

Draft Handbook - For Departments wishing to develop a handbook for Part Time Lecturers, this ready-to-use template already contains essential and other useful items of information that a Part Time Lecturer might need from time to time.

The Office of Labor Relations wishes to thank the School of Communication, Information and Library Studies for its contribution to the contents of this draft handbook.

GENERAL INFORMATION

Welcome and Overview

Welcome to the_____. This handbook is designed to provide you with some general information about the (school/department/center) and the University.

No promise of any kind is made by the University by virtue of any statement in this handbook. PTLs are referred to the university regulations, labor contract, policy memoranda, and any other relevant source documents for the current and definitive status of the matters covered in this handbook.

(A paragraph of information/history about the school/department/center.)

Rutgers Web Site/(school/department/center web site, if any)

The Rutgers website, www.rutgers.edu, offers an enormous amount of information that PTLs will find helpful. The **Faculty and Staff** link, and the **Students** link can provide you with relevant information. Maps of all campuses are also available via the “Visiting Rutgers” link on the main page. Several subject areas in this handbook will refer you to the Rutgers web page for information, rather than reproducing such items as policies and contracts.

The (school/department/center) web site (if any) provides information about (school/department/center) undergraduate and graduate programs, faculty and course syllabi.

Administration/Contact People

The following is a list of (dept/center/school) current administrative staff: (name, location, e-mail address, ect)

Dean

Associate Dean

Chairperson

Other support personnel include:

[Administrative Assistant]

[Secretary]

[other- if not identified above, use ‘other’ to identify individuals responsible for such things as office supplies, phone, mailboxes, photocopy machines, stamps, grade forms, blue book, expense reimbursement, keys, payroll and benefit forms, scheduling of rooms, etc.]

1. (Location i.e. room, building) [Information as appropriate]

Office supplies, envelopes, transparencies, pens, tape, etc – if you need something not available in the cabinet under the copy machine, write it on the supply request list posted on the wall above the copy machine. Typically orders for new supplies are placed every month.

Fax, phone
Departmental mailboxes
Photocopy machine (if you use the copy machine in the evening be sure to turn it off before you leave the room)
Forms to request larger photocopy jobs, and forms to request very large jobs that get sent out Desk and chairs for PTLs to use to meet with students, check email, print things
Scranton (machine grading forms)

2. (Location i.e. room, building [Information as appropriate])

stamps
change of grade form
federal express mailing envelopes and forms
fax forms
special permission numbers for adding student in class
information on department majors (GPA's, files, etc.)
signing out portable overhead projector

3 (Location i.e. room, building [Information as appropriate])

blue books for exams
expense reimbursement
purchase orders for conference travel
supply cabinet keys (one in room 206, one in the photocopy supply room)

4 (Location i.e. room, building [Information as appropriate])

(name of person) is in charge of all computing and network resources, including scheduling computer labs for classes. Send any requests to [email address of contact person]

5 (Location i.e. room, building [Information as appropriate])

Payroll and benefits
Direct deposit of paychecks
Building services (janitorial work, room temperature, building emergencies, etc.)
Copy equipment and paper
If your class photocopy account has been exceeded, she will increase it
Keys for classrooms and offices

Room Facilities – If there are any problems with the room you teach in, please contact (name of contact) and indicate the problem. S/he will get in touch with the appropriate maintenance folks.

As soon as we have asked you to teach for us, you should see the department administrator, (name, location, phone number), who will acquaint you with the **paperwork** that the University requires to put you on payroll. In particular, please note that under federal law the University requires proof of citizenship and a copy of Social Security card (if you do not have your social security card, the University will process your paperwork only if you can supply a letter from the Social Security office indicating that you have made an in-person application for a replacement card.) *There are no exceptions to this rule.*

Payroll for part-time faculty runs (A) Sept. 1 through January 31 or (b) Feb. 1 through June 30. Checks are issued every two weeks, on Fridays. They are delivered to departmental offices and put in your mailbox there. If you wish us to mail your check to another address, please provide us with a stack of self-addressed envelopes.

Building/Office Hours

The (school, department, center) (building/office), at (location), is generally open from ___ am to ___ pm Monday – Friday. Contact the department regarding whether keys are issued to PTLs.

Directory

A directory of all (school/department/center) full-time faculty and staff is available from _____. The directory includes pertinent contact information.

E-Mail (If appropriate – If the school/department/center provides PTLs with e-mail accounts, instruction on procurement of e-mail accounts and directions on usage should be provided.)

Faculty Meetings (Use this paragraph if appropriate, design to fit your particular circumstances.)

IDs

PTLs may obtain a picture ID. Please check the Rutgers web site (Faculty and Staff link) for further information on how and where to obtain your ID.

Media Services – (instructions on how PTLs may access multi media teaching/instructional aids for use in class should be given here.)

(For example:)

(For evening classes, you should work with the department secretary to arrange for the equipment to be left in an accessible space. Equipment must not be left in any classroom, and should be returned to any secure room in the (location) building.)

(Equipment can also be obtained through the University's Media Services office. Media Services also has a range of audio-visual material and services available. Please check their web site at <http://scc01.rutgers.edu/media> services for a complete description of their services, including how to reserve equipment.)

Office Space and Office Hours

Please check with the chairperson of the department for which you will be teaching, as to available space each semester.

We also ask that all instructional staff hold **office hours** during which they are available to talk with students one hour per week. This is often scheduled just before or after one of the class meetings, usually on the same campus where the class is being taught. (Contact Name) will assist you in identifying a specific location where you may hold office hours.

Parking

PTLs may obtain a parking permit from the Department of Parking and Transportation Services after payment of the applicable annual fee. See the Rutgers web site (Faculty and Staff link) for information. This permit allows you to park in general faculty/staff lots on campus.

Personnel Paperwork/Paychecks/Direct Deposit

In order to receive payment for teaching your course(s), there are several forms that must be completed prior to the beginning of the semester. Certain forms only have to be completed once, and others must be done each semester.

Necessary paperwork will be provided to you each semester. Please be sure to complete the forms, and return them to the department offices promptly. Delays in returning forms will result in delays in your receiving payment.

PTL appointments run from September through January for the fall semester courses, and from February through June for the spring semester courses. Paychecks are issued bi-weekly.

Direct Deposit of paychecks is available to PTLs. Please contact the department secretary to complete the necessary form authorizing direct deposit of your paychecks.

PTL Union/Eligibility/Dues

Please check the Rutgers web site for the most recent PTL contract. The negotiated agreement is available on the web site of the Office of Labor Relations (<http://olr.rutgers.edu>). There are various provisions governing re-appointments and salary increments of which you should be aware.

Public Employees Retirement System (PERS)

After teaching two consecutive semesters in an academic year, and then teaching a subsequent fall semester, you will be eligible for membership in PERS. Payroll contributions will be automatically deducted from your paycheck – the current rate of contribution is 3% of base salary. Summer session teaching does not count toward eligibility for PERS.

Additional information about PERS can be found on the University Human Resources web page: <http://uhr.rutgers.edu/retirement.html>.

Weather Closings

In the event of a weather emergency, a “University Operating Status” page will be posted as a link from the main Rutgers web page, www.rutgers.edu. Please refer to this page for updated information on closings, class cancellations, delayed openings and other pertinent information. The link will also be posted from the Rutgers Daily News web page, <http://ur.rutgers.edu/news>. Please do not call the Rutgers Police for closing or cancellation information. Class cancellation and office closing information is also available from:

WKXW 101.5 FM	WCTC 1450 AM	WCBS 880 AM	WINS 1010 AM
WRNJ 1510 AM	News 12 Cable TV	KYW 1060 AM	

You should check with the departmental administrator as to the procedure to be followed if inclement weather requires you to cancel a class when the campus is not officially closed.

ACADEMIC POLICIES/ISSUES

Academic Calendar

The Academic Calendar for the current academic year can be found at: <http://scheduling.rutgers.edu/academic.htm>.

Academic Integrity Policy

The University's Academic Integrity Policy can be found at: <http://teachx.rutgers.edu/integrity/policy.html>. If you have any problems with dishonesty, ethical violations, or harassment (whether involving you or involving others) please contact (Contact name). The department needs to know about each case. You should not try to resolve any such issues yourself.

The policy discusses violations of academic integrity such as cheating, fabrication, facilitating academic dishonesty, plagiarism, and denying others access to information or material. It defines four levels of offenses, with attendant sanctions and grievance hearings.

Accommodations for Students With Disabilities

Under Federal Law, the University is required to provide reasonable academic accommodations to students with documental disabilities, in legally defined categories. Rutgers has a very specific process that students must follow in order to obtain accommodations. All students must present proof of their disability to their respective undergraduate college, or graduate unit for review by the college coordinator. If a student approaches you directly to ask for accommodations, please inform the student that **all** requests for accommodations must go through the Coordinator at his/her undergraduate college or graduate unit. Students may contact the Dean of Students Office at their undergraduate colleges for the name of their college coordinator. The Coordinator will work out an individualized plan of accommodations for the student, and **will send a letter to each instructor who is teaching a course for which the student is registered**. That letter will specify the particular accommodations to which a student is entitled in that course.

Typical accommodations may include extended time on exams, offering exams in a distraction-free environment, note-takers, and perhaps even alternate forms of exams (essay v. multiple choice). If, for any reason, you feel that the accommodations requested by the college coordinator seriously compromise the nature and/or goals of your course, please contact the coordinator to discuss the matter, as soon as possible.

Syllabi/Book Orders

(Dates that syllabi are due and to whom syllabi's are to be given for photocopying. Instructions on how course book orders are accomplished.)

We have hired you because we trust you to design and teach your course. We see ourselves as here to assist, rather than police, you in **developing and communicating your course**. We usually have available past syllabi, exams, etc. and we will provide you with copies of them. You are also encouraged to talk to members of our faculty who have taught the course in the past (we can suggest who you might contact). While you have the same freedom of action of any faculty member in determining the content and evaluation strategy for the course, in the interest of maintaining some coherence in our undergraduate curriculum, we urge you to consult past course materials and our permanent faculty regarding the basic parameters of the course. Course content should match the course title and official catalogue description. Most courses have a final examination (which cannot be given during regular class time) and some combination of hourly exams and papers.

Reading assignments obviously vary widely, but [##] pages (or # to # hours) a week is probably somewhere close to the average load. Many of our students find it financially necessary to be employed

during the school year. While this certainly does not mean that we should require less from them than the full education they are paying for, it is useful to have some notion of the realities of their life.

However you decide to structure the course, it is crucial that you communicate the requirements and evaluation strategy of the course clearly to your students in your course syllabus. Often it is most effective to compose your syllabus in the first-person, speaking directly to the students and avoiding anthropomorphizing the course. We ask that you submit a draft of your syllabi (to whom to submit), by (date).

ALL TEACHING FACULTY, INCLUDING ADJUNCTS, MUST SUBMIT COPIES OF THEIR COURSE SYLLABI, ALL EXAMS AND ASSIGNMENTS, AND FINAL ROSTER TO (to whom to submit, location).

Each campus has its own **bookstore** and **library**. It is customary to order the books and use the reserve system on the campus where the course is taught. The Rutgers bookstore in the Ferren Deck Mall is the official bookstore for the College Avenue Campus. The Cook-Douglass Co-op (behind the Douglass Student Center) is the official bookstore for the Douglass Campus. The Livingston Bookstore is the official bookstore for the Livingston Campus. **The office has book order and library reserve forms.**

Many faculty also have their reserve materials photocopied, giving students the option to buy the package or use the materials on reserve. This can be done through the bookstores or through any one of several independent photocopy shops in New Brunswick, but it also takes considerable time to get permission from the copyright holders; the first few weeks can be a little hectic if some of the materials is not yet available.

Class Periods/Rosters

Initial Rosters

Initial rosters sent out by the Registrar at the beginning of the semester include only those students registered for the course before the drop/add period. Frequently students who have been added to a course immediately before a semester begins (i.e., new transfer students) do not appear on these rosters. Conversely, students who have dropped the course immediately before the semester begins will still be listed. Updated information on student registration during drop/add period can be requested from all Department staff or student advisor who have access to the University registration system.

Updated Rosters

Updated rosters include students admitted to courses during the add period, deletes those who have dropped the course, and should be used to clarify the status of students in the course. Sometimes students fail to use their special permission numbers correctly or have been dropped from the roster due to other problems, usually financial, and need to know that their registration is not accurate. Please verify these rosters in your class. Please refer students who are not correctly listed to the Department office or directly to the registrar.

Warning Roster

Warning rosters are issued a few weeks into the semester and allow faculty and instructors to formally warn students that they are doing poorly at this point in the semester due to assignment grades or failure to attend. Faculty and instructors indicate with a W students who should receive a warning, and turn these rosters in by the Indicated due date to the Department staff. This warning does not go on a student's permanent record. Again, verify that the roster accurately reflects the students in the course, so that they receive their grades correctly.

Final Grade Rosters

The Registrar sends final grade rosters shortly before the end of the semester to the Department. You have to sign for them in the Roster binder, as we are required to verify that you have received the roster. Then be sure to hand in your complete, signed grade roster to (whom?) before leaving at the end of the semester, according to the due date on the roster. Please make a copy of the roster for your own records.

Reading Online Rosters – Practical Details for Instructors

Class rosters are now available online. Since rosters contain sensitive information, access to them needs to be restricted by (relatively painless) security measures. In order to verify that rosters are only accessible to those authorized by the department, they are reached by use of your own net ID and password. Important: this is not the password you may use on a departmental server, unless that is the same. If you do not have a net ID and password, the department can assist you in obtaining setting up an account. There are advantages to this online system; in particular, you can get up-to-date rosters instead of ones that are hopelessly outdated, and you can get a list of student email addresses. Ultimately, the goal is to move to a system in which we can submit grades online also.

In your web browser, go to <http://www.acs.rutgers.edu/Apps/adminweb.htm> and click on Class Rosters. You will be taken to the login page (this is the security feature.) Enter your net ID and password. Click on “submit”. You will be taken to the “Class Roster Main Menu” page. Go directly to viewing rosters.

To view your rosters, click on the corresponding link. Enter the full course number (“##” is the unit, then the subject “###”, course and section numbers) and click on “Submit.”

The roster that appears on the screen will be similar to the usual paper roster, except it will NOT include the students’ SSN. It will be up-to-date (revised daily during the beginning of the semester). You can download it to a spreadsheet – MS Excel or other applications that read .slk files will handle it, or you can download it as a comma-delineated file to enter into a variety of other spreadsheet applications. The download form WILL include students’ SSN and email addresses (except in cases where the student has declined to make the email address public).

Click on the applicable “Download” link – click on “Save File” if prompted by your web browser, and save to the location of your choice.

This roster information should be treated appropriately. For instance, if you do a mass mailing to students in your class using these email lists, be sure that the students cannot read the email address of the other students to whom you have sent the message. One way to do this is to send the message to your students as a “blind cc” – begin a message, hit F9, put the students’ e-mail addresses in where it says “blind cc” – hit F8 to return to the e-mail message you were composing.

You will receive up-dated paper rosters several times throughout the semester, often accompanied by specific instructions. Shortly before the end of the semester you will receive green rosters that are to be used for submitting semester grades for the students,; specific instructions will be attached. **Final examination period last three hours each, and are scheduled by the University during the week and a half after classes end.**

Drop/Add Period, and Special Permissions

Students may add courses during the first nine class days of the semester, and may drop courses without a “W” during the first seven days of the semester. If the initial meeting of a class does not occur until after the drop period, the “W” shall be waived provided that the student drops with the permission of the dean within one business day after the first meeting of the course.

Students use the Rutgers telephone registration system or the online registration system to drop and add courses, adding courses primarily through the use of special permission numbers unique to each course and

available only through the Department. Students must attend the first session of a course they seek to add and request special permission from faculty and instructors.

Final Exams

If you give a final exam in your course, please be aware that you must give the exam during the scheduled final exam period. You can administer make-up examinations when a student is able to satisfy the faculty member that the exam was missed through no fault of the student. A note from a doctor, the student health service, or the college dean's office is sufficient to document medical absences. Other excuses are accepted at the discretion of the instructor.

The make-up exam should be protected by a faculty member or a graduate student in a suitable space, without distractions or the opportunity for academic dishonesty.

Inappropriate make-up exam situation include:

Asking a secretary to arrange the exam space and to "proctor" the exam from her desk

Putting the student alone in a public space, such as the student lounge, a conference room, or a storage room

Using another faculty member's office

Having an undergraduate assistant supervise the exam in the faculty member's office, with the faculty member absent.

Appropriate make-up exam situation include:

Holding the exam in the faculty member's office or another space supervised by the faculty member

Finding space for a graduate student TA to conduct the proctoring

Arranging a standard make-up time and place for the course

Placing the student in a classroom where a full-hour proctored exam is in progress for another course, with a faculty colleague administering the exam.

Also, during the 13th and 14th weeks of the semester, tests of more than 30 minutes duration may not be given except where a course gives more than one hour test and a final. If there is no final examination in a course, the last hour test must be given earlier than the 13th week or at the hour scheduled for the final examination.

GRADES

Grading

The University asks that we **submit semester grades forty-eight hours after our final exams are scheduled**. You will be given a green grade roster and instructions before the final exam period; please fill it out neatly, sign each page of it, and **hand it in to (contact person)**. (do not submit it directly to the University).

Posting Grades

University regulations prohibit you from posting grades with full social security numbers or any other identifying information such as name. You can use something like the first and last four numbers of the social security number.

Please note that it is a violation of federal law and University regulations to post any student grades by name or social security number, either physically in a University building, on the internet, or in any other way. After the end of the semester, students are able to phone into the registrar for term grades and, if you wish for students to be able to reclaim final exams, you may leave them, in alphabetical order, with (who) and students can pick them up from her, beginning in January or after graduation in May.

Temporary Grades (Incomplete)

Grades of TB+, TB, TC+, TD, TF and TZ are used for all incomplete and temporary grades. Temporary grades are given at the discretion of the instructor when the student has not properly completed the course work requirements (i.e., major assignment or examinations). The letter grade following the T represents the grade that the instructor would assign if the outstanding were to remain uncompleted, except for the TZ grade. The TZ grade is used when no grade is assigned by the instructor. The TZ grade is converted to a grade of F if no further action regarding the grade is taken by established deadlines. Temporary grades become permanent if the work is not completed as required and no notice is received from the instructor to change the temporary grade to permanent one. In no case is this permanent grade poorer than the assigned letter grade. Fall term T grades must be complete by May 1; spring and summer T grades by December 1.

Grade Changes

Grade changes can occur in two instances; (1) if a student is given a temporary grade or (2) if there has been a mistake in the final grade submitted for a student.

A faculty member needing to change a grade for either of these reasons has to come to the Department office and complete and sign a change of grade form. If the grade change is beyond one semester, then the form requires the Chair's signature. If you are unable to come to the Department, such as after the semester is over, the Chair can complete and sign one for you, as long as you provide sufficient documentation.

Please give the completed and signed change of grade form to (whom, location). The Dean must also sign the form, and then send it to the registrar.

Disagreement about Grades and Grade Grievances

From time to time, you will encounter students who are unhappy about a particular grade in a course. Students are required to discuss the grade with you first. Please try to provide students with a way to contact you, by phone or e-mail, after the semester is over, so that they can discuss any grade issues with you. Under the Family Educational Rights and Privacy Act (FERPA), be aware that you cannot discuss a student's grades with his/her parents, unless the student has given you written permission to do so.

If you cannot reach a resolution with the student, you should refer the student to the department chairperson, and provide the chairperson with any relevant material. If the chairperson cannot resolve the disagreement, the student is then referred to the Dean's Office. The chairperson or the Dean will rarely overturn a faculty member's decision on a grade, and will do so only in the most unusual or compelling circumstances.

You should have all course papers and exams for a period of one year. The department administrator can assist you with locating appropriate storage space.

Harassment Policy

The University's policy on verbal assault, defamation and harassment may be found on the Rutgers web site at <http://ruweb.rutgers.edu/regulations/book6/6414.pdf>. If a student in your class complains to you about an incident which falls under scope of this policy, please contact _____ to discuss the procedure for handling such complaints.

Religious Observance

It is the policy of the University to excuse without penalty students who are absent because of religious observances, and to allow the make-up of work missed because of such absences. Examinations and

special required out-of-class activities shall ordinarily not be scheduled on those days when religiously observant students refrain from participating in secular activities.

A list of major religious holidays for each semester can be found in the Undergraduate Schedule of Classes. The University web site <http://ruweb.rutgers.edu/aboutru/holidays.shtml> provides the list of officially recognized religious holidays at Rutgers. There's also a link on this page for the academic calendar.

Resources

The University has several resources which can be of use to PTLs; the Learning Resource Centers, the Library, and the Teaching Excellence Center.

The Learning Resource Center (<http://lrc.rutgers.edu>), on each campus, provide academic support to students through tutoring, writing assistance and course support. PTLs may place materials, such as sample exams, study guides, and class notes in the LRCs to assist students. The LRCs can provide a place for disabled students, who require a specialized environment, to take exams.

The Teaching Excellence Center (<http://teachx.rutgers.edu>) offers a variety of materials and workshops to assist faculty. A list of scheduled workshops is available on their website.

The Rutgers University Libraries are one of the nation's leading academic library systems. In addition to its large collections in a variety of different areas, it offers a variety of services including classroom instructions, research assistance and consultations to assist PTLs and their students. For further information, please check the library website at <http://www.libraries.rutgers.edu>.

Teacher Evaluations

Rutgers University policy requires that each course and each teacher should be evaluated each semester, to help assess strengths and weakness, to show progress, and to determine whether/what changes would be useful. The (school, department, center) insists on effective teaching and will make decisions based on that criterion.

Some time after the middle of the semester, you will receive a packet of **student evaluation forms** which must be administered to your class; this packet will include specific directions. You should plan on devoting about a half-hour to the evaluation process, during which time you will turn the class over to a responsible student you have designated to distribute, collect, and submit the evaluation forms in order to insure the integrity of the student evaluation process. You should leave the classroom during this process. After the semester has ended, a report of the statistical results, and the forms themselves with their qualitative comments, will be available to you.

Among the rules applying to the required standardized survey instrument, the instructor must:

- a. Complete the coversheet (course number, name of faculty member, etc.) and return it to the manila envelope before distributing the blank response forms.
- b. Remind students what the course number and section number are so that they may mark it on their forms.
- c. Identify a student who will collect the forms, seal the envelope, sign the flap, and return the packet to the Program Administrative Assistant.

- d. Do not remain in the room while students are completing the forms, or handle the forms once they have been distributed.

When the completed packets are processed and returned to (where to return), the evaluation packers are returned to instructors. Copies of the summary sheets are kept on file in the (which) office. Instructors are encouraged to look over student comments and to discuss the results with (whom?), if they wish.