meet those accommodations.

For learning disabled students who are not part of the Regional Center, please read the information listed under "Disability Support Services."

Textbook Reserve for Students Experiencing Financial Hardship

You may choose to leave a textbook on reserve in the campus library for students who are experiencing financial hardship and are unable to purchase the book. Students cannot check out the book, but will be able to use it in the library in two-hour increments.

Campus Resources and Information

Bookstore

Place all textbook orders through your department's Administrative Assistant. For textbook information, contact the textbook manager, Andrew Egan, at (973) 514-1644 or 0470txt@fhcg.follett.com

Dining Services

Gourmet Dining is the food concessionaire on both campuses. Faculty can dine in the main cafeteria during regularly scheduled hours for \$7.00. Faculty can purchase a ten (10) luncheon-only meal plan at a reduced rate of \$5.50/per meal. The locations of all dining facilities are:

<u>Dining Facility</u>	<u>Food Served</u>	<u>Hours of Operation</u> (Academic Year)	<u>Location</u>
Main Dining Hall	All you can eat!	Breakfast Monday-Friday 7:30AM – 10:00AM Lunch Monday-Friday 11:30PM – 2:30PM Dinner Monday-Thursday 4:30PM – 9:30PM Friday 4:30PM – 7:30PM Brunch Saturday-Sunday 11:30AM – 2:30PM	Student Center (second floor)

		Dinner Saturday-Sunday 4:30PM – 7:30PM	
The Grill	An Italian Eatery featuring Fresh Homemade Pizzas, Calzones and Stromboli; Hot Sandwiches; Buffalo Wings; Chicken Fingers	Monday & Wednesday 12:00 noon-11:00PM Tuesday & Thursday & Friday 12:00 noon – 1:00 AM Saturday 4:00PM – 1:00 AM Sun 4:00PM – 10:00PM	
SNAX	Opens at Breakfast and features Fresh Baked Pastries, Bagels and Gourmet Coffees. At Lunch, Snax features Upscale Sandwiches, Soups and Desserts.	Monday-Thursday 8:00AM-9:00PM Friday 8:00AM-3:00PM Saturday & Sunday Closed	Hennessy Hall (basement level)
Leafs and Grains	Healthy cuisine	Monday-Thursday 8:00AM-9:00PM Friday 8:00AM-3:00PM Saturday & Sunday Closed	Stadler Zenner Hoffman-LaRoche Bldg.(ZEN) (first floor)
Florham Perk Coffee Shop	Featuring upscale Espresso Coffee Drinks, Lattes, Flavored Coffees; Gourmet Sandwiches and Pastries.	Monday-Friday 9:00 AM – 9:00PM Saturday 10:00 AM-4:00 PM Sunday Closed	Student Center

Emergency/Evacuation Plans

The Security Office is located in the Barn and can be reached at extension 8888. Security guards should be notified immediately of any accident or emergency on university property.

In the event of a fire alarm, all personnel must leave the building in a quiet, orderly manner.

Fire Departments	Florham Park Madison	973-377-2200 973-593-3020
Police Departments	Florham Park Madison	973-377-2200 973-593-3000

Lost and Found

All articles found in University buildings or on University property should be turned into Public Safety, extension 8888.

Parking

Parking for faculty is free of charge, but is restricted to designated areas. All faculty members must register their vehicles. You can receive your faculty parking decal at the Public Safety Office. Please bring your automobile registration and insurance card when applying for a decal. 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.

Recreation Center

All faculty have free access to the Ferguson Recreation Center. Spouse and/or family are charged \$125 per year. The current hours of the facility are as follows:

Academic Year (September – May)	
Monday – Thursday	7:30 AM – 11:00 PM
Friday	7:30 AM – 9:00 PM
Saturday	10:00 AM – 5:00 PM
Sunday	12:00 Noon – 9:00PM
Pool Hours for the Academic Year	
Monday – Friday	10:00 AM- 6:00 PM
Saturday	10:00 AM – 6:00 PM
Sunday	10:00 AM – 6:00PM

Please call 973-443-8063 to confirm.

Weather Closings

During the winter months when classes are scheduled and the possibility arises that campus roads and parking lots cannot be cleared due to snow and/or ice, the University administration makes the decision to dismiss classes.

It is recommended that faculty register for the FDU alert system in order to receive a text message, cell phone call, or email message about weather closings. For more information and registration instructions, follow this link: <http://view2.fdu.edu/inside-fdu-edu/fdu-alert-and-smart-communications/fdu-alert-background/>

Faculty may also check the FDU website (www.fdu.edu) where a banner announcement will be on the homepage indicating any closings. If the website is unavailable, call the main phone number (973-443-8500) for closing announcements. 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).

If you need to cancel your class when the university is officially open, please notify your students, the department secretary, and Public Safety (x8888) of the cancellation as soon as possible. Many students drive quite a distance to classes and appreciate early notification of cancellations.

Faculty Support and Policies

Computer Use

Computers are available in the library, the Academic Support Center, and in the computer center in the Dreyfuss building. They are equipped with internet access; in addition, the campus provides wireless internet access.

All faculty members – both full-time and part-time – MUST have an FDU Email account, which is provided free-of-charge. You will need to apply for your email account at Computer Services located in the Dreyfuss building. You will also need to set up a Novell account in order to access campus computers. Instructions and more information in regards to this can be found at <http://alpha.fdu.edu/edtech/novell.pdf>

The University Technical Assistance Center (UTAC), x8822, is the university's Help Desk. Call them if you have trouble with your computer account. You must have your employee identification number available (it is on your FDU ID) when you call.

The University's Acceptable Use Policy for Computer Usage can be found on the FDU website – <http://www.fdu.edu/studentsvcs/aup.html>, and must be strictly followed.

Copying/Duplicating Services

Your department will assist you as much as possible in preparing and duplicating materials for class. Please work with the Administrative Assistant regarding duplication requests and be sure to give reasonable advanced notice of copying requests. You should consider limiting your copying as much as possible by posting things on Blackboard or placing materials at the library for classroom use.

There are applicable copyright laws involving duplication of published material; please familiarize yourself with them.

Faculty Evaluation

In 2014 the university began using the IDEA system for course evaluations. This fully online evaluation tool enables faculty to quantify how well students are progressing on the most important learning objectives of a given course. The IDEA instrument was also selected because of the extensive developmental feedback that it offers faculty.

Use of the IDEA evaluation system begins with identification of 3-5 important learning objectives for each course that a faculty member is teaching in a given semester. It is recommended that you identify these learning objectives in consultation with your department Chairperson. The learning objectives selected should also appear on the course syllabus. Once the objectives have been selected, they will be entered onto the Faculty Information Forms (FIFs) which can be accessed here: <https://fdu.campuslabs.com/faculty> using your FDU webmail user name and password.

For more information about all facets of the IDEA system, please follow this link: <https://fduidea.wordpress.com/>

In addition to the IDEA system, full-time faculty members will be observed by the department chairperson or other member of the full-time faculty. Part-time faculty members may also be observed. In both cases, a copy of the written report will be given to you and discussed with you by the chairperson.

Identification Cards

Campus Public Safety issues campus ID cards. You will need this card for use of the recreation facilities and the library. Once hired, please visit the campus Public Safety Office to have your ID card made.

Instructional Media Services

Requests for audiovisual materials, equipment, and services should be made in advance with the Administrative Assistant of your department. 72-hour notice is usually required for requests that extend beyond the equipment already installed in most classrooms on campus. The campus Instructional Media office can be reached at (973) 443-8526. Additional information can be found here: <http://www.fdu.edu/view/default2b18.html?id=1461>

All classrooms are equipped with LCD projectors. You will need to request a set of cables in order to use the LCD projector with your laptop. The university does not issue laptops to adjunct faculty. If you wish to show a film or play a tape, please consult with your department if rental costs are involved.

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 Office of Educational Technology. Scheduling of ITV rooms is also coordinated through this office.

Office Space & Mailbox

Your Department Chair will inform you of the office space that is available for your use.

Your department will provide you with a mailbox in the department office. Please check your mailbox frequently for important notices about student programs, departmental activities, etc.

Pay Dates

Faculty are paid twice a month (the 15th and the last day of the month). In the case of adjunct faculty, payment begins with the second month of the semester. Intersession and summer term payments are made at the end of the session. Direct deposit is available.

Room Changes

If it is necessary to make a room change at the beginning of the term, contact your department office. Generally, the department will arrange with Enrollment Services–Scheduling 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 should not make room changes without appropriate authorization.**

Sexual Harassment

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. The university's current harassment and discrimination policy can be found here:

<http://fdu.edu/hr/nondiscriminationandantiharassmentpolicy.pdf>

Textbooks

All textbook orders should be processed through the University Bookstore. Because of the University's contractual obligations to the outside vendor running the bookstore (Follett), faculty should not refer students to other bookstores or Internet sites to purchase required texts.

While faculty members traditionally select their own textbooks, oversight responsibility for the text adoption process resides with the department offering the course. The department and its chair must ensure that all text adoptions are reasonable and appropriate, and are submitted to the bookstore in a timely fashion.

Text adoptions should be submitted by the faculty member to the department office. The office will collect the department 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 will inform the bookstore so an informed decision can be made regarding repurchase. If a problem arises, the bookstore manager will contact the department office, which will coordinate with the faculty involved.

You may not change (except in very unusual circumstances) an adoption for a semester after the adoption has been communicated to the bookstore. It is the responsibility of the department 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 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. However, faculty members are encouraged to provide feedback on the texts and /or related software to ensure that the best resources are provided to the students.

No department 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.

Tuition Grants

The University offers Employee Tuition Grants (ETG's) to all regular full-time employees, as well as part time employees and faculty. Additional information about the policy can be found by following this link:

<http://view2.fdu.edu/university-offices/human-resources/benefits/employee-tuition-grant/>

Technology Resources

Educational Technology

The Center for Teaching & Learning with Technology promotes, coordinates, and supports the integration of technology into university curricula. Headed by Dr. Catherine Kelley, the Assistant Provost for Educational Resources & Assessment, the office works with the University Educational Technology Planning Committee to implement educational technology initiatives and to develop sound policies related to the instructional applications of technology. The Director of the Center for Teaching & Learning with Technology is Sandra Selick, (201) 692-7060.

There are a number of online tools available to you.

[Webmail – webmail.fdu.edu](mailto:webmail.fdu.edu)

All faculty members **must** have an FDU Webmail account. Email is the primary form of communication between instructors, administrators and students.

WebCampus (Blackboard) – webcampus.fdu.edu

In addition, in order to access your Blackboard page, you must have a Webmail account.

FDU provides faculty members with the options of online teaching through WebCampus. This tool provides the instructor with adequate resources to correspond, instruct, and facilitate the class. Additionally, FDU provides various workshops to teach faculty how to use the available resources as well as the general policies. For more information, go to: <http://view2.fdu.edu/academics/ctl/faculty-resources/webcampus-resources/>

It is a good idea to become familiar with WebCampus, especially in cases where you might need to cancel class. Having students complete an assignment through WebCampus is a good option in such cases. At a minimum, you should post your Syllabus on WebCampus.

WebAdvisor – webadvisor.fdu.edu

Student Enrollment Verification

All faculty members **MUST** verify students enrolled in their classes online using WebAdvisor. The instructions for WebAdvisor are as follows:

1. Login to WebAdvisor.
2. Select the Faculty menu in WebAdvisor.
3. Select the Enrollment Verification link.
4. Select Term (e.g. Fall 2014).
5. Choose the Course you wish to access.
6. Follow the instructions at the top of the page.

The purpose of this roster is to confirm that a student has (A) attended one or more classes or (N) that a student has **NEVER** attended any class meeting time since the first day of class. Please do not put in any grades or comments just “**A**” or “**N.**” The University must confirm each semester that a student is enrolled and attending class before we can receive any federal or state funding. If you have any questions, please contact Ellen Miller at millere@fdu.edu.

WebAdvisor operates from the university's database system, enabling you to view your class schedule, roster, student contact information, and the online grading tool. Within 2-3 days of creating your Webmail account, you will receive an email containing your WebAdvisor ID and password. WebAdvisor is a critical component for your teaching, as it will allow you to see any room and roster changes as they may occur.

The University Technical Assistance Center (UTAC), x8822, is the university's Help Desk. Call them if you experience difficulties with your computer account. You should have your employee identification number available (it is on your FDU ID card) when you call.

The University's Acceptable Use Policy for Computer Usage can be found on the FDU Web site – <http://www.fdu.edu/studentvcs/aup.html>, and must be strictly adhered to.

The Center for Teaching & Learning with Technology has a multitude of new and exciting resources for faculty development such as faculty workshops in educational technology pedagogy, TNT Institute, TNT Sparklers, and other activities involving meaningful integration of technology in the teaching and learning process. Blackboard provides instructors with the resources to post and receive course materials and announcements, conduct discussions, and send both group and individual emails.

Additionally, FDU provides various workshops to teach faculty how to use the available resources as well as the general policies. More information can be found at <http://view.fdu.edu/default.aspx?id=1456>

Additional resources include: Student Handbook, FDU Faculty Manual and the FDU Website.