

## FACULTY RESOURCES

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#### FASN Faculty Personnel:

Assistant Dean Sallie Kasper  
(973) 353-5298  
sakasper@rutgers.edu

#### Faculty Contract:

Agreement between Rutgers, The State University of New Jersey and Rutgers Council of AAUP Chapters, American Association of University Professors-American Federation of Teachers, AFL-CIO:

<http://academiclaborrelations.rutgers.edu/contracts>

#### Part-Time Lecturer's Contract:

Agreement between Rutgers, The State University of New Jersey and Part-Time Lecturer Faculty Chapter, Rutgers Council of AAUP Chapters, American Association of University Professors-American Federation of Teachers, AFL-CIO July 1, 2015-June 30, 2018:

<http://academiclaborrelations.rutgers.edu/contracts>

#### Faculty Survey:

Provides faculty easy access to maintain their profile of scholarly, creative, and professional activities, and generate a CV or promotion report.

<https://oirap.rutgers.edu/Facsurv/>

## TEACHING RESOURCES

#### Classrooms & Meeting Times:

- Schedule of Classes (SOC):  
Classes must meet at the time and in the location appearing on the SOC and you should use the SOC to confirm the day(s), time(s), and location of your course.  
<http://sis.rutgers.edu/soc>
- Office of Academic Scheduling:  
Only this office can change your classroom assignment or schedule an Instructional Computing Lab for individual class meetings.  
(973) 353-5506  
[schednwk@newark.rutgers.edu](mailto:schednwk@newark.rutgers.edu)
  - Class Scheduling Grid:  
[http://scheduling.newark.rutgers.edu/assets/Scheduling\\_Grid-](http://scheduling.newark.rutgers.edu/assets/Scheduling_Grid-)

[Effective Spring 2016.pdf](#)

- o Master Course List:

<https://sims.rutgers.edu/fco/masterCourseSelection.htm>

**University Academic Calendar:**

Rutgers University semester start and end dates and other special dates.

Note “Change in Designation of Class Days.”

<https://scheduling.rutgers.edu/scheduling/academic-calendar>

**Registrar’s Calendar:**

Rutgers University-Newark important dates and deadlines (adding, dropping, and withdrawing from classes, etc.).

<http://registrar.newark.rutgers.edu/office-registrar-fall-academic-calendar>

**Syllabus:** See “Syllabus Requirements.”

**Final Exams:**

- Schedule: <http://scheduling.newark.rutgers.edu/finalexamsched.php>
- Policy: Final exams must be given at the time and date established by RU-N. You may not change the time and date of your final exam, even with the consent of the students. No final exams may be given during the last week of classes or during the reading period. Take-home exams are permitted, however, the due date must be the day and time when the in-class final was scheduled, not sooner.

**Cancellation of Class Meetings:**

- You are encouraged to prepare an alternative instructional strategy to provide continuity of instruction in the event of unexpected course cancellations (official closings, delayed openings, etc.): directed readings, special assignments, online activities, or the like.
- If it is necessary to cancel a course meeting, you must contact your department chair and administrator and announce it to your students as soon as possible, post the cancellation in Blackboard, and offer a make-up session. You may not require students to attend these sessions.

**Special Permission Numbers:**

A Special Permission Number (SPN) is a 6-digit number used to allow a student to register for a course that is full (has reached its “stop point” or capacity). Your department can provide its procedures for use of these numbers.

**Academic Technology Services:**

Room 100, Blumenthal Hall

(973) 353-1713

[atshelp@newark.rutgers.edu](mailto:atshelp@newark.rutgers.edu)

For assistance with instructional design or in using any of the instructional technology

tools available at the university.

- Blackboard (log in using your NetID and password)  
<https://blackboard.rutgers.edu/>
- Blackboard Course Access  
<http://ats-techdocs.rutgers.edu/m/40502/l/458445-instructor-access-to-a-course-in-blackboard>
- Step-by-step instructions for use of instructional technology, such as Blackboard, and digitally enhanced classrooms.  
<http://ats-techdocs.rutgers.edu/>
  - Attendance (Qwickly Attendance) w/in Blackboard:  
<http://ats-techdocs.rutgers.edu/m/40502/l/545211-getting-started-with-attendance>  
Attendance at all regularly scheduled meetings of a course shall be expected.
  - Turnitin (plagiarism-prevention software) w/in Blackboard:  
[http://blackboardinfo.newark.rutgers.edu/Tutorials/Bb9\\_11\\_Assess\\_Turnitin.pdf](http://blackboardinfo.newark.rutgers.edu/Tutorials/Bb9_11_Assess_Turnitin.pdf)

**P3 Collaboratory:** A collaboratory for pedagogy, professional development, and publicly-engaged scholarship.

<http://hr.newark.rutgers.edu/p3-collaboratory>

**Center for Teaching Advancement & Assessment Research (CTAAR):**

<http://ctaar.rutgers.edu>, (848) 932-7466.

**Textbook & Course Material Orders:**

Campus Bookstore (Barnes & Noble)

Hahne's Building, 42 Halsey Street

(848) 445-9927

<http://www.newark.rutgers.edu/about-us/have-you-met-rutgers-newark/campus-bookstore>

**Rosters & Grade Submission:**

Rutgers Electronic Grading & Information System (REGIS) allows instructors to view rosters, submit warning and final grades, and grade changes. Access to course rosters/REGIS is granted by your academic department.

<https://registrar.newark.rutgers.edu/regis-grading-instructions-0>

- Grading Convention:

A list of acceptable grades is also displayed at the top of the course roster in REGIS.

<http://registrar.newark.rutgers.edu/final-grades>

- **Warning Grades:**  
When notified of the Warning Grade period by the Registrar's Office, please submit warnings to those who are at risk of earning a poor or failing grade.

Receiving a warning grade can help call students' attention to their academic situation at a time when they still can do something about it, for example: withdraw from the course; seek supplemental assistance from the instructor, a TA, the Writing Center, or the Learning Center. Submission of warning grades greatly facilitates the ability of academic advisors to work with students, especially those on academic probation, in academic jeopardy, or otherwise of special concern.

- **Grade Appeals:**  
Students must first address issues with the instructor directly. If the issue cannot be resolved, the student may appeal in writing to the Department Chair or Undergraduate Coordinator. After appealing to the instructor and the department, unresolved concerns may be appealed in writing to the Dean.

**Writing Intensive Courses:** [http://wac.newark.rutgers.edu/WAC\\_admin.html](http://wac.newark.rutgers.edu/WAC_admin.html)

**Academic Integrity Resources for Instructors:**

<http://academicintegrity.rutgers.edu/resources-for-instructors/>

**Course Evaluations:**

The Student Instructional Rating Survey (SIRS) is a system-wide survey of students for their comments about their experience in the classroom.

<https://ctaar.rutgers.edu/sirs/>

**Religious Holiday Policy:**

- It is University policy to excuse without penalty students who are absent from class because of religious observance, and to allow the make-up of work missed because of such absence. Examinations and special required out-of-class activities shall not ordinarily be scheduled on those days when religiously observant students refrain from participating in secular activities. Absences for reasons of religious obligation shall not be counted for purposes of reporting.
- Students are advised to provide timely notification to instructors about necessary absences for religious observances and are responsible for making up the work or exams according to an agreed-upon schedule.

**Field Trips & Off-Campus Activities:**

Contact the Department of Risk Management & Insurance at least two weeks prior to planned activity.

<http://riskmanagement.rutgers.edu/faculty-staff-information/waivers-and-informed-consent-forms>

**Rutgers University Libraries:**

<http://www.libraries.rutgers.edu>

- **Reserve Services Guide:**  
[https://www.libraries.rutgers.edu/reserve\\_services\\_for\\_faculty](https://www.libraries.rutgers.edu/reserve_services_for_faculty)

**RESEARCH RESOURCES**

Kirsten VanMeenen, Ph.D.

Assistant Dean for Sponsored Programs & Research Space

(973) 353-1663

[kirsten.vanmeenen@rutgers.edu](mailto:kirsten.vanmeenen@rutgers.edu)

**Office of Research & Economic Development (ORED):** Provides services to support faculty research and strategically leads the university's economic development activities.

<https://ored.rutgers.edu/>

- **Faculty Research Portal:** One-stop shop for research-related needs.  
<http://researchportal.rutgers.edu/>

**Office of Research & Sponsored Programs (ORSP):** Assist with navigating through the proposal submission and award set up process. Grant specialists help interpret sponsor guidelines and application instructions, assist in budget development, and ensure that applications and incoming awards meet all compliance requirements. The website offers useful links to proposal preparation, award establishment, and award management.

- Budget templates
- F&A rates
- IRB information
- IACUC information

Grant Specialists are assigned to each department and a list can be found here as well.

<http://orsp.rutgers.edu/>

**Institutional Review Board (IRB):** <https://eirb.rutgers.edu/>

**Research Administration & Proposal Submission System (RAPSS):** RAPSS is an

electronic gateway for the submission, review, approval and tracking of funding proposals and related budgets for research. RAPSS is mandatory for all submissions of internal and external proposals, including research proposals, corporate contracts, and associated items. A link to RAPSS and training registration can be found here:

<https://rapss.rutgers.edu>

**Limited Submission Opportunities (LSOs):** When a sponsor limits the number of proposals that are permitted (from a campus unit or university-wide) a Limited Submission Internal Proposal Form with corresponding documentation must be completed.

<http://researchportal.rutgers.edu/node/102>

**Grant & Contract Accounting (GCA):** Performs central financial accounting and provides postaward administration support services for the university's sponsored programs and other restricted funds and coordination of effort certification.

<http://postaward.rutgers.edu/>

## **EMPLOYMENT RESOURCES**

### **MyRutgers:**

Your personalized one-stop for online content and online services at Rutgers University.

<https://ess.rutgers.edu/myrutgers/>

### **Human Capital Management (HCM) & Payroll Application:**

Using the self-service functions, enter W-4 information, set up direct deposit, and view paychecks.

- Employee Self Service Login: <http://my.rutgers.edu>

### **Rutgers University Network Identifier (NetID):**

Your unique Rutgers identifier, which is needed to access many Rutgers electronic services. You will be automatically assigned a NetID and notified via the e-mail address provided to your academic department to activate your NetID.

<http://netid.rutgers.edu/>

### **Parking:**

Please contact your hiring department administrative staff for your parking allocation. Permit instructions and all other commuter transit and parking information:

<http://nwkparking.rutgers.edu>

### **Photo Identification:**

The RUconnection Card is the official photo identification card issued and serves as the primary form of identification verification throughout the university.

- As a new Rutgers employee, there are no forms required to obtain a new ID card.
- New employees must be completely on-boarded in the system four business days prior to obtaining an ID card.
- The new employee can obtain his or her RUconnection card on the starting appointment date or any day after. He/she will not be able to receive an RUconnection card prior to his/her appointment date.
- He/she will need to bring a valid government-issued photo ID.
- If transferring from another department, he/she must turn in the former employee ID card for a new one.
- A \$20.00 replacement fee applies if the former Faculty/Staff RUconnection card is not returned.

<http://businessoffice.newark.rutgers.edu/facultystaff>

**Benefits:**

<http://uhr.rutgers.edu>

**Direct Deposit:**

<http://payroll.rutgers.edu/payroll-resources/direct-deposit>

**Faculty & Staff Assistance Program (FSAP):**

- Comprehensive counseling and referral services.
- 24-hour service available for crisis and emergency contact.  
(848) 932-3956

<https://uhr.rutgers.edu/worklife-balance/employee-counseling>

**Recreation:**

<http://recreation.rutgers.edu/>

## **POLICY RESOURCES**

- **Academic Integrity:** <http://academicintegrity.rutgers.edu/>
- **Code of Student Conduct:** <http://studentconduct.rutgers.edu/university-code-of-student-conduct>
- **Conscientious Employee Protection Act (CEPA):**  
<https://uhr.rutgers.edu/policies-resources/policies-procedures/policy-and-compliance-guidelines/conscientious-employee>
- **Disability Services:** <https://ods.rutgers.edu/faculty>
  - **Faculty FAQ-Letters of Accommodations (LOA):**  
<https://ods.rutgers.edu/faculty/FAQ-LOAS>

- **Office of Enterprise Risk Management, Ethics, & Compliance:**
  - **Ethics Armor:** <https://ethics.rutgers.edu>
  - **Ethics Program:** <http://erm.rutgers.edu/departments/ethics.html>
- **Family Educational Rights & Privacy Act (FERPA):**  
<http://compliance.rutgers.edu/ferpa>
- **Information Protection & Security:**  
<https://rusecure.rutgers.edu/policies-standards-and-compliance>
- **Office of Employment Equity:**  
<http://uhr.rutgers.edu/uhr-units-offices/office-employment-equity>
  - **Unlawful Harassment Prevention Program:**  
<http://uhr.rutgers.edu/uhr-units-offices/office-employment-equity/unlawful-harassment-prevention-program>
- **Posting of Grades:** The following link outlines the Rutgers University policy on acceptable and unacceptable methods for publicly posting student grades.  
<http://academicleadership.rutgers.edu/archive/GradePosting.pdf>
- **Prohibiting Discrimination & Harassment:**  
<http://uhr.rutgers.edu/policies-resources/policies-procedures/policy-and-compliance-guidelines/discrimination-and>
- **Protection of Minors:**  
If you oversee or participate in programs or activities involving minors:  
<http://protectminors.rutgers.edu/>
  - Policy:  
[http://protectminors.rutgers.edu/Minors\\_files/Protection%20of%20Minors%20Policy.pdf](http://protectminors.rutgers.edu/Minors_files/Protection%20of%20Minors%20Policy.pdf)
  - Guide to Working with Minors:  
[http://protectminors.rutgers.edu/Minors\\_files/Guide%20to%20Working%20with%20Minors.pdf](http://protectminors.rutgers.edu/Minors_files/Guide%20to%20Working%20with%20Minors.pdf)
- **Title IX:** Rutgers University is committed to fostering an environment that is safe and secure and free from sexual and gender-based discrimination and harassment, sexual violence, dating and domestic violence, stalking, and other related misconduct.  
<http://endsexualviolence.rutgers.edu/report-an-incident/title-ix/>
- **University Policy Library:** <http://policies.rutgers.edu/>
  - **RU-N Policies & Procedures:** <http://www.newark.rutgers.edu/policies-and-procedures>
  - **FASN Policies:** <http://www.ncas.rutgers.edu/faculty-resources>



- **Workplace Violence Policy:**  
The university will respond promptly to violence, threats of violence, harassment, intimidation, or disruptive behavior of a threatening nature towards people or property.  
<http://policies.rutgers.edu/sites/policies/files/60.1.13%20-%20current.pdf>  
<https://uhr.rutgers.edu/uhr-units-offices/office-labor-relations/prohibiting-workplace-violence>

## **SAFETY RESOURCES**

- **Campus Emergency Information:** <http://www.newark.rutgers.edu/safety-and-security>
- **Campus Operating Status:** The weather & campus operating status can be found at: <http://www.newark.rutgers.edu/weather-and-campus-operating-status>
- **Campus Awareness Response and Education (CARE) Team:** Identify, assess, and respond, assisting students who may be in crisis.  
(973) 353-5063  
careteam@rutgers.edu  
<http://myrun.newark.rutgers.edu/care-team>
- **Classroom Disruption & Threats:** <http://www.newark.rutgers.edu/classroom-disruption-and-threats>
- **Counseling Services (faculty & staff):**  
Faculty & Staff Assistance Program (FSAP)  
Comprehensive counseling and referral services.  
24-hour service available for crisis and emergency contact.  
(848) 932-3956  
<https://uhr.rutgers.edu/worklife-balance/employee-counseling>
- **Counseling Center (students):**  
<http://counseling.newark.rutgers.edu/consultation-education/resources-faculty-staff>
- **Environmental Health & Safety, Rutgers Environmental Health & Safety (REHS):**  
(848) 445-2550  
<http://rehs.rutgers.edu/>
- **Public Safety:** <http://rupd.rutgers.edu/newark.php>
  - **Emergency:** Dial 9-1-1

- **Emergency Number from a University Phone:** Obtain an outside line, then dial 9-1-1.
- **Non-Emergency:** (973) 353-5111
- **Escorts:** (732) 932-5111
  
- **Shuttle Service:** <https://nwkparking.rutgers.edu/shuttleservice>
  
- **Title IX:** Rutgers University is committed to fostering an environment that is safe and secure and free from sexual and gender-based discrimination and harassment, sexual violence, dating and domestic violence, stalking, and other related misconduct.  
<http://endsexualviolence.rutgers.edu/report-an-incident/title-ix/>
  
- **Violence Prevention & Victim Assistance:**  
Office of Violence Prevention & Victim Assistance  
(848) 932-1181  
Confidential advocates are available 24 hours a day, 7 days a week.  
<http://vpva.rutgers.edu/need-help/>
  
- **Workplace Violence Policy:**  
<http://policies.rutgers.edu/sites/policies/files/00004530.PDF>

## STUDENT RESOURCES

**Catalog:** <http://www.rutgers.edu/academics/catalogs#newark>

### **Counseling Services:**

Rutgers University-Newark Counseling Center  
Room 101, Blumenthal Hall  
(973) 353-5805  
<http://counseling.newark.rutgers.edu/>

### **Disability Services:**

Office of Disability Services (ODS)  
Suite 219, Paul Robeson Campus Center  
(973) 353-5375  
[odsnewark@rutgers.edu](mailto:odsnewark@rutgers.edu)

### **English as a Second Language:**

Program in American Language Studies (PALS)  
Room 226, Conklin Hall  
(973) 353-5013  
<https://www.ncas.rutgers.edu/pals>

## Technology Support:

- **Blackboard, E-Mail, NetID (students):**  
Newark Computing Services Help Desk  
Room 109, Hill Hall  
(973) 353-5083  
[help@newark.rutgers.edu](mailto:help@newark.rutgers.edu)

To access Blackboard, a student must be registered for the course, appear on the official course roster, and have a NetID. Students cannot be added to Blackboard without officially registering for the course via WEBREG or the Office of the Registrar. There may be a delay of up to 48 hours after registering before a student can access the course in Blackboard.

**Title IX:** <http://endsexualviolence.rutgers.edu/report-an-incident/title-ix/>

## Tutoring Resources:

- **Rutgers Learning Center (tutoring services):**  
Room 140, Bradley Hall  
(973) 353-5608  
<http://www.ncas.rutgers.edu/rlc>
- **Writing Center (tutoring and writing workshops):**  
Room 126, Conklin Hall  
(973) 353-5847  
nwc@rutgers.edu  
<https://www.ncas.rutgers.edu/writingcenter>

**Veterans Resources:** <http://www.newark.rutgers.edu/resources-student-veterans>

## Violence Prevention & Victim Assistance:

Office of Violence Prevention & Victim Assistance  
(848) 932-1181  
Confidential advocates are available 24 hours a day, 7 days a week.

## ABBREVIATIONS

AAAS – Department of African American & African Studies  
ACM – Department of Arts, Culture & Media  
AFC – Academic Foundations Center  
CDC – Career Development Center

CLJ – Center for Law & Justice  
 CMBN – Center for Molecular & Behavioral Neuroscience  
 CMGC – Center for Migration & the Global City  
 CTAAR – Center for Teaching Advancement & Assessment Research  
 DGA – Division of Global Affairs  
 EES – Department of Earth & Environmental Sciences  
 FASN – Faculty of Arts & Sciences-Newark  
 GS-N – Graduate School-Newark  
 HAL – Humanities Action Lab  
 HC – Honors College  
 HLLC – Honors Living & Learning Community  
 IIP – International Institute for Peace  
 LOA – Letters of Accommodations  
 MERI – Meadowlands Environmental Research Institute  
 NCAS – Newark College of Arts & Sciences  
 NCS – Newark Computing Services  
 NJIT – New Jersey Institute of Technology  
 NJPAC – New Jersey Performing Arts Center  
 NTT – Non-Tenure Track  
 OAS – Office of Academic Services  
 ODS – Office of Disability Services  
 OISS – Office of International Student & Scholar Services  
 OIT – Office of Information Technology  
 ORED – Office of Research & Economic Development  
 ORSP – Office of Research & Sponsored Programs  
 P1 – Professor I, “full professor”  
 P2 – Professor II, “distinguished professor”  
 PALS-Program in American Language Studies  
 PTL – Part-Time Lecturer  
 RAPSS – Research Administration & Proposal Submission System  
 RBHS – Rutgers Biomedical & Health Sciences  
 RBS – Rutgers Business School, Newark & New Brunswick  
 REGIS – Rutgers Electronic Grading & Information System  
 RLC – Rutgers Learning Center  
 ROCS – Rutgers Onboarding & Classification System  
 RUBIC – Rutgers University Brain Imaging Center  
 RU-N – Rutgers University-Newark  
 SAS – School of Arts & Sciences  
 SCJ – School of Criminal Justice  
 SIRS – Student Instructional Rating Survey  
 SOC – Schedule of Classes  
 SPAA – School of Public Affairs & Administration  
 SPN – Special Permission Number  
 SPS – Department of Spanish & Portuguese Studies  
 UC-N – University College-Newark

WAC – Writing Across the Curriculum  
WGS – Women's & Gender Studies Program