Faculty Handbook 2021-2022

Rowan College SOUTH JERSEY

Gloucester Campus

1400 Tanyard Road • Sewell, NJ 08080
856-468-5000
RCSJ.edu

The Board of Trustees is committed to providing a work and academic environment that maintains and promotes affirmative action and equal opportunity for all employees and students without discrimination on the basis of certain enumerated and protected categories. These categories are race, creed (religion), color, national origin, nationality, ancestry, age, sex (including pregnancy and sexual harassment), marital status, domestic partnership or civil union status, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, or mental or physical disability, including AIDS and HIV-related illnesses. For questions concerning discrimination, contact Almarie J. Jones - Gloucester Campus, Special Assistant to the President, Diversity and Equity, Title IX and Compliance at 856-415-2154 ajones@rcsj.edu; Nathaniel Alridge Jr., J.D., - Cumberland Campus, Director, Diversity and Equity, Title IX, and Judicial Affairs at 856-498-9948 or nalridge@rcsj.edu. For disabilities, contact Carol Weinhardt - Gloucester Campus, Director Department of Special Services, ADAAA/504 Officer at 856-415-2247 or cweinhar@rcsj.edu Meredith Vicente - Cumberland Campus, Senior Director, Disability Support Services 856-200-4688 mvicent1@rcsj.edu.

August 2021

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Welcome to Rowan College of South Jersey

About Rowan College of South Jersey

Rowan College of South Jersey is a comprehensive, co-educational, two-year college sponsored by the residents of Gloucester County through the Board of County Commissioners. The College is an accredited member of the Middle States Association of Colleges and Schools. RCSJ seeks to assist each person in the development of a career, while at the same time developing humanistic values and encouraging personal enrichment.

RCSJ is dedicated to its community and accepts the responsibility of providing post-secondary educational opportunities to all who seek them. RCSJ provides college and university transfer programs, career education, community services, and special assistance programs. The College seeks to bring higher education within the geographic and financial reach of all residents.

More information about RCSJ can be found in our college catalog. An electronic copy can be found on our website: *https://www.RCSJ.edu/Publications/Pages/Catalog.aspx*

Mission of the College

Rowan College of South Jersey is a student success-oriented, accessible and affordable learning center dedicated to enhancing its community's economic development and quality of life by striving for academic excellence in offering innovative programs and services to a diverse community of learners in a safe and caring environment.

Core Values of Rowan College of South Jersey

Rowan College of South Jersey respects the diversity of its student body and recognizes the worth and potential of each student. Therefore, the College affirms the following Core Values:

Commitment to Students
Belief in the priority of providing the highest levels of learning, resources and support services to enhance intellectual, personal, and social growth while focusing on the professional development of students.

Commitment to Excellence in Education
Belief in providing educational programs and student support services that combine academic rigor, up-to-date information, incorporation of the most effective strategies, and close assessment of learning outcomes to achieve excellence in learning.

Contribution to Community
Recognition of the importance of enhancing the economic vitality and quality of life for all citizens in our community.

Commitment to Access and Diversity
Belief that the College will actively seek to create the highest levels of access to all programs and services for all students who may benefit and that the College's employees and students represent the diversity of the community.

Quality Campus Environment
Recognition of the importance of providing a safe and pleasant work and learning environment characterized by integrity, clear communications, open exchange of ideas, involvement in decision making and respect for individuals.

Social Responsibility
Belief in providing educational, experiential and training opportunities for students and residents of the community that fosters an inclusive atmosphere of support and care for one another and other members of the community at large.

Civic Duty/Commitment
Recognition of the important roles that students, faculty, and staff have in providing service to all citizens in our community.

Communicating with the College Community

Administrative Offices

Frederick Keating, Ed.D. President	415-2101
Brenden Rickards, Ph.D. Vice President Academic Services & Provost	415-2106
Dominick Burzichelli, Vice President & Chief Operating Officer	415-2292
James Piccone, Ed.D. Vice President & Chief Administrative Officer	200-4547
Judith Atkinson, Vice President, Student Services	415-2115
Josh Piddington, Vice President and Chief Information Officer	415-2270
Danielle Zimecki-Fennimore, Ed.D. Dean, Academic Compliance	415-2138
Michael Plagianakos, Ed.D. Dean University Relations	464-5230
Megan Ruttler, Executive Director Center College Career Readiness	415-2232
Michael Chando, Executive Director, Admissions & Financial Aid	415-2282
Almarie Jones, Special Assistant to the President, Diversity and Equity/Title IX and Compliance	415-2154
Cheryl Lewis, Executive Director, Financial Services	415-2228
Guy Davidson, Ed.D. Executive Director, Academic & Special Services	494-5691
Diane Mussoline, Executive Director, Behavioral Services	494-5665
Coryndi McFadden, Executive Director, Human Resources	415-2113
Samantha Van Kooy, Executive Director, Student Engagement	415-2276
Joseph Getsinger, Executive Director, Clery Compliance	468-5000, ext. 6209

Academic Deans

☐ Business Studies: Patricia Claghorn, Ed.D.	468-5000, ext. 5504
Alejandra Valencia, Team Coordinator	415-2157
☐ Career & Technical Education: Brigette Satchell	681-6226
Thewantha Torain, Director, Career & Technical Education	415-2218
☐ Communication & Creative & Performing Arts: Marcela Savelski	415-2131
Margie Vacchiano, Team Coordinator	415-2139
☐ Education & Humanities: Paul Rufino, Ed.D.	415-2173
Angie Pachini, Team Coordinator	415-2137
☐ Internship and Career Planning: Candice Racite, Ed.D.	415-2168
☐ Nursing/Allied Health: Susan Hall, Ed.D., DNP	415-2185
Joanne Fischl, Administrator, Academic Support	415-2182
Susan Rothfuss, Academic Specialist (Law & Justice)	415-2266
☐ STEM: Diane Trace	415-2176
Lisa Ford, Team Coordinator	415-2156

Student Services

DEPARTMENT	NAME	EXTENSION
Advising, Director	Shawn Rutter	415-2204
Senior Bursar	Sherri Pratt	468-5000 x6615
Career & Technical Education, Executive Director	Randee Davidson	468-5000 x6202
Director, Student & Veterans Affairs	John Ryder	468-5000 x6456
EOF	Tiffanie Williams	415-2278
Financial Aid	Kathleen Ellis-Foultz	468-5000 x6208
Director, Dual Enrollment	Brittany Henry	468-5000 x6295
People in Transition, Director	Crystal Noboa	415-2264
Executive Director Enrollment Services	Sandra Hoffman	415-2220
Special Services (for students with special needs)- IC Bldg. Rm. 425	Carol Weinhardt	415-2247
Student Life & Activities, Administrator	Diane Hare	415-2236
Student Records, Class Lists and Grades	Jacqueline Butler	468-5000 x6293
Center for Counseling and Wellness	Lois Lawson-Briddell	415-2243
Testing Services	Melissa Wright	415-2250

Library and Academic Support Center

- ☐ Jane Crocker, Director, Library — 415-2250
- ☐ Nick Shepherd, Administrator, Academic Support Center — 415-2248
- ☐ Nicole Duncan, Administrator, Education and Humanities — 415-2242
- ☐ Carol Berk, Administrator, Academic Services — 415-2104

Frequently Contacted Departments

- ☐ Admissions — 415-2209
- ☐ Center for People in Transition — 415-2222
- ☐ Distance Education and the Center for Teaching & Learning — 464-5217
- ☐ Enrollment Services — 415-2209
- ☐ Financial Aid — 415-2210
- ☐ Help Desk (IT Support / Portal) — 415-2298
- ☐ Library — 415-2252
- ☐ Payroll — 415-2224
- ☐ Security — 681-6287
- ☐ Special Services — 415-2247
- ☐ Student Services Information Center — 415-2197
- ☐ Academic Support Center (formerly Tutoring Services) — 415-2248
- ☐ Human Resources — 468-5000 x6310

Staying in Contact

Please contact your division's Team Coordinator about setting up an email account. A network and web portal account will also be setup for you.

Telephone / Voice Mail
All full-time faculty should receive a direct telephone number and voice mail box. You can access your voice mailbox from your direct line by dialing ext. 2299 or by dialing (856) 415-2299 from an outside line.

College Email
Every employee and student of RCSJ is provided with an email account. It can be accessed directly from the RCSJ Portal page by clicking Webmail. This email account is to be used for all communications with your students and must be listed on the first page of your syllabus. You will also receive important reminders and updates from your division and other college offices through this account. It is essential to check it frequently and encourage your students to check their RCSJ email, as well.

RCSJ Portal
The RCSJ Portal provides secure access and offers a variety of Intranet and Internet services for Rowan College of South Jersey students, faculty, and staff. It is especially important to faculty members since this is where instructors will view up-to-date class rosters, submit grades online, send and receive email using portal email and more. This is also where all College policies and administrative procedures, manuals, and forms can be found.

Regular Mail Mailboxes
All instructors are assigned a mailbox for materials pertaining to classes and notices to you as an employee. Your mailbox is located in your division's office area. Please check your mailbox prior to each class. Check with your department administrator/Team Coordinator for mailbox location and all mailing instructions.

Severe Weather and Emergency Conditions

In the event of a potential College closing and class cancellations due to weather or other circumstance, all employees will be notified via telephone broadcast message, email, and text of the status of the workday. Rowan College of South Jersey's school number is 814 for day classes and activities and 2184 for evening class and activities.
In addition, notification will be posted or broadcasted on:
RCSJ Portal
KWY- TV
KWY 1060 AM radio
Local Cable Provider
Gloucester Alert

It is strongly suggested that every faculty member prepare an alternate course delivery method, such as an eLearning course shell or emails to students, so that course content can be delivered in the event of either short or long term campus closure.

Faculty Emergency

During the day, an incoming emergency call will be referred directly to the employee. If the employee is not at their scheduled location at the time of the call, it should be handled through the area clerical personnel. In the evenings, if an employee is not at their workstation, the call should be handled through the Security Office. The Security Office will be responsible for the recording of the message, identifying the instructor's location, and delivery of message.

Student Emergency

During the day and evening an incoming student emergency call will be referred directly to the Security Office. Security will contact Student Services, Director of Student Affairs, or his/her designee to provide information on the student's location for notification. A representative of Students Services may notify the student, depending on the situation and level of the emergency, but will report to Security the results of the notification for reporting purposes. No information will be supplied to the caller as to whether the student is on campus or even registered as a student. Only the contact information will be taken from the person calling and nature of the call and emergency. No call backs to the caller will be made to confirm contact was made or not made. It will be up to the student to make contact, if they wish to contact the caller. All information developed will be documented by a Security Officer through an Incident Report.

Non-emergencies, student behavior, or student coping issues should be directed to the Executive Director, Student Engagement, Samantha Van Kooy, 415-2276, *svankooy@RCSJ.edu*, for referral to the appropriate office.

Incident Reporting

Incidents Involving Staff or Students
In reporting any accident/injury, theft, vandalism, or confrontation, contact Security by dialing ext. 4444 or ext. 6287 from a College phone. The cell phone contact number for Security is 609-868-3963. When applicable, indicate if an ambulance is needed. Give the following information: location, building, area, room number, and nature of accident. In addition to the contact numbers, "blue light" Emergency Phones can be used as well, see below for details.

After the accident has been handled to completion, Security will prepare a detailed report for record purposes. You may be requested to submit a statement regarding the incident. In handling any incident, remember that time is the most important factor and everyone should approach his/her responsibilities in an efficient, calm, cool, and collected manner. Note that in the case of a motor vehicle incident, assault, domestic or medical issue, Security will notify the Deptford Police Department via the 9-1-1 Center. Security will report student disciplinary incidents to the Director of Student Affairs for follow up.

Fire
Each building in the College complex is equipped with electronic smoke/fire detectors, manual fire alarms, and extinguishers. Alarms are centrally monitored by Facilities and Security. It is the responsibility of the Maintenance/Fireman, Custodial/Utility personnel, and Security personnel on duty to respond immediately to the alarm.

Blue Light Emergency Phone System
There are emergency phones situated throughout the RCSJ Campus inside and outside of each building. Each emergency phone is numbered and has both a blue button and a red button. The blue button will directly contact Security for non-emergency issues, such as directions, classroom openings and any Non-Emergency issue. The red button is for *EMERGENCY* issues and will contact the 9-1-1 Center directly for Police/Fire/Medical assistance. Each doorway to each building is marked with identification of building and doorway location for emergency purposes. For example, Doorway A-8 is located at the College Center nearest Security.

Detailed campus security information can be found on the RCSJ website under the Security link.

Safety and Security

The wellbeing of students and employees is a top priority at RCSJ. The Department of Safety and Security works diligently to provide a safe environment for all members of the College community, 24 hours a day, seven days a week. Continual patrols, a campus-wide emergency phone system, and an escort service are only a few of the resources available.

Please visit the Safety & Security website for additional information:

RCSJ.edu/Security/Pages/default.aspx

Security Officers

Security is provided from 7 a.m. until 11 p.m. on weekdays, Saturdays from 7 a.m. to 4 p.m. and whenever there is an event or activity on campus. Gloucester County Sheriff's Officers and the Deptford Police Department patrol the premises at other times.

Security Officers are available to escort faculty, students, or staff to their cars, if needed, after evening classes. Security can be contacted directly on the blue light security phones throughout the campus.

The RCSJ Campus

Policies

Introduction
The RCSJ Human Resources Office and Payroll Office are located in the College Center. Time sheets, health and dental enrollment and other employee-related forms may be obtained there.

Following is information about the College's policies, as well as brief descriptions of various resources that are available to faculty and students. You are encouraged to review the current College Catalog and Student Handbook, as well as a current Office Directory from your division's Team Coordinator.

All the College's policies, administrative procedures, and publications may be viewed online at ***RCSJ.edu.***

Affirmative Action and Equal Employment Opportunity (AA/EEO)
Rowan College of South Jersey and the Board of Trustees endorse equal employment opportunities for all qualified persons and have adopted an Affirmative Action Policy to further the goal of equal employment opportunities for all qualified persons, both employees and students. The College's administration heartily endorses the Policy and is committed to its implementation. In addition, the College is committed to implementing progressive employment training and internal career development plans which assure equal employment opportunities.

All members of the College family are encouraged to become familiar with Board Policy #7001 and Administrative Procedure – The Affirmative Action and Equal Employment Opportunity Procedure Policy. The College must provide for the advancement of all qualified persons without regard to race, creed, color, religion, national origin/nationality, age, sex/gender, affectional or sexual orientation, marital status, familial status, liability for service in the Armed Forces of the United States, atypical hereditary cellular or blood trait of any individual, non-applicable disability or because of genetic information or refusal to submit or make available the results of a genetic test.

The Affirmative Action Policy is designed to ensure that qualified members of any classes are not excluded from consideration of employment and advancement. The Policy is designed to eliminate any employment discrimination and to actively recruit and hire persons in all groups. The Policy includes a provision to examine current employment, recruitment, hiring, training, promotion, discipline, terminations, assignment of salaries, wages, and benefits to ensure that the College is in compliance with all applicable state and federal laws and regulations pertaining to employment discrimination.

The Office of the Special Assistant to the President for Diversity and Equity/Title IX and Compliance also monitors compliance of discrimination, sexual harassment, and federal and state laws.

Policies related to Diversity, Equity & Title IX

- P/AP 7001 - Affirmative Action/Equal Employment Opportunity
- P 7005 - Code of Ethics for College Employees (no AP)
- P/AP 7009 - Employee Conduct and Work Rules
- P/AP - 7011 - Harassment and Discrimination
- P/AP 7013 - Sexual Misconduct and the Rights of Victims
- P/AP 7015 - Alcohol and Other Drugs
- P/AP 7017 - Conscientious Employee Protection (Whistleblower)
- P/AP 7105 - Lactation Room Accommodations
- P 8003 - Anti-Bullying and Intimidation (no AP)
- P/AP 8007 - Student Code of Conduct

Harassment
Rowan College of South Jersey is committed to providing every College employee and student with a workplace and educational environment free from unlawful harassment. All forms of unlawful employment harassment based upon race, creed, color, religion, national origin/, age, sex/gender, marital status, familial status, affectional or sexual orientation, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, disability or any other classification protected by federal or New Jersey law, are prohibited and will not be tolerated. Sexual harassment is a form of unlawful gender discrimination and, likewise, will not be tolerated.

Sexual Harassment
Unwelcome sexual advances, requests for sexual favors and other verbal, physical or visual conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made a condition of employment or participating fully in the educational experience; or
- Submission or rejection of such conduct is used as a basis for employment or educational decisions affecting the individual; or
- Such conduct has the purpose or effect of substantially interfering with the work performance of an employee or the educational performance of a student, or creating or maintaining an intimidating, hostile or offensive environment.

Sexual harassment may include a wide range of obvious and/or subtle comments and conduct. Depending on the circumstances, it may include, but is not limited to, repeated offensive or unwelcome sexual advances; subtle or overt pressure for sexual favors; sexual jokes; verbal comments or innuendo of a sexual nature; propositions or advances; graphic commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling, touching, pinching or other physical touching; suggestive, insulting or obscene comments or gestures; display of sexually suggestive objects or pictures. Sexual harassment may include harassment between individuals of the same gender.

Other Forms of Harassment
Harassment on the basis of any other protected characteristic is also strictly prohibited. Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, sexual orientation, national origin, age, disability, marital status, citizenship, or any other characteristic protected by law or that of his/her relatives, friends, or associates, and that:

- Has the purpose or effect of creating an intimidating, hostile or offensive work or educational environment;
- Has the purpose or effect of unreasonably interfering with an individual's work or educational performance; and/or
- Otherwise adversely affects an individual's employment or educational experience.

Harassing conduct includes, but is not limited to: epithets, slurs, or negative stereotyping, threatening, intimidating or hostile acts; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the College's premises or circulated on the College campus or workplace, including e-mail or the College's computer system.

- Mandatory training is required annually for faculty, staff and students and includes topics such as; Preventing Harassment and Discrimination, Title IX, and The Clery Act.

If an individual believes they have been a victim of sexual harassment or any other form of harassment, a complaint should be reported to Almarie Jones, Special Assistant to the President for Diversity and Equity/Title IX and Compliance-Gloucester campus (865) 415-2154 ajones@rcsj.edu or Nathaniel Alridge, Jr., JD, Director-Cumberland campus (856) 498-9948 nalridge@rcsj.edu.

Reporting Allegations of Sexual Assault and Resource Referrals (08/2021)
Gloucester Campus

There are multiple safe places for students to report allegations of sexual assault, both on and off campus. Reports of sexual assault can be made to any of the following offices listed in the chart below.

Service	Resource	Phone Number/Location/Website
Non-Confidential Reporting Local Law Enforcement	Gloucester County Sheriff's Office	856-681-2200
	Deptford Township Police Dept.	856-845-2220
	Gloucester Co. Prosecutor's Office	856-384-5500
	Sexual Assault Response Team	856-384-5555
Non-Confidential Reporting 9-1-1 and **Campus Security**	**9-1-1** Gloucester County Emergency Management Dispatch	**9-1-1 or push RED button on** Campus **Blue Light** Emergency Phones
	Campus Security Blue Light Emergency Phones <u>or</u> ext. 4444 from any campus desk phone	856-681-6287
Non-Confidential On-Campus Reporting Support Services	Almarie J. Jones Special Assistant to the President Diversity and Equity/ Title IX and Compliance	856-415-2154 College Center, Room 116 *ajones@rcsj.edu*
	John F. Ryder Director, Student and Veteran Affairs	856-468-5000, ext. 6456 College Center, room 202 *jryder@rcsj.edu*
Non-Confidential Reporting	All students are encouraged to report alleged crimes on campus. Crimes that pose a threat to the campus community <u>must</u> be reported to 9-1-1, Security, the Sheriff's Office or the Deptford Township Police Department. All employees, including Security staff, must report incidents of discrimination, harassment or sexual misconduct to the Title IX Officer.	
Confidential On-Campus Counseling and Support Services	Lois Y. Lawson-Briddell, Ph.D. MSW, LSW, Director Counseling & Wellness Services Center William Leonard, Ph.D. Intervention Teams Consultant	856-464-5236 *llawsonb@rcsj.edu* College Center, Room 206 856-415-2119 *wleonard@rcsj.edu* College Center, STEM Office C-168
	Crystal Noboa, LSW, MSW Director, The Center for People in Transition (PIT)	856-415-2264 *cnoboa@rcsj.edu* Career & Technical Education Center, Room 809 1492 Tanyard Road
	Diane Mussoline, EdS, LMFT Executive Director of Behavioral Services	856-494-5665 *dmussoli@rcsj.edu* Rowan University Center, Room 200A
Confidential Off-Campus Full-Service Support	Center for Family Services/ Services Empowering Rights of Victims (SERV)	1-866-295-7378 Camden and Gloucester counties www.centerffs.org/serv
Hospitals with Sexual Assault Nurse Examiners	Inspira Medical Center	700 Mullica Hill Road, Mullica Hill, NJ 08062 856-508-1000
	Jefferson Washington Township Hospital	435 Hurffville-Crosskeys Rd., Turnersville, NJ 856-582-2500

Reporting Allegations of Sexual Assault Resource Referrals *(8/2021)*
Cumberland Campus

There are multiple safe places for students to report allegations of sexual assault, both on and off campus.
Reports of sexual assault can be made to any of the following offices listed in the chart below.

Service	Resource	Phone Number/Location/Website
Non-Confidential Reporting Law Enforcement	Vineland Police Dept.	856-691-4111
	Millville Police Department	856-825-7010
	Cumberland Co. Sheriff's Office	856-451-4449
	Cumberland County Emergency Services	9-1-1
	Cumberland Campus Security 856-200-4706 (Direct)	Andres Lopez, Director Safety and Security 856-200-4706
Non-Confidential On-Campus Reporting Support Services	Almarie J. Jones Special Assistant to the President Diversity and Equity, Title IX and Compliance	856-415-2154 Gloucester Campus College Center, Room116 *ajones@rcsj.edu*
	Nathaniel Alridge, Jr., JD, Director Diversity and Equity, Title IX and Judicial Affairs	856-498-9948 Catherine J. Arpino Education and Humanities Center, *nalridge@rcsj.edu*
	Kellie W. Slade, Ed.D. Executive Director Student Services, Student Life	856-200-4615 Student & Enrollment Services Center *kslade@rcsj.edu*
	All students are encouraged to report alleged crimes on campus. Employees <u>must</u> report crimes that pose an immediate threat to the campus Security Office, the local Police Department or the Sheriff's Office.	
Confidential On-Campus Counseling and Support Services	Student Counseling and Wellness Center John Wojtowicz, LCSW	Academic Building – 1st floor 856-200-4760 *jwojtowi@rcsj.edu*
Confidential Off-Campus Full-Service Support	Center for Family Services – Services Empowering Rights of Victims (SERV)	24/7 Hotlines Cumberland Co. – 1-800-225-0196 *www.centerffs.org/serv*
Hospital Sexual Assault Nurse Examiner on Site	Inspira Medical Center Vineland	1505 W. Sherman Ave., Vineland, NJ 856-641-8000

Policies and Administrative Procedures
The College's policies and administrative procedures are continually under a revision cycle and, therefore, will not be reproduced in this document. Up-to-date policies and administrative procedures currently in effect can be found on the College's website at rcsj.edu/Policies . Faculty/Staff are responsible for familiarizing themselves with all the College's policies and administrative procedures.

Human Resources/Payroll
Faculty Pay
Full-time faculty members are paid every other Friday. Employees are required by the State of New Jersey to enroll in direct deposit. No paper checks will be issued. Direct deposit pay is automatically deposited into your bank account on each pay day. A notice is e-mailed to each respective employee to confirm the pay transaction with the option to access the paystub electronically.

Overload Faculty Pay
Overload is paid at the contractually approved rate per contact hour distributed over each semester's pay periods. Overload pay will be paid in 6 or 7 installments and included in the bi-weekly pays. Payments should begin either the last pay in Sept or first pay in October. This is based on when the Payroll Department receives the overload classes from Academics. Faculty must approve their overload contracts online prior to pay being processed by the payroll department. Log onto the Portal, Administration tab, Forms, Human Resources Forms for directions.

Adjunct Faculty Pay
Adjunct faculty must approve their contracts online prior to pay being processed by the Payroll Department. Once contract approval is complete, payments are then scheduled for 6 or 7 pay periods, depending on the semester. Adjunct faculty are paid at the current adjunct rate per contact hour. Specifics are included in your contract. Forms for direct deposit are available in the Payroll Department in Human Resources. Log onto the Portal, Administration tab, Forms, Human Resources Forms for directions.

Personal Leave Request
Full-time faculty may be granted three (3) days of personal leave with pay during an academic year for bona fide personal business which cannot be handled outside of regular hours. (Please refer to Faculty contract for examples.)

Faculty Attendance / Absence
It is expected that all classes will be held as scheduled. If a class must be cancelled for emergency reasons, the faculty member must notify the Division Dean so that appropriate arrangements may be made for the missed educational experience. Approval for any substitute or guest lecturer should be obtained from the Dean. Notice of faculty absence MUST be reported using the Faculty Attendance Form.

If a faculty member is absent, notice should be given as early as possible. If no one in the division is contacted, the faculty member should notify Security so that a cancellation message can be posted on the classroom door for the students. Faculty Attendance Forms MUST be completed and submitted immediately upon return to campus.

Smoking on Campus
Smoking is permitted only in designated areas outside of the buildings.

Substance Abuse Policy for Employees and Students
Rowan College of South Jersey acknowledges that substance abuse is a serious and complex, but treatable, condition which may negatively affect the productivity of employees and students, and the stability of the institution. The College further recognizes that substance abuse can endanger employees and students and have an adverse effect on their personal and family lives.

The College is committed to ensure the working and learning environment for employees, students and the public is safe, orderly, and free of illegal activity. As part of this commitment, the College will comply with the Drug-Free Workplace Act and other relevant substance abuse laws.

The College is dedicated to educating its students and employees about substance abuse and maintaining a drug-free learning environment and workplace. In addition to education, the College may discipline students and employees who are involved in substance abuse.

Travel and Reimbursement
Faculty members wishing to attend meetings, conferences, or travel or other school business should request permission from their Dean. Expenses incurred while traveling on College business will be reimbursed by the College in accordance with College policy. Your supervisor must pre-approve all travel requests. Expense receipts must be attached to the reimbursement request form.
See Travel Authorization & Reimbursement, Admin. Procedure 6020.

Working with Students with Special Needs

Department of Special Services
Carol Weinhardt, Director
cweinhar@rcsj.edu 856-415-2247
Education and Humanities Center Room 425A
(856) 415 -2265 Office
RCSJ.edu/special_needs.html

The Department of Special Services at RCSJ promotes and advocates for learning experiences that value people with diverse abilities and a commitment to inclusion for all students. RCSJ Special Services provides accommodations and assistance to students with various documented disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. Students seeking accommodations are required to submit appropriate documentation to Special Services to determine eligibility for reasonable accommodations as they pursue their education at Rowan College South Jersey.

What you need to know:

- If a student is registered with Special Services and requests accommodations, the instructor will receive a letter from Special Services with the accommodations listed
- If a student requests an accommodation from the instructor, and the instructor has **not** received a letter from the Department of Special Services, the student should be referred to the Department.
- The most popular accommodation is 50% more time for tests and quizzes.
- Registering with the Department of Special Services is voluntary, so there may be students on campus, who are not registered with us who could benefit from an accommodation. Instructors can always refer students to the Department of Special Services if a concern is identified.
- Students are not required to use an accommodation, for example, students may not need extra time for a test in a certain class and may elect to take the test in class.
- There will never be an accommodation that requires changes to assignments or the syllabi.
- Being registered with Special Services is private; please respect students' privacy in class.

Test taking in the Department of Special Services with accommodations

- Test taking with additional time: A student with a documented disability may have the accommodation of extra time. (50% more time)
- Test taking in a separate area: Students with documented disabilities may take quizzes or tests in the Department of Special Services area, located in Education and Humanities Center, Room 425A.
- Time of test: Students are required to take a quiz or exam at the same time as the class; unless an alternate time is necessary to fulfill the students' accommodation.
- Professors are required to drop off or email all quizzes and tests for students with accommodations in the Educational Humanities Center, Room 425. When delivering a test, the instructor must provide a simple cover sheet which outlines the requirements or special directions for the test.

Student's responsibilities regarding testing accommodations

- Students are to communicate to the professor if they are going to use testing accommodations.
- Students are required to notify the Department of Special Services of upcoming test dates in which they will use accommodations as soon as the professor announces the time and date of the test.

Counseling and Wellness Services

The Counseling and Wellness Services office is located in Room 206 of the College Center and supports RCSJ students who may be dealing with personal issues that affect their academic performance. The center has licensed behavioral health staff available to meet with students to discuss their concerns. Some common problems that students may experience include: stress management issues, difficulty adjusting to college or life transitions, relationship concerns, depression and anxiety, family problems, or alcohol and substance abuse problems. Sessions are confidential and at no cost to the student. The primary mission of the center is to provide short-term, solution-focused counseling in order to facilitate the student's college adjustment and success. The professional staff will assist the student in taking steps to address their personal problems by providing them with pertinent information, and then referring and linking them to the appropriate campus and community resources, when necessary.
For more information, visit the center or call 856-464-5236.

Police Academy

The Gloucester County Police Academy was established in 1988 after an extensive survey of county law enforcement officials revealed the need for localized public safety training. The Academy was created as a result of partnership agreements between the Gloucester County Commissioners, Rowan College of South Jersey, and the Gloucester County Police Chiefs Association. Headquartered on the 270-acre campus of Rowan College of South Jersey, where all classes and most training sessions are held, the Academy occupies facilities in a building accommodating a physical fitness center and forensics laboratory.

The Police Academy conducts basic police training, special officer police training, and numerous in-service training courses for law enforcement and public safety personnel in New Jersey, Delaware, and Southeastern Pennsylvania.

College Bookstore

BARNES & NOBLE is the contracted operator of the College store. The store serves the College community by providing textbooks, class supplies, trade books, sports clothing, and other sundry items.

Visit the bookstore website at ***RCGC.bncollege.com*** or through the link located on the College portal. You can submit your textbook order requests online and while on our website, sign up for the Faculty Center Network to have access to detailed and unbiased information on over 500,000 textbooks and links to most publishers.

During the fall and spring semesters, the College store is open Monday through Thursday from 9 a.m. – 5 p.m., Friday 9 a.m. – 2p.m. At the beginning of each semester the hours of operation will be extended to better accommodate the needs of the College community. During the summer, weekend and winter semesters, a separate schedule is established.

Communications and Marketing

The Office of Communications and Marketing is responsible for the College's public relations, marketing and communications. Located in Suite 207 of the College Center on the Gloucester campus and the Administration building on the Cumberland campus, this Division disseminates information about the College through news releases, publications, community presentations, and electronic media.

Communications manages media relations and publicizes information through news releases, newsletters, media advisories, paid advertisements, and community outreach opportunities while maintaining a consistent voice for the College, in addition to providing photography assistance in conjunction with the media services division. Social media is part of the communications team and takes information for multiple audiences and disseminates it across the appropriate platforms including Facebook, Instagram, Twitter, LinkedIn, YouTube and TikTok. The department uses divergence journalism techniques to distribute stories to a wide range of audiences in a format suited for that audience. This includes packages that incorporate a full story, abbreviated version, photography, and video.

Marketing is responsible for the visual presentation of the College and ensures that all materials present a consistent image to the public. These materials include paid advertising across print and digital, as well as College promotional materials. Examples of materials include publications such as the academic catalog, student handbook, and course offering brochures; department brochures; banners; newsletters; postcards, and other materials. Marketing also handles the paid advertising for the College and secures media placements in out-of-home display, direct mail, radio, television, digital display including mobile, social media, video streaming, and more.

The RCSJ Style Guide provides information on how you can take steps to align your work with the brand. This information includes logo rules, College colors, email signatures, social media guidance, editorial information and more. Along with the style guide, a marketing toolkit is in development, which will help RCSJ employees create materials that remain on-brand. The guides, templates and toolkits are available on the Communications and Marketing tab of the Portal.

Employees are encouraged to contact the Office of Communications and Marketing as a resource to assist with promoting the College and to support RCSJ's Strategic Plan. To make requests, please complete a Communications and Marketing Request form found on the Portal.

College Publications

The Student Handbook is published and available to students at the beginning of the Fall semester. It contains College policies, a calendar, and general information about registration, athletics, and resources available to students. The Handbook is also available online.

Non-Credit Courier is published twice a year as a public service for the residents of Gloucester County. The publication announces non-credit class offerings through the Career and Technical Education Division and provides general campus information.

The College Catalog, which is updated annually and published in August, contains many of the College's policies, descriptions of services available to students on campus, program control sheets, and course descriptions. The Catalog is available in hardcopy and online.

Distribution and Posting of Materials

College students or groups and any non-College group or individual wishing to post or distribute materials, must receive prior approval as to the nature of the material, place, and duration of posting from the Office of Student Life.

Teaching Tools

Library Services

Library holdings consist of 53 online databases, a book collection of approximately 30,000 volumes, 32 journal subscriptions, 3,600 media and access to over 1 million eBooks. A knowledgeable and friendly staff assists all users in their quests for basic information and higher-level research. Whether you are on or off campus, most information services are available remotely through chat services, by email, or by virtual conferencing.

Any library materials (either books or journal articles) that are not in this collection can be requested from another library through our electronic network of interlibrary loan (ILL). You can also request books from our member libraries (LOGIN) by placing a hold on that title and the book will be sent to our library. All requests for ILL should be forwarded to the Circulation Librarian/ILL Librarian, who will expedite the request for you. These are free services.

The library website at RCSJ.edu/library/Gloucester identifies all library personnel, resources, and services.

Collection Development
Faculty are invited to recommend titles of books, periodicals, online databases, and software for the library collection. An online form is available under the Faculty tab on the Portal.

Library Orientations/Information Literacy Instruction
Upon request, librarians will provide library tours, information literacy instruction, or a class targeted to a particular research assignment.
Visit: https://www.rcsj.edu/library/gloucester/information-literacy-instruction, or call to discuss your assignment and your students' research needs and schedule a class session.

Circulation Policy
Faculty members are not charged late fees for RCSJ overdue materials, but all materials should be returned to the Library at the end of each semester. Our Integrated Library System automatically generates overdue notices, so if you wish to keep an item out for an extended period, please call us to renew the item. If someone else requests an item that is checked out, we reserve the right to request its immediate return. Through a consortia agreement with LOGIN, faculty and staff, as well as RCSJ students, may use their library cards in all the member libraries in the tri-county area of Gloucester, Salem, and Cumberland. LOGIN and ILL loan materials should be returned promptly on the designated return date.

Reserve Materials
Any library-owned books, articles, or software item may be placed on reserve. We will accept personal copies only when the library does not own the title, when the title is out of print, or if demand is expected to be so heavy that an additional copy is needed. We accept no responsibility for damage to these personal copies. Request the Reserve Form at the Circulation Desk at least one week before notifying the class that the item is on reserve. This will allow staff sufficient time to process the request.

Reference Services
A Reference Librarian is available whenever the Library is open and can provide research assistance via live chat online, through email, over the phone, or by virtual conferencing. Direct access to the Library catalog, online subscription services, and Library Research Guides (LibGuides) are available from the Library's "Articles and More" page on the Portal.

Other Services are:
- **LOGIN consortia:**
RCSJ's online catalog of holdings is available at Login-libraries.org. This catalog also contains the holdings of all

public libraries in Gloucester County, GCIT, Salem Community College, Pennsville PL, Salem PL, Cumberland County Library and RCSJ- Gloucester and Cumberland campuses. A mobile app "LOGINlibraries" that provides search capabilities and customized account information is available for android and IOS devices by downloading the app through Google Play or the Apple Store.

- **Online full-text:**

Select databases include Academic Search Premier (EBSCO) which offers access to more than 4,600 periodicals, and GALE in-Context is a new addition to our online databases. ProQuest's Academic Video Online (AVON) has over 70,000 titles. These databases are available, through the RCSJ Portal, to all students, faculty and staff, whether they are on campus, at home, work, or other remote locations.

- **Library Instruction:**

Complete a "Request for Library Instruction" form (Library Home page --> Faculty Resources --> Information Literacy Instruction) to have a Reference Librarian teach your students how to research a specific assignment, OR review and assist with completing the Information Literacy Workbook assignment (ENG101 and ENG101E). Customized instruction is available for courses in all divisions and disciplines.

Library Research Guides (LibGuides) are subject-specific research guides designed to assist students with writing papers, essays, and other assignments. Some of the Guides include: Law, Literature & Writing, Nursing, Psychology, and Diagnostic Medical Sonography. Notify the Reference Librarian if you would like us to create a custom LibGuide for a research assignment, course, or program.

OER – our librarians are experienced in researching and locating OER (free textbooks and other resources on a variety of topics) and can assist and guide faculty in selecting alternatives for high-cost textbooks. We also provide a LibGuide on OER resources that is helpful as a starting point. Contact our Reference staff for more assistance.

Visit the Library webpage at *RCSJ.edu/library* for updates and recommended resources. Call (ext. 2253) or email the Reference Librarian *cherz@rcsj.edu* with any research questions.

In addition to the services described above, the Library provides a number of other services to faculty and students – popular and instructional CDs and DVDs, photocopiers, printers, scanners, and over 100 computers equipped with Office 365. Computer Graphic Arts' (CGA) programs are loaded on a limited number of computers, and study and meeting rooms are available for group and individual study.

For more details on our services, go to Faculty Resources at:
https://www.rcsj.edu/library/gloucester/research-guides

Instructional Technology

The Center for Teaching and Learning (CTL) is located in Room 436 of the Education and Humanities Center at the Gloucester Campus. Staff can be contacted by email (ctl@RCSJ.edu), phone (856-415-2298, choose option 4 and ask for the CTL), or by drop-in appointment. The CTL is open to all full-time and adjunct faculty for assistance with anything related to teaching and learning at RCSJ, including Banner grade entry, online course training, and web-conferencing for teaching. The CTL provides professional development opportunities in the form of workshops, events, and other activities throughout the year, with many offerings available face-to-face and online.

Visit *RCSJ.edu/CTL* to learn more.

The Division of Instructional Technology (D.I.T.) is located in Room 435 of the Education and Humanities Center. They can be contacted by calling 856-415-2298 (select option 3) for all services. This Division encompasses Classroom Technology (including classroom projectors, cameras, microphones, etc.) and eLearning (including faculty and student support, course design, etc.). If needed, instructors can arrange for delivery or checkout of equipment for teaching.

How to use the technology in your classroom:
- For training on the classroom computer or printer, contact Technical Support at 856-415-2298 (select option 1) or visit Room 449A in the Education and Humanities Center, or email ts@rcsj.edu.
- For training on interactive classroom equipment (interactive projectors, cameras, microphones) contact Classroom Technology at 856-415-2298 (select option 3) or visit Room 435 in the Instructional Center or email media@rcsj.edu.

If technology does not work in your classroom, please contact Technical Support or Classroom Technology so they can fix the issue (contact info above). Do not leave the broken equipment for the next faculty member who uses the same room.

Please do not change the settings on the computer, printer, or interactive projector unless you are willing (and will remember) to change them back at the end of your class. Not doing so causes frustration for your colleagues. Please remember to log out of the computer at the end of class so no one has access to your e-mail or personal files. Please do not allow your students to print/make multiple copies in classrooms. There are printers and copiers available in the Open Lab (IC 438) and Library.

For additional information about various technology offerings (including setting up email on your phone, using Office 365, & accessing Wi-Fi on campus), please visit https://rcsj.edu/TS

The Testing Center

The Testing Center is located on the second floor of the Student Services building and provides proctoring services for testing at RCSJ-Gloucester. The RCSJ-Gloucester Campus Testing Center administers the College's placement test and provides makeup testing services for RCSJ-Gloucester Campus students and faculty. The Center also provides testing for college credit with the CLEP and DSST tests. Additional services include the ParaPro test for educational professionals, along with the Miller Analogies for graduate students, the TEAS for non-RCSJ Nursing students, and Distance Learning testing for non-RCSJ students. The Testing Center works closely with the Division of Nursing and Health Professions, providing testing services for Selective Admissions candidates. Visit www.rcsj.edu/Testing/Gloucester for more information.

Academic Support Center (ASC)

The Academic Support Center (ASC), located in the Learning Commons, room 603 (above the College Store), provides FREE support services for all students currently enrolled in credited courses at RCSJ. These services include:
· Tutoring
· Writing Assistance (for any subject)
· Academic Coaching
· Student Success Workshops
· Supplemental Instruction
· Study Groups
· And more!

In addition, the ASC offers resources for faculty including Academic Embedding and Faculty Away Day. Academic Embedding allows faculty members to build a tutor into their course curriculum, including their class shell, as an additional resource for their students. Academic Embedding can take place in many formats and can be customized to the professor's needs. Faculty Away Day is a program that enables faculty, who need to miss class, to schedule tutor-provided workshops during those class periods.

ASC relies on faculty recommendations of outstanding students to become tutors. Please consider recommending students at the end of every semester. In addition, ASC encourages adjuncts to tutor. Please contact us if you are interested.
ASC offers a friendly, supportive learning environment for anyone who wishes to excel academically. In-person and

remote options are available for all services. The Center is open Monday through Thursday, 9 a.m. to 7 p.m. and Friday, 9 a.m. to 3 p.m. Hours vary during winter and summer semesters. For more information about our services, please visit rcsj.edu/Tutoring/Gloucester. If you have any questions, please email AcademicSupportCenter@rcsj.edu, stop by the center, or call 856-681-6250.

Duplicating Services

The College provides secretarial/clerical services for all faculty members. If there is work to be done, contact your division Team Coordinator. Please allow at least two days to have the work completed—more time at peak periods. The College no longer provides bulk duplicating on campus. If you have a need for bulk duplication, contact your division Team Coordinator. **Self-serve copiers are available for a limited number of copies.**

Scantron

There is a Scantron grader in the copier room in TEAM C (near STEM). To obtain Scantron forms and to learn how to use the machine, please contact your division's Team Coordinator.

Ordering Textbooks

To order copies of textbooks for your class, go to the bookstore's website ***RCSJ.bncollege.com***, click on "TEXTBOOKS" and select "FACULTY RESOURCES" from the drop-down menu. Click "ADOPT" and create an account. Follow the prompts from there.

Full-time faculty may research new textbooks by contacting your division's Team Coordinator who can re- quest desk copies for review or give you the contact information of the book representative.

Course Materials

If you would like supplies or materials for your class(es), contact your division's Team Coordinator.

Use of Facilities

There will be no charge for use of College facilities by any recognized College organization; however, the cost for any extra security service, maintenance, and/or custodial service will be borne by the organization using the facilities. The College reserves the right to determine the extent, if any, of necessary extra services. The cost of these services will be at an approved rate as determined by the Vice President and COO.
Requests for use of facilities must be made in writing at least two weeks in advance. The "Facility Use Form" may be found under the Administration tab on the Portal, Forms, Facilities Forms. The facilities may be requested for regular building hours throughout the week and to five o'clock on Friday and Saturday. Any exceptions to these hours must be requested through the Vice President and COO and will be determined on an individual basis. Approval from the President's Office is required prior to reserving the Cafeteria Annex.

Preparing for the Semester

To-Do checklist before your first class:

- Adjunct faculty should approve their contract online as soon as it is made available.
- Obtain a parking permit and faculty identification card from Student Services building.
- Review online schedule and room assignments through RCSJ Portal Self Serv.
- Familiarize yourself with the College Portal, email, and the pages specific to your classes
- Prepare and finalize syllabus and grading policy, print and duplicate it – the sooner the better. Send an electronic copy to your division's Administrator/Team Coordinator.
- Visit classroom beforehand.
- Reserve any A/V equipment or technology, if needed, in advance by logging into the Portal via the "IT Support" tab. Schedule training with Media Services for any new classroom technology.
- Print your class roster the day before or the first day of class. Registration continues through the first week of classes. (See page 30 for instructions.) Print your roster again after 10th Day.

New Instructors

Ensure that all required paperwork is submitted to your division administrator/Team Coordinator if you are a new employee (for example, transcripts, letters of recommendation, etc.). Any payroll forms can be submitted directly to Human Resources. If you are new to the college, familiarize yourself with the services available to you and your students including: Student Services, Placement and Testing, Counseling, and Financial Aid. From the academic area, be aware of eLearning/Distance Learning Resources, Campus Computer Lab Locations, students with special needs resources, Make Up Test Support Center, our Library, and Academic Support Center (formerly the Tutoring Center).

New and Continuing Instructors

As soon as you know what class(es) you will be teaching, please obtain a copy of the standard syllabus and outline. Check to see if your course has prerequisites AND if it is a pre-requisite for a subsequent course. Make sure you are able to access your network account in the RCSJ Portal as well as email.

Write, electronically submit, and duplicate your syllabus containing the course name, section number, meeting days/times, your office hours and contact information, the course goals, textbooks, general outline of topics, student learning outcomes, penalties for late work, possibilities for extra credit or revision, midterm and final exam information, class plagiarism policy, and the grading criteria and attendance policy you will use. Make sure students are aware of add/drop deadlines and procedures. Have your syllabus ready to distribute on the first day of class. An electronic copy must also be sent to your division's administrative assistant. Further syllabus guidance can be found on subsequent pages.

Academic Calendar

The Academic calendar can be found on the portal under Faculty Links:
https://www.rcsj.edu/Calendars/Gloucester

When you review the academic calendar, ensure that your start and end dates for your classes are consistent with this document. Holidays and other pertinent college dates are also identified. Your department may also have an alternative format for the semester that many faculty incorporate into their syllabus. Contact your division's

Administrator for this format. All students should be advised of important dates (i.e. holidays, add/drop deadline, audit deadline, and withdrawal deadline). If you are unsure of these dates, please see your division's administrator or dean. Be aware of the College's computer system's scheduled downtime, particularly if you teach online.

Copyright Regulations

The Copyright Law, U.S. Public Law 94-553, General Revision of the Copyright Law, has governed the rights and privileges of authors, publishers, teachers, librarians, researchers, and scholars since January 1, 1978. The pattern of compromise has continued and additional guidelines governing educational uses of copyrighted materials have been developed in a spirit of cooperation between copyright owners and copyright users.

General Provisions
PUBLIC DOMAIN: If the work was first published (publicly distributed) more than 75 years ago, it is safe to assume it is in the public domain. If the work was not published or copyrighted prior to January 1, 1978, the term of the copyright is the life of the author plus 50 years, but at least until December 31, 2002. If the work is published before 2002, then the term will last until December 31, 2027.

FAIR USE: Fair use limits the copyright owner's monopoly by reversing to others the right to make reasonable uses of copyrighted materials without the specific consent of the author. The doctrine is of extreme importance to teachers, librarians, researchers, and scholars, as well as to the pubic generally. Fair use is section 107 of Title of the U.S. Code:

Limitations on exclusive rights: Fair use notwithstanding, the provisions of Section 106 and 106A, the fair use of a copyrighted work, including such use by reproduction in copies or phone-records or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright.

Guidelines for Classroom Copying in Not-For-Profit Educational Institutions

Guidelines stated below may be permitted under the criteria of fair use.

Single Copying for Teachers
- A single copy may be made of any of the following by or for a teacher at their individual request for their scholarly research or use in teaching or preparation to teach a class:
  - A chapter from a book;
  - An article from a periodical or newspaper;
  - A short story, short essay or short poem, whether or not from a collective work; or
  - A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper.

Multiple Copies for Classroom Use
- Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion provided that:
  - The copying meets the tests of brevity and spontaneity as defined below; and,
  - Meets the cumulative effect test as defined below; and,
  - Each copy includes a notice of copyright.

Brevity
- Either a complete article, story, or essay of less than 2,500 words, or an excerpt from any prose work of not more than 1,000 words or 10 percent of the work, whichever is less.
- Illustration: One chart, graph, diagram, drawing, cartoon, or picture per book or per periodical issue.

Spontaneity
- The copying is at the instance and inspiration of the individual teacher; and,
- The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

Cumulative Effect
- The copying of the material is for only one course (not section).
- Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.
- There shall not be more than nine instances of such multiple copying for one course during one class term.

Academic Integrity

In its most elemental form, academic integrity encompasses the principles of an honest, fair, and continuing pursuit of the truth, and means that students are expected to do and be responsible for their own work. Moreover, the process takes place in a collegial environment where each participant has a responsibility for fair dealing with the other members of the community. RCSJ is committed to the principle of academic integrity and the educational experience it fosters.

Because of the importance the College attaches to the concept of academic integrity, RCSJ finds the following to exemplify violations of this important principle.

- **Cheating** is the intentional use or attempted use of materials, information or study aids, other than those specifically authorized, in an attempt to claim credit for learning that is not one's own. Under this definition, cheating is not limited to examination matters but can encompass the myriad educational activities that occur both within and outside the classroom setting.

- **Plagiarism** is the unacknowledged use of another's means of expression and/or work product, whether published or unpublished, without proper credit through the use of quotation marks, citations and other customary means of identifying sources.

- **Fabrication** is the invention and proffering of information as true and reliable with or without false attribution.

- **Collusion** is the working together in preparation of separate course assignments in ways not authorized by the instructor. Unless specifically authorized by the instructor, all academic work by students is expected to be their own and if teamwork is permitted, the participation of all involved must be acknowledged.

In all of the above cases, faculty have the authority to impose an academic sanction which is reasonable and commensurate with the violation.

A Student's Right to Privacy (FERPA)

Academic progress reports, including statements on individual marks or a report of marking periods, shall be available to the recognized College officials of RCSJ, governmental agencies empowered to subpoena where a subpoena duces tecum is issued, the specific student involved, and only such other persons specified by that student as progress report recipients. All student information will be maintained in confidence by the College unless a release is signed by the student or a subpoena duces tecum is issued.

The Family Educational Rights and Privacy Act of 1974 (FERPA)

This act defines and secures what information about enrolled students can be provided to whom. This notice is in compliance with the requirements of that legislation which governs access to and release of records. Student records are primarily maintained in the Office of Enrollment Services where permanent record folders including cumulative grades, ACT or SAT profile, application for admission form, current address, transcripts, etc. are filed. Access to these records is restricted to the professional staff members of the College who have a legitimate need to know and can benefit by having this information available.

A certain kind of information covered by the act is "Directory Information." The act permits College officials to release for legitimate reasons this type of information without consent. It includes and is limited to names, current enrollment (full or part-time), curriculum, dates of attendance, degrees earned (including dates, program, and honors), and participation in officially recognized sports and activities (including weight and height of members of athletic teams).

Classroom Care

Please leave the classroom in the same condition in which you found it. Do not remove dry marker erasers. At the end of each class, windows should be closed, blackboards and whiteboards erased, and desks returned to their original arrangement. Log off of the computer. If there is a problem in your room, please discuss the needed remedy with your division dean so that a work order can be issued.

All classrooms have maximum room capacities. If an unusually large number of students appear at the first class session, please do not add students beyond the seats available. Discuss the class size with your dean or division administrator and a room change will be made whenever possible.

If you find that your room is too hot or too cold, please contact the division administrator so that Facilities can be notified.

Photo IDs and Parking Decals

Faculty must get a K-card from Security in the College Center and take the card to the Information Center in the Student Services building, where a photo will be taken and the card activated. The K-card serves as a Library card, provides access to the Faculty parking lot (F- lot), and provides access to some locked classrooms and computer and science labs.
Parking decals for faculty are also distributed at the Information Center.

Where to Park? (RCSJ Map)

Reserved areas for the faculty and staff are located at the rear of the Instructional Center, Parking Lot F. To make this effective, the College maintains gate access for restricted parking areas. Each faculty member must obtain an identification card. This card will open the parking gate at the F-Lot and will open certain electronic doors if arrangements are made through your Dean to provide door access. Faculty should also obtain a hangtag for their vehicle in order to park in the F-Lot. RCSJ Campus Map can be found on the website:
RCSJ.edu/Visit-site/Gloucester-site/Documents/RCSJ_Gloucester-Campus-Map.pdf#search=map

Office Areas

It will be the responsibility of office personnel, faculty, and staff members to lock their desks, offices and secure all important materials before leaving the area.

Buildings

Facilities personnel will be responsible for locking and securing buildings as assigned. All buildings are equipped with a Public Address system which will be utilized for emergency announcements or testing the system. Each building and doorway is marked with door location (i.e. A-8 – College Center) and building identification.

Field Trip Policy

It is recognized that educational field trips can be highly desirable to supplement certain learning activities. To facilitate the implementation of such trips and to provide the necessary controls relative to them, the following guidelines are presented: The faculty member should inform his/her Dean well in advance of a planned trip (not less than two weeks, if at all possible), the location, mode of transportation, and brief trip and purpose description.

Field trips requiring additional fees and/or time beyond scheduled class periods must be optional for students. Students interested in participating in a field trip are responsible for making up any classroom work missed. The final decision of whether or not to attend any field trip or other out-of-college activity rests with the individual students whose duty it is to notify the instructor planning the activity. Forms are located in each Academic Division.

Use of College Vans

The vans shall be operated only by a properly designated licensed driver affiliated with the College. In general, the vans shall be available to any authorized group or organization within the College on a first-come, first- serve basis, with the understanding that priority assignments will be made for originally scheduled athletic events. Request form for use of van must be filed at least one week in advance of proposed trip through the Assistant Athletic Director, Leanne Schoening, 415-2207.

At the Start of the Semester

Preparing for Class

Class Lists

While Banner Self Service is updated continuously, there are designated times throughout the semester when class lists are amended due to academic events, such as the drop/add period. It is your responsibility to print out your class lists from the RCSJ portal. Just before your first class, print out your opening day roster from the portal. Students drop and add courses through the first week of classes and your list can change during this registration period.

STEP 1   Log into the Portal

STEP 2   Click "Self-Service," Faculty & Advisors

STEP 3   Click "Detailed Class List"

How to access your class lists in the system

Class List

How do I Print a Class List?

While Banner Self-Serve is updated continuously, there are designated times throughout the semester when class rosters are amended due to academic events, such as the drop/add period. It is the instructor's responsibility to print class lists from the RCSJ portal. Just before their first class, instructors should print the opening day roster from the portal. Students drop and add courses through the 10th day of class for full-terms, and rosters can change during this registration period.

Steps to Print a Class Roster:
Please see Appendix 1 at the end of the guide for screen captures of these directions.

1. Sign into RCSJ portal and Click **Self-Service (Self-Serv)** icon.
2. From the Tab Menu, select **Faculty Services.** The **Faculty & Advisors** link can also be selected on Self-Serv's Main Menu screen.
3. Select **Detail Class List** from the menu.
4. Select the corresponding term and submit.
5. Select the class section and submit.

The College requests your assistance in insuring that class lists are accurate. If a student's name is not listed on any of the above rosters, the student must go to Enrollment Services immediately. Students may NOT change sections without following College add/drop procedures and may NOT attend class unless the student provides a schedule or the student's name is on the class roster.

If a student's name is not on the list, it may indicate that an error occurred administratively, or that the bill for the course has not been paid. The problem should be corrected immediately. Send the student to Enrollment Services. Please note: If a student's name does not appear on the final class list and the name appeared on your previous lists, the student dropped the class and should be deleted from the list in your attendance folder. Enter the student's last date of attendance and report such as requested by the Registrar's Office.

Grading Guidelines

Attendance Policy
Students are expected to attend all class sessions for which they are scheduled. The effect of absences on student grades will be determined by each instructor, consistent with his or her stated policy provided in course outlines.

Grading and Student Attendance Records Procedures
A record of students' grades and attendance must be maintained in the attendance/grade folder (or the electronic version of the folder) you will receive on the first day of class. An accurate understandable record is necessary in the event a question is ever raised about a grade or attendance.

The attendance folders, including a copy of the syllabus and instructor's outline, must be turned into the Team Coordinator in the appropriate division at the conclusion of each semester. Electronic grades are to be entered within 48 hours of the end of the semester, following procedures explained by the Registrar's Office.

Grade folders must indicate the following:
1. First Day of Class or Entry Date – day the student joins the class, established by add/drop form or course selection sheet.
2. Withdrawal Date – established by a drop form indicating single dropped classes.
3. Any Absences
4. Grades Assigned Throughout the Semester
5. Final Percent Grade and Letter Grade

Faculty members must adhere to all grading requirements. Failure to do so may restrict eligibility for overload the following semester. Consistent failure to follow college procedures may result in disciplinary action per Administrative Procedure 7065.

Verifying Attendance: Entering NA Grades – What does this mean at RCSJ?

- RCSJ utilizes the grade of "**NA – Never Attended**" to denote a student never attended the section. Banner requires a _last date of attendance_, which is equal to the _first day of the class for the section_. If the student has attended the class, they must not receive an NA.
- Instructors are asked to perform attendance verification for each of their classes immediately after the drop/add period for each class (this is typically the 3rd week for full-term classes.)
- The **Faculty Entry Timeframes (FET)** are published on the RCSJ Faculty Portal prior to the start of each term (see below). The FET provides the dates required to enter NA's, in addition to Early Alert Codes and Final Grades (discussed later). As a courtesy, Student Records also sends notification to instructors' RCSJ email address.
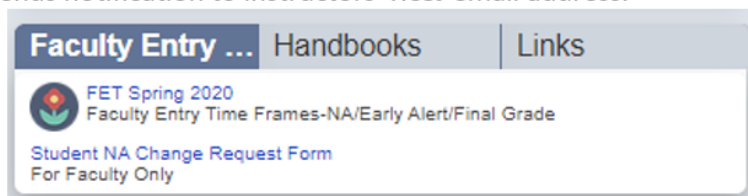
- Please adhere to the entry timeframes and do not wait until the end of class/term to perform the initial verifications. Failure to report within the designated timeframes could lead to erroneous financial aid packages and/or improper enrollment reporting.
- Students who receive a final grade of NA are no longer eligible to withdraw from the course. The grade of NA does not affect a student's grade point average, but may affect financial aid.
- **Online Class Attendance Verification Rules:**
  - Attendance verification for online courses must be based on documented academic activity via eLearning. Please note that initial login is not sufficient.
  - Login and one of the following items below equals "attended":
    - Discussion board entry
    - Class assignment completed
    - Test

- **New,** Effective Winter 2018 – <u>Student Records no longer requires email notification if the entire class has attended</u>. Required compliance with NA grade entry, as outlined in the next section, will serve as attendance verification.

How to Enter Attendance/NA Grades

Please see Appendix 2 at the end of the guide for screen captures of these directions

1. Log into the RCSJ Portal and click on the **Self-Serv** Icon
2. Select the **Faculty Services** tab or **Faculty & Advisor** link
3. Select **Attendance Verification – NA Entry** from menu
4. Select the correct term and click submit.

5. Select the section (CRN) and submit. *Note: All courses the instructor is assigned will show up automatically, but only the primary instructor **teaching the section may verify the class list.***
6. Enter the NA grades for the appropriate students, using the first day of class as the *Last Attendance Date* and leaving blank the *Attendance Hours.* (See below). Submit.

💬 Enter mid-term grades and last attendance date and hours. If Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information
Intro to Children's Literature - ENG 240 51
CRN: 50561
Students Registered: 22

⚠ Please submit the grades often. There is a 600 minute time limit starting at 04:03 pm on Dec 05, 2017 for this page.
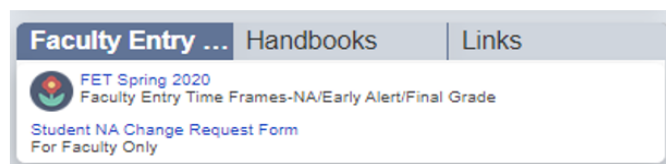
Mid Term Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Students' names & ID numbers will appear in these columns.		3.000	Withdrawn - Course Sep 26, 2017	Not Gradable			18
2			3.000	Registered Web Mar 27, 2017	NA ∨	09/05/2017		13
3			3.000	Registered Web Apr 20, 2017	None ∨			21
4			3.000	Registered Web Apr 20, 2017	None ∨			22
5			3.000	Registered Web Aug 14, 2017	None ∨			31

How to Request Removal of NA Grade

- If the instructor enters an NA for a student and needs it removed, the instructor must complete the online NA Change Request Form, located on the Faculty Portal.
- All NA grade changes must be executed a minimum of 10 days *prior* to final grade submission for the section. After this timeframe, the instructor cannot use the online change form. An official 'Change of Grade' form obtained from the Division Office must be completed and submitted to Student Records.

Steps to Request NA Removal:

1. Log into the RCSJ Portal and go to the Faculty page
2. From the Faculty Entry Timeframes box, select **Student NA Change Request Form**

Faculty Entry ...	Handbooks	Links
🌼 FET Spring 2020 Faculty Entry Time Frames-NA/Early Alert/Final Grade		
Student NA Change Request Form For Faculty Only		

3. Complete the form by entering: Student Name(s); Student(s) ID Number; Subject, Course # and Section; CRN; and Reason for the NA Removal
4. Complete the instructor information for Department/Program, Instructor Name, Phone, Email, and date of request
5. All data fields are required. Please allow one (1) week for processing

Early Alert Codes

How to Enter Early Alert Codes

RCSJ utilizes Early Alert Codes to inform students enrolled in Fall or Spring semester full-term courses if they are at academic risk. The VP of Academics sends a letter to each student advising them to seek additional support for the course(s).

- Instructors teaching these sections can locate Early Alert entry dates, if applicable, on the Faculty Entry Timeframes spreadsheet. The code field is open in Banner during these timeframes only- approximately between the (5-7th) week of the full-term semester. If the instructor misses the timeframe to enter, it is their responsibility to reach out to the student, as emails are sent in bulk to every student with a recorded Early Alert Code.
- Please refer to the chart below for the early alert codes. **Only record students with grades below a "C".** Do not enter any letter grades at this time; use only codes that represent the notification values for the student. Early Alert Codes do not appear on a student's academic transcript.
- Please note, **the code of "0" indicates the student Never Attended (NA grade).** This is the *final* opportunity to verify the student's attendance. The start date of the section is required as the last date of attendance.

Code (Value)	Definition
0 (zero)	Never Attended- Last Date of Attendance is Required (Class start date).
1	Below C due to Test Scores or Assignments
2	Below C due to Incomplete Assignments
3	Below C due to Test Scores & Incomplete Assignments
4	Below C due to Poor Attendance & Test Scores
5	Below C due to Poor Attendance & Incomplete Assignments
6	Below C due to Poor Attendance & Test Scores & Incomplete Assignments
7	Below C and Stopped Attending- Last Date of Attendance is Required.

Steps for Entering Early Alert Codes via the Faculty Portal:
1. Log into the RCSJ Portal and click on the "Self-Serve" Icon
2. Click on the **Faculty Services** tab or the **Faculty & Advisor** link
3. Select **Early Alert Code Entry** from menu
4. Select the correct term and click submit.
5. Select the section (CRN) and submit. *Note: All courses the instructor is assigned will show up automatically, but only the primary instructor **teaching the section may verify the class list.***
6. Enter the Early Alert Codes for the appropriate students, using the first day of class as the *Last Attendance Date* for any students receiving a "0" code.
7. Submit.

Note: All Early Alert Codes of '0' are given an NA final grade as 'Never Attended' at the end of the Early Alert Code entry period.

Note: All classes that are 13-15 weeks are required to enter an Early Alert Code for students. If Faculty members miss the entry period, they are required to provide this information to the student individually. Entry Periods are on the Portal under the Faculty tab, Faculty Links and titled Faculty Entry Timeframes.

It is important for all faculty to go into the system and bring up your courses for early alert grading even if you do not have any grades to post. You enter the course number and just indicate "post grades" which is a way of indicating that you did not forget to post early alert grades.

Each semester the College records the academic achievement for each student according to the following grading system:

Grade	Significance	Quality Points
A	Excellent	4.000
A-		3.700
B+		3.400
B	Good	3.000
B-		2.700
C+		2.400
C	Satisfactory	2.000
D		1.000
F	Failure	0.000
I	Incomplete	-------

Grades that have no effect on GPA calculation:

W	Withdrawal	P*	Pass, Developmental
X	No Penalty	X*	No Credit, Developmental
R	Audit	A*	Pass, Developmental
NA	Never Attended	B*	Pass, Developmental
		C*	Pass, Developmental
		NP*	No Progress, Developmental

Actions/Steps
1. Log into the portal at *http://portal.RCSJ.edu.*   If you have difficulty logging in, please contact the Help Desk online at *helpdesk@RCSJ.edu* or by telephone 856-415-2298
2. Click on the Self-Service icon near the upper right-hand corner of the screen.
3. Click "Faculty and Advisor"
4. Click "Final Grades"
5. Select the term for which you are entering grades and click "Submit"
6. From the drop-down box, choose the class for which you are entering grades. "Submit"
7. See the list of your students and find the "Grades" column.

8. Click on the drop-down box for grades and click on the grade for that student then go to the next student and do the same thing. (continued)

If the Grade is "F", "I", or "X" enter the last date of attendance.

The "NA" (Never Attended) grade will appear as an option for you to assign. This is only to be assigned when a student has never shown up for the class. If a student has attended even once this grade cannot be used.

Note: Attend Hours should be left blank for all other grades.

9. Check your grades before clicking Submit at the end of the list. Once you click on Submit the grades cannot be changed.

When you have finished entering grades, click Submit. It is not necessary to enter grades for the entire class at one time. You may go back in at another time to complete this.

You will NOT get a verification message from the system when you click "Submit".

10. X out at the upper right-hand corner. Return to the main portal screen and log out.

Incomplete Grades

A grade of incomplete (I) may be reported for a student who has carried a course with a passing grade until the end of the semester, but due to illness or other unusual and substantiated cause has been unable to complete the final examination or some limited amount of assigned work.

The student and faculty member must complete the "Student Contract for Incomplete" form prior to a grade of "I" being assigned. An incomplete must be removed by the last day of the FOLLOWING semester. Any incomplete not removed by the end of this period automatically becomes an "F."

Audit

If a student wishes to attend a class regularly but does not wish to receive credit for that class, he or she may choose to audit the course. The student must register for the course, pay the tuition and any fees, and then switch to audit status.

Audits are not accepted unless an audit form is completed by the student and course instructor, and officially approved by the Dean of Students. All audit enrollments must occur during the first half of a semester or its equivalent. Once the auditor is enrolled, the course cannot be changed back to credit. The instructor will deter- mine the conditions of the audit to which the student must adhere in order to receive an "R" grade, signifying successful completion of the audit. If the student fails to meet the conditions, a "W" will be assigned signifying audit withdrawal.

Withdrawals

A student wishing to withdraw from a course, or the College, will begin and end the process in the Student Services Building prior to the announced end of the withdrawal period (the end of the 10th week of a regular semester or two-thirds through shorter semesters). Signatures from personnel in other offices may be required.

A student who officially withdraws from a course will receive a "W" grade which will not affect the student's GPA. Withdrawal is not permitted after the withdrawal period. The "NA" designation will be assigned by the instructor to students who have never attended a class at the time of the early alert report during a regular semester, and at the time of submission of final class lists in shorter semesters. "NA" grades will not be included in the calculation of students' GPAs.

Grade Changes

Grades that have been recorded on a student's transcript will be considered permanent after a one-year period, unless an error is found to have occurred in the calculation or the recording of the grade.

When an erroneous grade has been recorded for a student, it is necessary for the instructor to complete a Grade Change form. When a student has completed work to make up an incomplete (I) grade, the instructor should record the grade on the white form of the "Incomplete Contract". See your division's Team Coordinator to obtain the form.

Faculty Evaluation Plan

Adjunct Faculty – An administrative observation will be conducted of all adjunct faculty members during their first two academic years at RCSJ. Faculty will be contacted, via RCSJ e-mail, with information about the observation. The Office of the Provost/Vice President of Academic Services (415-2107) will be the point of contact through which the observers and faculty communicate.

During each academic semester, you will be asked to have students conduct an anonymous evaluation of your class (IDEA Survey). All faculty at Rowan College of South Jersey participate in the student evaluation process. The results are tabulated and a copy of the report will be returned to you. Upon receipt, an appointment with your academic dean may be made to discuss the evaluation results.

Full-time Faculty - There are multiple purposes which should be considered in the development of a comprehensive system or plan of faculty evaluation. An evaluation system should include, but not be limited to the following basic purposes:
- Promote professional growth and development
- Encourage service to the institution
- Promote scholarly achievement
- Identify deficiencies; extend assistance for correction and improve instruction
- Provide input to personal decision-making (promotion, retention, tenure, sabbatical leave, etc.)
- Encourage active involvement in relevant community service
- Promote teaching effectiveness and innovative instructional techniques
- Maintain quality and standards
- Provide a basis for performance review in order to achieve excellence
- Improve administrative effectiveness
- Encourage self-improvement
- Maintain and improve individual knowledge, skills, and attitudes

Although there are numerous ways to state or articulate the criteria that will serve as the basis for a comprehensive evaluation, the following are presented as the major or primary areas of concern:

- Teaching Effectiveness Departmental/Institutional Service
- Administrative Effectiveness
- Scholarly Achievement Professional Growth Relevant Community Service

Administrative Evaluation – On an annual basis, the administration will conduct an assessment of overall faculty performance for non-tenured faculty in light of available evidence and documentation including a review and synthesis of self, student and peer evaluation. This assessment shall include classroom observation(s) which will be pre-arranged with the individual faculty member. The classroom observation(s) may have an optional pre-conference as determined by the faculty member and administrator; a post-conference shall be mandatory.

On a tri-annual basis (at least once every three years), the administration will conduct an assessment of the overall faculty performance for each tenured faculty member in light of available evidence and documentation including a review and synthesis of self, student and peer evaluation. This assessment shall include classroom observation(s) which will be pre-arranged with the individual faculty member. The classroom observation(s) may have an optional pre-conference as determined by the faculty member and administrator; a post-conference shall be mandatory.

Self-Evaluation – On an annual basis, each faculty member will complete a prescribed self-assessment for the prior academic year inclusive of the period September through May or August, as appropriate. This self-evaluation is to be completed no later than October 1 of each year. It will be signed and dated by the faculty member, reviewed by the Dean and V.P. A.S., and filed with the instructor's personnel records as maintained by the Office of Human Resources.

Peer Evaluation – Once during each three-year period, each tenured faculty member will participate in a peer evaluation review of his/her overall performance. Non-tenured faculty members will participate in this process on an annual basis.

Student Evaluation – At least once each academic year, each full-time faculty member will participate in a student evaluation of his/her teaching effectiveness using the IDEA Survey Form.

Faculty Recognition

LINDBACK DISTINGUISHED TEACHING AWARD

- Criteria established by the Lindback Foundation
- Awarded once every 3 years
- Monetary award as determined by the Lindback Foundation
- Faculty Recognition Committee (Academic Dean as Chair, one volunteer faculty member from each division) selects nominees and, from those nominees, determines the recipient
- Award is presented at Commencement

RCSJ TEACHING EXCELLENCE AWARD

- Criteria established by RCSJ Academic Services Division
- Awarded to a full-time faculty member each year
- This award will be suspended in a year that the Lindback Foundation Distinguished Teaching Award is presented
- There is NO monetary award for the RCSJ Teaching Excellence Award
- Nominations are made from the faculty, staff and students using the forms distributed by the Office of the Vice President of Academic Services
- The Faculty Recognition Committee selects the recipient utilizing a standardized rubric
- Award is presented at Commencement

RCSJ ADJUNCT OF THE YEAR AWARD

- Criteria established by RCSJ Academic Services Division
- Awarded to an adjunct faculty member each year
- There is NO monetary award for the RCSJ Adjunct of the Year Award
- Nominations are made from the faculty, staff and students using the forms distributed by the Office of the Provost/Vice President of Academic Services
- Selection of the recipient is made by the Faculty Recognition Committee utilizing a standardized rubric
- Award is presented at Commencement

Syllabus and Outline Development

A course syllabus must be prepared and distributed to all enrolled students during the first class meeting. The purpose of the course syllabus is to detail for the student, and other interested parties, the purpose, objectives, policies, and content of the course. The course syllabus should be written in enough depth and specificity to serve as a map for the student to successfully complete the course.

The course syllabus should be developed by the faculty member teaching the course, with supervision and approval of the outline by the Division Dean. An electronic copy of the course syllabus must be on file with the appropriate division before the beginning of the course.

Each student is to receive a copy of the course syllabus during the first meeting of the class. The faculty member should discuss the outline with the class to further clarify the points included.

Syllabus Components
An electronic copy of the master syllabus can be provided by your division's Team Coordinator/Administrator. The Faculty Senate's Curriculum Committee has developed the following checklist when developing your course syllabus:

- Title Page
  - Name of the college
  - Division offering the course
  - Name of the course
  - Current Semester
  - Course code and title
  - # of lecture, lab/activity/clinical/lab/Field Experience/Co-op hours
  - Number of credits
  - Book title(s), author (s), ISBN, edition and publisher of text
- RCSJ Core Competencies (defined by the college)
- Course specific core competencies
- Length of semester in weeks
- Name and title of faculty with RCSJ email address
- Faculty or Division phone number for adjuncts
- Course catalog description of the course
- Course Pre-/Co-requisites
- Purpose (Optional--to supplement catalog description if needed)
- Student learning outcomes linked to course specific core competencies with evaluation/assessment activities identified. Student learning outcomes are defined by division faculty and must be measurable and written in behavioral terms.

- Course Format

    o Class policies, including College attendance policy
    o Methods of evaluation of student's performance (including the effect of attendance or tardiness if applicable)
    o Method of determining the course grade
    o Method of making up missed work / missing class or lab time
    o Specific conditions for audit
    o Faculty office hours: office location, location of posted hours, phone # at location of consultation
- Affirmative Action Statement
- Special Services Information
- Instructional materials: text, references, other materials
- Outline of Topics and Learning Activities: either of the following methods may be used
    o Topical outline which should include:
        ▪ Topic, reading assignment, number of instructional hours, when exams and other evaluation tools will be administered
    o Daily outline/calendar which should include:
        ▪ Date, topic, reading assignment, dates of the exams and other evaluation tools

Core Competency Mapping to Student Learning Outcomes in the Syllabus

The Rowan College of South Jersey Faculty Senate is currently revising the College's Core Competencies. From an institutional level, these approved Core Competencies ensure that all RCSJ students graduate with proficiency in a minimum number of essential skills. Graduating students will also have additional skills, dependent on their program of study. In order to ensure that RCSJ Core Competencies are being met within the classroom, it is necessary to identify which of the institutional core competencies are being assessed in the course. Also, specific student learning outcomes (course objectives) need to then be mapped to these course competencies.

The following items are required to be included in each syllabus:

- Rowan College of South Jersey Core Competencies
- Core Competencies being assessed in the specific course
  Student Learning Outcomes (course objectives) linked to selected core competencies.
- Assessment methods to be used to measure the Student Learning Outcomes.

There is a link on the portal for more information about classroom assessment tools along with our core competency mapping handbook. The most current Core Competencies are posted on the Portal.

Curriculum Proposals

All major course or curriculum changes and all new courses and curricula must be presented to the Curriculum Committee of the Faculty Senate for approval, following procedures outlined in the Curriculum Committee Handbook (see your Dean for further information). Changes in course numbers, title and/or description will also be submitted to the Committee.

Program / Course Evaluation

The College recognizes the need for program and course evaluation and has implemented procedures for the establishment and modification of programs and courses. The evaluation procedures reflect a commitment to formal and informal modes and suggest an accountability to several groups, for example:

- Budget Review Procedures
- Internal Curriculum Procedures for Courses & Programs Self-Study Reports for MSCHE
- Periodic Review of all or Special Programs by various agencies
- Reports to external agencies
- Program Evaluation

The Provost/Vice President for Academic Services, and academic faculty and staff are responsible for formal program evaluation. The College is committed to both formal and informal program and course evaluation. In this regard, all programs should be evaluated over a five-year cycle. Programs evaluated for accreditation purposes may use that evaluation to satisfy program review requirements.

Opportunities Outside of Class

Shared Governance - Faculty Senate

The Faculty Senate is based on the philosophy of an inclusive, shared governance system where decisions are made cooperatively by those with authority for making and implementing the decisions and by those who will be affected by them. The Senate serves as an advisory body within the organizational structure of the College.

Membership in the Senate consists of all full-time classroom faculty, librarians, coordinator of instructional technology, counselors, and counseling advisors.

Membership of adjunct faculty, limited to one member for each of the Standing Committees, is selected by the Executive Committee from a pool of all those interested in serving. Letters of interest to serve as a voting member of the Senate should be submitted to the Chairperson.

Faculty Senate Standing Committees

Academic Standing – Serves as a review, advisory, and recommending body to the appropriate Vice President in matters dealing with academic concerns affecting students. Such issues as grading practices, class attendance regulations, and student probation status are among the kind of items reviewed by the committee.

Curriculum – Serves as a review, advisory, and recommending body to the appropriate Vice President in matters dealing with additions, modifications, or deletions of credit courses and programs of study.

Faculty Development – Serves to develop major topics/programs for faculty development day activities and recommends such programs to the appropriate Vice President. In addition, the Committee coordinates the Faculty Evaluation Plan including peer and student evaluations and reviews and recommends modifications to the plan where appropriate.

Faculty Issues – Serves to provide a proactive forum to expediently address and recommend resolutions to a variety of faculty concerns. This committee makes recommendations to the appropriate administrator for action.

Student Learning Outcomes - Serves to develop, communicate, and oversee the outcomes assessment process at the program and course levels. This committee will provide guidance for identifying and applying assessment tools. Additionally, it will establish and maintain the process for annual program reviews. This committee makes

recommendations for changes to the appropriate administrator.

Distance Education – Serves to provide guidance in the development of policies and procedures related to distance learning. This committee makes recommendations to the appropriate administrator.

Shared Governance - College Assembly

The Assembly is based on the philosophy of an inclusive, shared governance system where decisions are made cooperatively by those with authority for making and implementing the decisions and by those who will be affected by them. The Assembly serves as an advisory body within the organizational structure of the College.

Membership in the Assembly consists of all full-time employees. Membership of adjunct faculty, limited to one member for each of the Standing Committees, is selected by the Executive Committee from a pool of all those interested in serving. Letters of interest to serve as a voting member of the Assembly should be submitted to the Chairperson.

Assembly Committees

Awards & Scholarships – Serves as a review, advisory, and recommending body to the appropriate Vice President in such matters as determining the nature of awards and scholarships, selection of award and scholarship recipients, and the procedures to be followed in recognizing award and scholarship recipients and donors.

Diversity – Serves as a review, advisory, and recommending body to the appropriate Vice President to pro- mote diversity in all RCSJ activities – academic, co-curricular, and administrative. Provides institutional strategies for infusing multiculturalism into all aspects of the campus community and encourage a respectful work- place.

Campus Experience Committee – to promote and maintain a safe and positive in-person and online campus experience for a diverse population of students, faculty, and staff by using technology, providing shared experiences to foster community, addressing concerns, and connecting people to resources.

Institutional Effectiveness Committee

This committee operates under the oversight of the President's Office and serves to develop the Institutional Effectiveness Plan, oversees, and revises the plan as needed. This committee will review assessment plans from across campus to ensure that they have a plan for how their results will be communicated. This committee makes recommendations to the appropriate administrator.

Student Activities

Consider becoming an advisor for one of the student organizations. Contact the Administrator of Student Life at ext. 2236 for more information.

Academic Support Center

The Academic Support Center hires by the hour according to demand for tutors in specific subjects. Call the Center at 856-415-2248 for more information.

Faculty Advisors with the Office of Student Development

Depending on scheduling needs, full-time faculty and Board approved adjunct instructors have the opportunity to work with the Advisement staff, advising students with course selections and other issues for up to 30 hours per semester. Contact your dean or the Director of Advisement for additional information.

Community Services on Campus

RSVP

RSVP (Retired Senior Volunteer Program) matches the interest and skills of seniors over 60 to volunteer opportunities in non-profit agencies. RSVP volunteers presently serve 100,000 hours in a wide variety of capacities including counselors, tutors, office assistants and hospital volunteers.

Volunteer Center

The Volunteer Center of South Jersey brings people together to create a better community. The Center connects people who want to volunteer with opportunities to use their time and talent to help others. Located in the Instructional Center, the Center is open to all members of the community who want to help others. Call 415-9084. Information on volunteering can also be found on the Center's web site: *sjvolunteers.org*

Art Exhibits

RCSJ sponsors a series of monthly art exhibits featuring prominent local and area artists. The exhibits are usually opened with a reception where the public can meet the artists. Persons interested in attending may be included on the mailing list by contacting the Gallery Director at 415-2122.

Donations to the College

The College has a form to be processed at those times when an employee is offered an item to enhance their program/department by a private party or business. The form, "Approval for Donation of Furniture, Fixtures, Tools and Equipment to RCSJ," can be obtained from the Financial Services Office, and is to be completed and given approval before acceptance.

Community Chorus

County residents who have an interest in singing and want to participate with an organized group are encouraged to join the College's community chorus. This group performs concerts throughout the year and rehearses in weekly workshops. Interested faculty are also encouraged to join.

Center for People in Transition

The Center for People in Transition assists displaced homemakers (individuals who have lost their main means of financial support through separation/divorce, disability, domestic violence or death of a spouse) to become emotionally and economically self-sufficient through life skills training, education or vocational training and supportive services.

The Center publishes two newsletters per year which lists all of the workshops and can be accessed on the web, *RCSJ.edu*, click on career training, then click on the displaced homemakers program tab. Workshops are open and FREE to the public. The Center is located in the Career and Technical Education building at 1492 Tanyard Rd, Sewell, NJ 08080. Please call 415-2222 to register for our workshops and for additional details on all our services, or contact Crystal Noboa at 415-2264.

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