

Faculty Handbook 2000



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by the Faculty Resource Committee

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Only a limited number of copies of the faculty handbook will be printed and distributed periodically. However, the faculty handbook and other faculty related information is available online at <http://faculty.ucc.edu>. To keep pace with its changing content, the online PDF (portable document format) version of the faculty handbook will be updated on a regular basis. You may print as many copies from the faculty Web site as you need using the free Adobe Acrobat reader. The Adobe Acrobat reader is available from the college network and can be downloaded from Adobe’s Web site— <http://www.adobe.com>. Check out the faculty site when you get a chance. It is a Web site for faculty by faculty!

FORMS AVAILABLE ONLINE

- A) [Print Shop Requisition](#)
- B) [Request to Purchase](#)
- C) [Office Supplies Requisition](#)
- D) [Key Distribution](#)
- E) [Card Access Request](#)
- F) [Parking Card Access Request](#)
- G) [Employee Parking Decal Form](#)
- H) [Media Center Service Request](#)
- I) [Media Center Audio/Video Tape Duplication Request](#)
- J) [Physical Plant Work Order Request](#)
- K) [Request for Travel](#)
- L) [Travel Expense Voucher](#)
- M) [Computer Account Request Form](#)
- N) [Food Service Requisition](#)
- O) [Accommodations Alert](#)
- P) [Grade Change Form](#)
- Q) **FERPA Policy** [page 1](#) and [page 2](#)
- R) [Student / Faculty Evaluation Form](#)
- S) [Application for Tuition Refund](#)
- T) [Late Withdrawal Request](#)
- U) [Map / Directions to UCC Campuses](#)
- V) [Distance Learning Form](#)

ABOUT UNION COUNTY COLLEGE

Union County College is a public community college and is one of New Jersey's system of nineteen county colleges. Founded on August 17, 1982, the Union County College operates a main campus in Cranford and branch campuses in Elizabeth, Plainfield, and Scotch Plains, New Jersey. It enrolls approximately 5,000 full-time and 5,200 part-time students. The College is accredited by the Middle States Association of Colleges and Schools. Many career programs of Union County College are accredited by appropriate professional associations.

The College's philosophy is to meet the higher educational needs of the Union County community; to offer a comprehensive range of high-quality programs at a reasonable cost to the student; to seek the appropriate funding to support such efforts; and to develop in students the ability to express themselves effectively and to think analytically, critically, and reflectively.

AAUP

The legal bargaining agent for the faculty and librarians is the Union County College Chapter of the American Association of University Professors. Consult the Agreement Between the Board of Trustees of UCC and the UCC Chapter of The AAUP, subsequently referred to as "The Agreement" in this publication.

ABSENCES: FACULTY

When a faculty member is absent, the faculty member must notify the department secretary. The secretary will post the notice at the class site to notify the students, and also notify the department Chairperson. For classes beginning before secretaries arrive or for evening classes, faculty must also follow these directions:

Cranford: If you need to cancel a class before the secretary arrives, call Public Safety 709-7152, select option 3 on the menu, and clearly state your name, the name of your class, your class number and section, and the room number. This call must be made one half hour before the class start time in order for Public Safety to have time to retrieve the message and post the notice on the door. For evening classes, if you must cancel after the secretary has left, call the Evening Administrator 709-7500.

Plainfield and Elizabeth: For classes which begin before secretaries arrive, faculty should call Public Safety, and ask them to post a sign. Remember to give your full name, the name of the course, the course number and section, and the room number. For evening courses, if you must cancel after secretaries have left, call the Evening Administrator, Elizabeth: 965-6055, Plainfield: 412-3550.

Faculty are expected to meet all scheduled classes. The cancellation of classes for any reason should be reported to the department Chairperson, along with a plan for making up the lost instruction and a reason for the cancellation. Classes should not be canceled for any reasons other than those specified in The Agreement. Other cancellations may result in disciplinary action.

EXTENDED FACULTY ABSENCE / LEAVE POLICIES: See The Agreement

ABSENCES AND ATTENDANCE POLICY: STUDENTS

The attendance policy in the 1999-2000 Student Handbook (page 33) states:

While attendance alone cannot be used as a criterion for academic evaluation in any courses, the instructors have the prerogative to give or decline opportunities for making up work missed due to absence. Excessive absence may result in lowering of a student's grade. It is defined as, with the exception of medically excused absence and religious holidays, more than three cuts in a class that meets three times each week or more than two cuts in those that meets twice per week. The instructor should be notified of extra-curricular absences prior to missing classes. The application of this policy is left to the individual instructor who at the beginning of each semester will announce the specific requirements of the course.

It is extremely important that students be notified in writing of the specific attendance policies of each instructor. Faculty are strongly urged to do this in their comprehensive Course Outline.

For information about absence from final examinations: See Final Examinations.

See also Course Outline and Grades.

ACADEMIC ADVISING

Academic advising provides students with assistance in course scheduling for registration and with schedule changes as well as choice of major, re-direction counseling, resolution of scholastic difficulties, academic probationary counseling, and workshops focusing on issues pertinent to the academic experience. Basically a function of Counseling Services, the offices are located in the Counseling/Information Center in the Nomahegan Building on the Cranford Campus, and on the main floors of the Elizabeth and Plainfield Campuses.

Faculty Advising Program Faculty, depending upon the program of study and/or number of credits the student has accumulated, may serve as advisors. A program of faculty advising for matriculated sophomore students is coordinated by Counseling Services. Prior to each registration period, a training program is held for faculty who participate in the advising process. An Advisor's Handbook is available to assist faculty advisors. Please contact Faculty Advising Program: x7139, if you would like to participate in the faculty advising program.

See also Counseling Services.

ACADEMIC LEARNING CENTERS

The Academic Learning Centers (ALCs) provide free tutoring to Union County College students, on a walk-in basis, on all three campuses. Peer, para-professional, and professional tutors are available for most subjects. Schedules for subject area tutors are available at the ALCs as well as on-line @ <http://www.ucc.edu/academiclearning/>

In addition to subject-area tutoring, the ALCs provide Computer Assisted Instruction in some disciplines as well as computers for word processing. Computer tutors are available to assist the students. The computers are equipped with software to assist students in English, ESL, Accounting, Math, Chemistry, Biology, and Computer Science.

The College faculty is encouraged to visit and arrange for classes to use the ALC facilities. Please call 709-7526 to schedule classes in the Computer Lab in Cranford or 965-6009 in Elizabeth or 791-4931 in Plainfield. The faculty is also encouraged to forward, at the end of each semester, names of any students who potentially could serve as tutors in the ALC.

Locations and Telephone Numbers:

Cranford:	2 nd Floor, MacKay Library	709-7526
Elizabeth:	Rooms 311-317	965-6009
Plainfield:	Plainfield Campus Library	791-4931

Hours for the Fall and Spring Semesters:

Cranford:	M-Th	8:30am-10:00pm
	F	8:30am-9:00pm
	S	9:00am-1:00pm
Elizabeth:	M-Th	8:30am-9:00pm
	F	8:30am-4:30pm
	S	9:00am-1:00pm
Plainfield:	M-Th	9:00am-9:00pm
	F	9:00am-4:00pm
	S	9:00am-1:00pm

The ALCs are also open during the Winter and Summer sessions. Please call for hours.

ACADEMIC PLACEMENT: STUDENTS

The UCC 1999-2001 Catalog (page 10) states that:

After admission to the College and before enrolling in classes, placement testing is mandatory to evaluate certain academic skills. (Students whose native language is not English must take an English for Speakers of Other Languages Test.)

Students who believe they are inappropriately placed in a class as a result of placement testing should be referred to the Coordinator of Developmental Studies for Mathematics or English as appropriate.

AFFIRMATIVE ACTION POLICY

The Union County College Affirmative Action Plan, designed to insure equal opportunity in employment, advancement, responsibilities, and remuneration for minority group members and women, is a reaffirmation by the Board of Trustees, the Board of Governors, and the President of Union County College of a basic American ideal. See Union County College Affirmative Action Plan.

One of the most significant contributions to equal opportunity for all as an American ideal has been made by employers who mandate strict adherence to principles of merit in employment practices, the basis of merit being that all applicants and employees are considered solely on job defined criteria.

ALUMNI AFFAIRS

The Office of Alumni Affairs works to maintain a strong relationship between the College and its more than 25,000 alumni. Faculty and staff are an important part of this relationship and are a valuable source of information on the current achievements of UCC Alumni for publication in About Union, the alumni newsletter. Faculty and staff are encouraged to share information about alumni by contacting the Alumni Office: x7505.

ASSESSMENT AND CAREER DEVELOPMENT CENTER

The main role of the Assessment Center is in academic placement testing, but its secondary role is as a “walk-in” testing center. Faculty may send small numbers of students who are unable to take an exam during normal classroom hours to the Assessment Center. The Assessment Center will administer the exam in accord with the faculty member’s directions. This service is appropriate for students with disabilities covered under the Americans with Disabilities Act or for students enrolled in tele-courses who are unable to meet with their class for an on-campus exam. Faculty should recognize that facilities for walk-in testing are limited so it is impossible to accommodate large numbers of students or provide direct test supervision.

In order to use the walk-in testing service, faculty must complete a form (available at the Assessment Center in N-22) that includes directions for administering the exam, directions for the student, and rules regarding student conduct at the Assessment Center. One copy of the completed form and the exam remain at the Assessment Center; a duplicate copy of the form is given to the student who must bring the form to the Assessment Center in order to take the exam.

Assessment Center hours are: 8:30 – 4:30 Monday to Friday
4:30 – 10:00 Tuesday & Wednesday
1:00 – 4:00 Saturday (limited dates)

AUDIO-VISUAL SERVICES See Media Center.

AUDITING A COURSE

Students may audit courses. These students must register for the course, pay the regular course tuition and fees and may participate in all course activities. In no case will the student receive a grade for an audited course. Auditors must secure a signed audit form from the instructor within 5 days of the beginning of the class and return the audit form to the Registrars office if they decide to audit a course. After the five day period no student may change from audit to credit. The grade “AU”(Audit) is printed on the student’s academic record upon completion of the course. See UCC Catalog Auditing A Course.

BENEFITS

A number of benefits are available to faculty and their families. The Manager of Employee Benefits may be contacted for information and forms: 709-7148, for the following.

Enrollment of new employees for all benefits.

Changes in marital, family and/or beneficiary status.

Information on advertised non-academic and academic position vacancies.

Tuition Reimbursement and Tuition Waiver forms and processing of benefits.

Medical and Dental Health Insurance claim forms, assistance in filing claims and information or with problems with claims or benefits.

Temporary or Total Disability claims and problems.

Worker's Compensation claims for injuries/illnesses sustained as a result of employment.

Unemployment claims.

Changes in retirement plans, adding supplementary retirement plans or withholding, and other retirement benefits, information, and calculations.

Processing of withdrawals and transfers of pension programs.

Conversion of benefits to direct payment basis.

Survivor benefits (life insurance and pension) for the family of a deceased faculty member.

BOOKSTORE

The Bookstore has locations at the Cranford (Campus Center), Elizabeth (Main Lobby), and Plainfield (building #2) Campuses. It is the goal of the Bookstores to service the needs of both the faculty and the students. In addition to textbooks, the Bookstore carries a full line of reference books, lab and school supplies, computer software, and giftware. The Bookstore welcomes special orders for textbooks and general trade books that are not in stock.

Textbook orders: To properly service students and give them the most money at buyback, the Bookstore requires textbook requisitions be submitted on time.

When filling out text requisitions, faculty are asked to include:

- * Complete course name and course and section number,
- * Instructor's name and useful phone number,
- * ISBN number and as much information as possible about the texts.

The Bookstore will notify faculty of any problems with orders (Back orders, edition changes, etc.)

All correspondences regarding textbook orders or complaints must be directed to the Textbook Manager or the Store Manager at the Cranford location. The faculty are encouraged to visit the bookstores prior to the start of class to verify textbook and supply needs. For questions or comments, faculty are invited to contact the Store manager x7485.

BUILDING REPAIRS--MAINTENANCE See Physical Plant Services

BY-LAWS, FACULTY

Faculty by-laws are reviewed and revised periodically and are posted on the faculty Web site.

CAMPUS CLOSING

The official closing time for the College on any evening when classes are scheduled is 11:00 p.m. The security force is under orders to see that the premises are cleared shortly after that time.

Without special advanced authorization, it is expected that all students and faculty will leave the College premises by about 11:00 p.m. Faculty who need to be on campus during times that the College would normally be closed, including holidays or Sundays, should make prior arrangements with Public Safety.

CHEATING / PLAGIARISM

The College strongly endorses a policy of academic integrity in all areas. See the current Student Handbook for details.

CHILDREN ON CAMPUS

The College policy regarding children on campus, as stated in the Student Handbook, is as follows:

Children, especially those under 12 years of age, are not authorized on campus property at any time unless they are under the immediate supervision of a parent/guardian or enrolled in some special program being offered and supervised by the College. They are prohibited from entering the gymnasium, fitness center, and game rooms.

It remains the prerogative of faculty to permit enrolled students with children admission to regular classroom activities. However, admission of children to scientific laboratory type settings, gymnasium, fitness center and game room is prohibited for safety reasons.

CLASS LISTS

Class lists are distributed three times a semester, twice during summer sessions. Faculty will receive a Preliminary Class List on the first day of class to verify enrollment. This list does not need to be returned to the Registrar's Office. On the 10th day into the regular semester you will receive an official class list that must be returned to the Registrar's Office, Cranford Campus. Faculty should indicate if a student is not attending by placing an "NA" next to the name. The week before final exams, Final Grade Lists will be distributed and must be returned 48 hours after your exams, Final Grade Lists will be distributed and must be returned 48 hours after your exam. You must indicate if a student stopped attending by listing the last date attended. If the student never attended list an "NA". Summer Sessions receive Official Class Lists and Final Grade Lists that must be returned to the Cranford Campus. Instructions are noted or attached to all lists.

CODE OF PROFESSIONAL ETHICS FOR FACULTY

Preamble

One of the hallmarks of a learned profession is a code of ethics that guides the professional conduct of its members. In higher education, faculty members have an obligation to observe appropriate standards of professional conduct on behalf of their students, their colleagues, and the academic institution they serve. Faculty members at Union County College recognize this responsibility and abide by the following code of academic conduct.

Code of Professional Ethics

As educators we are guided by a deep conviction of the worth and dignity of the advancement of knowledge. We have a responsibility to seek and state the truth of our subject and to

1. Continue to maintain, develop, and improve our scholarly expertise and competency.
2. Demonstrate respect for all our students as individuals, encourage their free pursuit of learning, foster honest academic conduct, and adhere to our proper role as intellectual guides and academic advisors.
3. Ensure that our evaluations of students reflect each student's true academic merit and achievement, without regard to race, religion, sex, age, handicap, or activities and behavior outside of the classroom.
4. Refrain from any form of exploitation or harassment of students.
5. Respect the confidential nature of the relationship between faculty member and student.
6. Present the subject matter of our assigned courses as announced to the students in the College Catalog and course outlines.
7. Fulfill the assigned time schedule of all classes and laboratory sessions.

As colleagues we have a responsibility to defend the free exchange of ideas and criticism, and to

8. Show due respect for the opinions and professionalism of associates.
9. Strive to be objective in our professional evaluation of colleagues.
10. Refrain from any form of exploitation or harassment of colleagues.
11. Accept our share of responsibility for faculty governance and committee service.

As members of an academic institution we have a responsibility to

12. Give due regard to our paramount duties within the College in determining the amount and character of work done outside it.
13. Observe the stated regulations and policies of the College, provided these do not contravene the principles of academic freedom or the right to criticize and seek revisions.
14. Avoid creating the impression of officially representing Union County College when speaking or acting as private persons.
15. Foster public understanding of academic freedom and inquiry, and the value of higher education in society.
16. Refrain from misuse of college resources.

COMMITTEE ASSIGNMENTS

All faculty members serve on faculty committees as part of their regular duties. Preference forms are distributed each Spring, and committee assignments are made by the Faculty Executive Committee. Some committee assignments are filled through an election process either by the full faculty or by academic departments depending on the committee. (See Faculty By-Laws). A list of committee assignments is issued each year by the Chairperson of the Faculty. For a copy of this list, see the faculty Web site. If you have questions, contact the Chairperson of the Faculty.

COMPUTERS AND COMPUTER SERVICES (See INFORMATION TECHNOLOGIES)

CONFERENCES, SEMINARS, AND WORKSHOPS

Attendance at conferences, seminars, and workshops for which travel reimbursements is desired must have the approval of the department Chairperson and Vice-President of Academic Affairs.

The department Chairperson also should be consulted regarding the individual department's procedure for allocating money and travel reimbursement. See Appendix for copies of Request for Travel and Travel Expense Voucher.

CONFIDENTIALITY

The Family Educational Rights and Privacy Act of 1974 (FERPA), as well as more recent legal challenges make clear that students have the right of access to their educational records. Of importance to Faculty members, these laws limit the transfer of information about students without a student's consent. As such, it may be improper to discuss grades with anyone other than the student, or to discuss grades over the telephone where one cannot be certain of the identity of the other party. It is also not proper to post grades using social security numbers. See Appendix for FERPA Policy. Additional information is available from the Dean of Student Services.

CONTINUING EDUCATION / COMMUNITY SERVICES

Any information and assistance relating to continuing education, community services, or off-campus programs can be obtained by contacting the Dean of Continuing Education/Community Services: x7600. The Continuing Education office is located at the Cranford campus, Nomahegan Hall.

COUNSELING SERVICES

Counseling Services offers comprehensive support services to Union County College students. A full range of academic and career services including registration assistance, educational planning, transfer counseling, career exploration and employment placement assistance are available. The Offices are located in the Counseling/Information Center in the Nomahegan Building on the Cranford Campus, and the main floors, Room 105/107 on the Elizabeth Campus and Room 108 on the Plainfield Campus. Hours are 8:30 am to 7:30 pm, Monday through Thursday, 8:30 am to 4:30 pm Friday and 9:00 am to 12:00 noon on Saturday.

Academic Services: see Academic Advising.

Career and Placement Services: Counseling Services provides comprehensive career counseling for students on the Cranford, Elizabeth, and Plainfield Campuses consisting of individualized career counseling, which may include a battery of assessment instruments to help identify career goals, a computerized approach to occupational information and career exploration, assistance with job search strategies, including resume preparation and interviewing techniques, and employment placement services. Career Fairs which bring potential employers to the College are held annually.

Transfer Counseling: Students interested in transferring upon completion of their degrees are encouraged to contact the Transfer Counselor for guidance for four (4) year college/university selection. Continually updated information about requirements of four (4) year schools and about articulation agreements between Union County College and four (4) year schools is available to assist students in their selection of courses at Union County College. A comprehensive computerized college file and college catalogs and guidebooks are available to students. Visitations by representatives of four (4) year colleges/universities are held throughout the year. During Spring semester, a special "Transfer Day" is presented which includes representatives from area four year schools, as well as workshops for transfer assistance and individual transfer counseling.

Personal Counseling and Referral Services: Counseling Services offers information and short term counseling in a non-judgmental, supportive and confidential environment to assist students with personal issues and concerns including substance abuse/dependency (including alcohol, drugs and tobacco). Workshops addressing various student life issues are presented on during the year. Referrals to external clinics, agencies, self-help groups and other resources are available when needed.

Crisis Counseling: See section under Student Problems - Procedure.

Substance Abuse Intervention: See section under Student Problems - Procedure.

Students with Disabilities: Union County College offers barrier-free access and appropriate academic adjustments for programs, activities, and services for students with disabilities. Special parking decals are available through the Public Safety.

The Coordinator of Services for Students with Disabilities is available to assist students with physical or learning disabilities with academic accommodations and services. If special assistance is requested, please refer the student to the Coordinator of Services for Students with Disabilities. The Coordinator offers students the opportunity for effective participation in campus life. However, it is the responsibility of students to make needs known to the Coordinator and to provide documentation regarding the disability in any case where specific support services are requested. This documentation is confidential.

In each case where appropriate academic adjustment or reasonable accommodation is necessary, the Coordinator will issue an Accommodations Alert form for the student to give to instructors. This form will advise the instructors as to how they should assist the student. If faculty have questions regarding academic adjustments or reasonable accommodations, they are invited to contact the Coordinator of Services for Students with Disabilities: x7164. See Appendix for copy of Accommodations Alert.

COURSE OUTLINES

A copy of the Course Outline (Syllabus) is to be given to each student at the beginning of the semester. It is strongly urged that course outlines include the following:

- 1) The faculty member's grading policy, including the numerical value of the grades.

- 2) List of required texts and where they can be purchased, plus references, study guides, etc., that might prove helpful to students.
- 3) An outline of when materials are due, including dates of major tests.
- 4) An indication of whether there will be a final examination.
- 5) A brief statement on the faculty member's policy regarding plagiarism and cheating. (Many course outlines simply refer to the policy in the Student Handbook.)
- 6) The faculty member's policy regarding attendance and regarding missed tests or assignments.
- 7) Information regarding emergency closings. (See Emergency Closing section.)

CREDIT UNION

County Educators' Federal Credit Union, a membership owned organization, is located at 16 East Lincoln Avenue, Roselle Park, New Jersey 07204. The Credit Union offers free checking, IRAs, personal loans, auto loans, Visa credit cards and ATM cards. Deposits into your accounts are made through payroll deduction direct deposit. Anyone interested in obtaining membership registration forms should write to the Credit Union, or call (908) 245-0173, or Fax (908) 245-5953.

DESK COPY REQUESTS

Requests for desk copies and instructor's manuals are to be made by each faculty member to the publisher directly. Forms for this purpose are available from the department secretaries. If the text fails to arrive in time, purchase the book from the Bookstore and obtain a receipt. When the desk copy arrives, it should be given to the Bookstore with the receipt for the purchased text for a refund. **CAUTION:** Some publishers provide desk copies with an imprint: "Desk Copy." Such a book cannot be sold.

DIRECTIONS BETWEEN CAMPUSES See map in Appendix.

DISABILITIES COORDINATOR See section under Counseling

DISTANCE LEARNING

Faculty members at UCC are developing alternative modalities of instruction:

- 1) ITV
- 2) On-Line Courses
- 3) Telecourses

Some of these courses are already being offered in various departments throughout the college. Any faculty member who is interested in developing one of these courses should refer to the Distance Learning Form and Guidelines. Training is available. For details consult with the VPAA.

DUES

Faculty dues constitute a fund from which appropriations are made for expressions of congratulations or sympathy. Dues for full-time faculty are \$10 annually and are automatically deducted from the first paycheck each September and forwarded to the treasurer of the Faculty Executive Committee.

DUPLICATING SERVICES

Photocopy machines are located at various sites on all Campuses. Ask your department secretary for specific locations and your copy password.

Any printing job that requires more than twenty copies of any one page must be sent to the Print Shop. Specialized services such as copy reduction, two-color printing, colored paper or ink, binding, and booklet format are also available. Faculty should complete a Print Shop Requisition, attach it to the original, and send it to the Print Shop through intercampus mail, or deliver it in person. One to two weeks turnaround time is needed. Faculty may wish to telephone the Print Shop ahead of time, alert them to copy needs, and work with them to determine the best time to bring in the material: x7033. Print Shop Services are also available through the UCC network computers (UCC applications). Contact the Help Desk for assistance.

WHEN TO USE THE DIFFERENT MACHINES: (Rule of thumb)

20 or fewer copies of a page--Departmental or area copy machine

21 or more copies --Copy Center

NOTE: If you need copies immediately, walk-up service is available at the Cranford Print Shop for 21 to 50 copies.

Duplicating requests conflicting with copyright law will be rejected and returned to the sender. A copy of copyright rules and regulations is available from the Purchasing Officer (C) or the Print Shop.

USE: The photocopy machines are designated for faculty and staff only. Students are prohibited from using this equipment.

EMERGENCY COLLEGE CLOSINGS

The College makes every attempt to remain open regardless of inclement weather or other emergency situations.

Each department has its own Emergency Closing Notification list; the department chairperson starts the chain of calls from one faculty member to another. The College has a taped message that can be checked to see if school will be closed (709-7676); please do not call Public Safety. Those lines will be needed for other purposes. Announcements will also be made on several local and NYC radio stations. See the back cover.

EMERGENCY EVACUATION PROCEDURES

On all campuses building evacuation will be conducted through the use of the College's Fire Alarm System. Faculty members should be familiar with the evacuation procedures and routes which are posted in each room.

EMERGENCY PROCEDURES IN THE CLASSROOM

If an emergency situation arises in your classroom, notify the Public Safety Office. Generally it is best to remain with your students and to send a student to notify Public Safety. See also Student Problems.

EVALUATION - STUDENT/FACULTY

Student evaluation of faculty is important and one of a list of requirements needed by faculty for promotion, tenure, and reappointment. Pre-printed forms (see Appendix for sample Student/Faculty Evaluation Form) are available from department secretaries.

Near the end of each semester each faculty member should ask the Chairperson of the department to arrange to have classes which the faculty member specifies to evaluate the faculty member. It is the chair's responsibility to arrange for distribution of the forms, collection of the forms and delivery of the forms to computer services for tabulation. The Chairperson must certify that the student comments transcribed by the department secretary are correct. The certified tallied results and transcription of comments, together with the original form, shall be returned to the department Chairperson. The summaries and copies of the student comments will be provided to the faculty member. It is the faculty member's responsibility to place these in the faculty record file.

FACULTY RECORD FILE

Individual faculty record files are maintained and periodically reviewed for the purpose of reappointment and promotion. It should be noted that this is the sole basis of information upon which reappointment and promotion decisions are made. Faculty are strongly advised to give this file careful and constant attention. Any record of achievement, recognition or service to the College should be included in this file. Periodic review of the file by the faculty member is encouraged to assure that it is up-to-date and complete. Copies of the Faculty Record File Manual and a copy of a sample FRF are available from the Chairperson of the Peer Evaluation Committee.

With the approval of the academic administration, faculty should periodically clean out files, perhaps once every four years or after the current academic rank was achieved. New material placed in files since the previous year's reappointment or the previous promotion should be clearly identified. The Peer Evaluation Committee will give preference to this new material.

The Agreement states that all appropriate evaluation material be placed in individual files through the office of the Vice President for Academic Affairs. For further clarification, refer to Article XIV in The Agreement.

FIELD TRIPS

Whenever students are asked to participate in a class activity in a location other than that normally assigned on the College campuses, it is necessary to obtain permission from the department Chairperson.

FINAL EXAMINATIONS

All instructors are expected to administer and actively supervise their final examination or some other assessment activity at the conclusion of each term at the time specified. Make-up tests shall be given at the discretion of the instructor. Room assignments for exams will be posted. Any instructor not giving a scheduled final must notify the department Chairperson and appropriate administrator prior to the posting of the official examination schedule. However, some alternative assessment activity must be scheduled during the time originally scheduled for the examination. Faculty members are responsible for keeping final examinations on file for a minimum of one year.

FIRE DRILLS

Fire drills will be conducted on all campuses during the Fall, Spring, and Summer sessions for both day and evening classes.

It is requested that faculty call to the attention of students the fire exit pattern that is posted in each classroom.

If there is a disabled student in your class, and you are in a high rise structure (Elizabeth Campus), you must direct students to an exit route before you take the disabled person to the designated refuge area, and remain with him/her until assistance/fire rescue personnel arrives. Low-rise structures (Cranford/Plainfield) do not have assigned refuge areas. After directing the students to the nearest exits, you may exit the building with the disabled person by way of elevator (elevators are operable in low-rise buildings).

FITNESS CENTER

The UCC Fitness Center is located on the second floor of the Campus Center on the Cranford Campus. All full-time faculty/staff employees are entitled to free use of the facility. In order to register for the Fitness Center, all full-time employees must obtain a waiver through the Office of Continuing Education on the Cranford Campus. The waiver must be renewed each year. Adjunct faculty who have taught for 10 consecutive semesters (fall and spring) can also obtain a waiver. All other part-time employees must pay a fee to use the Fitness Center (1 month = \$30, 3 months = \$75, and 6 months = \$125) through the Office of continuing Education. The Fitness Center operates Monday to Thursday 8:30 am to 8:00 pm, Friday 8:30 am to 7:00 pm, and Saturday 8:00 am to 5:00 pm. Summer hours are Monday to Thursday, 8:00 am to 8:00 pm. For more information , contact Fitness Center Coordinator at 709-7599.

FOOD SERVICE ORDERING

The vendor for food services will service the faculty and staff at all campuses by providing refreshments for meetings, luncheons, and other events. Food Service Requisition forms can be obtained from your department secretary, the secretary of the VP for Administrative Services, or from the cafeteria manager. This needs to be signed by your department Chairperson and forwarded to the Vice President for Academic Affairs for signature. It is suggested that you discuss your food needs and arrangements with the cafeteria manager before ordering at 276-7459, Cranford Campus.

It is recommended that you check back with the cafeteria approximately one week before the event in which food will be served to ensure that your requisition has been processed. Corporate chefs would suggest at least a 48 hour notice for any function ordering.

FORMS

Samples of often-used forms are included as hyperlinks on page v of this on-line version of the faculty handbook. Many of these forms are available through your department secretary.

GIFTS TO THE COLLEGE

The Development Office is responsible for accepting gifts in the name of the College. Faculty members approached about a gift such as equipment, books, periodicals, or art work must contact the Development Office: x 7505.

GRADES

Grading System

The College uses the following system of grading to indicate on its record the quality of students' work:

QUALITY POINTS	GRADE	DEFINITION
4.0	A	Excellent
3.5	B+	Very Good
3.0	B	Good
2.5	C+	Above Average
2.0	C	Satisfactory
1.5	D+	Below Average
1.0	D	Unsatisfactory (lowest passing grade, usually not recognized for transfer credit)
0.0	F	Failing
	*I	Incomplete
	XF	Incomplete - Changed to Failing
	**J	An indication that some progress is being made, but further developmental activity is necessary. (Institutional credit only)
	S	Satisfactory (non-credit courses)
	***W	Official Withdrawal
	UF	Unofficial Withdrawal
	AU	Audit
	U	Unsatisfactory (non-credit courses)
	P	Pass (non-credit courses)

*A grade reported as Incomplete at the end of a semester will be permanently recorded as a XF if the Incomplete is not removed within the first six weeks of the next regular semester. Incomplete grades are given in cases of illness or extenuating circumstances acceptable to the instructor only when a student arranges for such a grade ahead of time. Students who fail to meet course requirements should be given an appropriate grade between A and F, not an Incomplete.

**By Departmental Arrangement

***Withdrawals are not permitted after the official last day for withdrawal of classes except with special approval. See Grades: Late Withdrawals

Grading Policy

Students should be informed in writing of the Instructor's grading policy during the first three weeks of the semester, with a clear indication of how they will be evaluated and which criteria will be used to determine their final grade.

See also Absences and Attendance Policy : Students and Course Outline

Grade Changes A student seeking a grade change must present his or her initial appeal to the classroom instructor who awarded the grade. Thereafter, it is the instructor's prerogative to determine whether there is justification for a grade change. If a change is approved, the instructor must secure the required Grade Change Form from the Registrar or the Department Secretary (see Appendix). The Grade Change form should be forwarded to the Department

Chairperson and the appropriate administrative offices in order for the grade change to be officially recorded on the student's record. A Grade Change Form is also required to remove an Incomplete. Where grade changes are not done immediately after a semester or early into the new semester, explanation for such a change must be submitted through the Department Chairperson. Grade change forms are not to be given to students.

Grades: Late Withdrawals Students must have faculty approval in order to withdraw from a course after the mid-semester deadline. Late withdrawals are to be granted only in cases of serious, documented, circumstances, and not to simply permit a failing student to avoid a failing grade. Late withdrawal forms (see sample in Appendix) must be picked up from the Dean of Students Office in Cranford or the Coordinator of Student Services Office in Elizabeth or Plainfield.

Mid-Semester Warning Grades Faculty are urged to personally contact each student receiving grades lower than "C" and advise him/her as to why the academic work is deficient.

GRANT APPLICATIONS

The Office of Resource Development will work with all administrators, department chairpersons, and faculty, in securing grants. All proposals for grants to public and private agencies must be submitted through the Office of Resource Development located in the White House at the Cranford Campus. Only the President or his/her designee is authorized to sign grant proposals and to make commitments on behalf of the College. The Grants Policy and Procedure Manual describes the procedures to be followed in the development and submission of grant proposals. To obtain a copy, contact the Director of Resource Development: x-7505.

GRATUITIES

College personnel are not permitted to accept money, goods, services, entertainment, or any form of gratuity either directly or indirectly from any individual or company interested in business or financial relations with the College.

HEALTH SERVICES

The faculty are welcome to participate in all screening programs and special events held on campus throughout the year. In case of a health emergency, contact Public Safety, whose personnel is trained in first aid and CPR.

I.D. CARDS--FACULTY

A Faculty ID Card can be secured from Human Resources in Cranford. This card serves as a library card and admits holder to many College functions.

INFORMATION TECHNOLOGIES

UCC has a wealth of computer related facilities. The Department of Information Technologies (IT) manages a network of more than 1000 personal computers linked together via a sophisticated network. This network handles both academic and administrative computing needs. The IT office is located in H-07 (Cranford). Their main telephone number is 709-7547. Their fax number is 709-7533.

Full-time faculty may obtain an account on the computer network and apply for the installation of a personal computer in their office. Forms are available in H-07. These forms require the signature of the department chair. See Appendix for Computer Account Request Form.

Several resources are available for faculty training and assistance:

- (1) Continuing Education (709-7600) offers faculty free courses on Windows, electronic mail, several word processing programs, spreadsheets, and the Internet. A schedule of these course offerings is released early each semester.
- (2) The Faculty and Staff Computing Resource Center (Room L-28, Cranford) is maintained by IT for individual faculty training and project development. This room houses PC and MacIntosh computers, a scanner, color printers, laser printer, and graphical connections to the Internet and World Wide Web. In addition, the Resource Center provides the technology and support required for creating on-line courses, Web pages and multimedia presentations. There is also a library of instructional CD's and videotapes for learning to use a variety of software. The Manager of Academic Information Technologies, and staff are available during the day for consultation with faculty regarding the use of FSCRC technologies.
- (3) Twenty-four hour a day access to the Resource Center is possible with a swipe card. To be assigned a swipe card, faculty must get the proper form from Security, complete it, and have it signed by department chair and the head of Security.
- (4) IT maintains a Help Desk on each campus. The Help Desk personnel can answer questions about the College computer system between 8:00 a.m. and 9:00 p.m. Reach them by phone or e-mail.

Cranford	x7979	E-mail CRHELP
Elizabeth	x2349	E-mail ELHELP
Plainfield	x3544	E-mail PLHELP

- (5) IT will help faculty who want to review software that is not already available on the network. Faculty should contact the Manager of Academic Information Technologies for information on the process.
- (6) IT maintains the UCC E-Mail system. Questions and problems can be addressed through the Help Desk (See above).

(7) The College's Internet Home Page can be accessed at: <http://www.ucc.edu>. Information Technologies maintains a Web presence at http://www.ucc.edu/info_tech

(8) Faculty who are involved in student counseling may obtain access to student records and registration records through SIS screens located on the Administrative network from IT. Signature of your department Chair and VPAA are required. See also Academic Advising.

Faculty may reserve a lab for organized class activities. Some of these labs are scheduled for classes during portions of the day but are open for student use at other times. Open hours for students are posted on the door to each lab. IT has student workers who supervise these labs during open hours. To reserve a Lab, contact:

Cranford	N-33, n-37	x7603
	N-35,N-38, N-39, N-41	x7128
	L-209, L-210, L-211, L-212	x7528
Elizabeth	All Labs	x6090
Plainfield	All Labs	x 3591

Students may also access the computer system in the Academic Learning Centers (ALCs) which are on each Campus. All software programs that are available on the network are also available to students in the ALC on each campus. See Academic Learning Centers for hours.

A complete list of IT resources, services, policies, and procedures is available in the booklet Information Technologies Policies and Procedures and Academic Computing Policies and Procedures which are available in H-07.

The Academic Technology Committee, a standing faculty committee which acts as liaison between IT and the faculty, prepared a document entitled Guidelines for Academic Computing which spells out the procedures that faculty should follow in implementing technology for the classroom and the responsibilities of IT in this process.

INSTITUTIONAL RESEARCH

The Office of Assessment, Planning, and Research compiles academic studies and data concerning program evaluation, new program feasibility, needs assessment, grade distribution, and demographics. All requests for such information must be made in writing and will be evaluated and produced on the basis of overall college-wide goals and objectives.

The Office also advises faculty and staff on research relating to master's or doctoral studies, but does not participate in any way in the research or the preparation of the thesis. The Office of Assessment, Planning, and Research is located in Room 227, MacDonald Hall.

KEYS / KEY CARDS

Requests for keys or key (swipe) cards must be submitted in writing through the department Chairperson to the Public Safety Office (see appendix for forms). The request must give the room number and name of person to whom the key is to be issued. Key cards for computer rooms also require schedule of expected use. There are charges for lost keys or key cards. Keys and key cards must be returned on termination of employment with the College.

LATE WITHDRAWALS See section under Grades.

LIBRARIES

Union County College maintains libraries on the Plainfield, Cranford and Elizabeth campuses. Faculty ID cards serve as library cards. Adjunct faculty can request library cards at any library circulation desk. Students can use student IDs or paid registration bills (until cards are available) as library cards.

Services include:

- *Faculty can check out books for one semester.
- *Students can check out books for 4 weeks.
- *Faculty can place books or other materials on reserve at the circulation desks. Generally these books are non-circulating unless specified by faculty.
- *The Library actively solicits faculty requests for new texts. Request cards are available from any circulation desk, or from the Library's Web page.
- *The Library's online catalog is accessible from any faculty office computer, or remotely.
- *Online searching and interlibrary loans of books and periodicals are available to faculty and students. Request forms are available at any circulation desk, or from the Library's Web page.
- *Information literacy instruction is offered to faculty and students at all campuses. An electronic instruction room at the MacKay Library (Cranford) provides a laboratory environment for teaching database searching. Contact the Information Literacy Instruction librarian at x7104, or the Campus Librarians at Elizabeth (x6076) or Plainfield (x3546).
- *Reference librarians can assist faculty in integrating increased use of the library into their curricula; for suggestions about how they can be of assistance to their classes: x7104.
- *The Library publishes a bi-monthly, electronic newsletter informing faculty of new offerings and services.
- *The Library's Web page has links to additional electronic resources and services.

MAIL

Interoffice mail should be placed in interoffice envelopes (two sizes available) with addressee's name and campus clearly indicated. Same day delivery to faculty and staff is generally available if mail reaches the Mail Room or a designated collection box before 10:00 am. Otherwise, next day delivery can be expected.

Outside mail must be placed in the UCC letterhead envelope and must display the sender's name and department code number just above the return address. It is important to type all addresses, that they be complete, and that standard abbreviations be used. This allows the College to take advantage of special postal discounts. All mail may be sent through the department office or delivered directly to the Mail Room.

College mail services or letterhead may not be used for unauthorized purposes.

E-Mail accounts are available for all full time faculty, even those who do not have computers on their desks. See section under INFORMATION TECHNOLOGIES

Voicemail accounts are also available for all full time faculty. See Voicemail.

Faculty Mailboxes

Full and part-time faculty are assigned mailboxes in the faculty lounges in Cranford and Elizabeth, in the IIE office and the Skills Center office in Elizabeth, and on the main floor in Plainfield. Mailboxes are also provided for department chairpersons, Chairperson of the Faculty, all faculty committees, and the Library Director. Faculty members are asked to cooperate by removing their mail frequently. Any faculty member who is not provided a mailbox at the beginning of the semester should contact the department secretary.

Faculty are strongly urged not to provide student access to mailbox areas by suggesting that they leave or pick up assignments and other correspondence in their mailboxes. Such material should be left with the department secretary who will see that it is properly delivered to faculty mailboxes by authorized personnel familiar with this area.

MAPS See Appendix

MEDIA CENTER

The Media Center provides audiovisual instructional support for all three campuses. A variety of equipment, including VCRs, OH Projectors and Cassette Player/recorders are available and can be delivered to classrooms for faculty use.

The Media Center also operates a television production studio, a Master Distribution system (Cranford Campus only), an ITV (Interactive Television) classroom (located on each campus) and a satellite receiving dish to host teleconferences throughout the year.

The Media Center also reproduce/distributes Modern Language audio tapes as well as sets of PBS produced videotapes for those students enrolled in college Telecourses.

Requests for delivery of equipment to a classroom or other services must be made at least 48 hours in advance either in person or by phone. Use of a Media Service Request form is recommended. See Appendix for a copy.

Cranford	x7080
Elizabeth	x6098
Plainfield	x7080 (Cranford)

MEDIA CONTACT

All inquiries from all media (print, radio, television, or cable television) are to be referred to the Office of Institutional Advancement, MacDonald Hall, or to the Office of the President, MacDonald Hall. All faculty and staff who discuss programs or projects with the media are requested to clear any material through the above mentioned offices before providing them to the media. Only the Office of Institutional Advancement is authorized to submit items to the media on behalf of the College.

MID-SEMESTER WARNING GRADES See section under Grades.

NEW COURSE PROPOSAL

Any faculty member can propose a new course. Specific procedural details are available from the Curriculum Committee chairperson.

OFFICE SPACE - FACULTY

By contractual agreement, all full-time faculty are assigned a regular office space. Faculty members should contact respective department chairpersons for office assignments, and chairs are to contact the Space Committee. The College Space Committee may also be consulted should no satisfactory office space be assigned.

OUTSIDE EMPLOYMENT See The Agreement for details.

PARKING / DECALS

Faculty parking areas are provided on all campuses. See campus map in Appendix. Faculty members using these lots must display a faculty decal on each vehicle. A fee is charged for a parking decal, but for the last several years, this fee has been paid by the AAUP for all F/T faculty. Parking decals for faculty may be obtained from Public Safety personnel at the following locations:

Cranford	Room N-31
Elizabeth	Lobby
Plainfield	Lobby

PAYROLL

Payrolls for full-time faculty are processed semi-monthly with pay dates on the 15th of the month and the last working day of the month. If the pay date falls on a weekend, the pay date will be the last prior working day. Faculty can choose to pick up their checks, have them mailed, or have them direct deposited. Contact the Payroll Office for details. Checks are available for pickup on each campus: at the Payroll Office on the Cranford Campus; and at the Provosts' Offices on the Elizabeth and Plainfield Campuses.

Remuneration on a 9-, 10-, or 12-month schedule is based on the specifications provided in the AAUP Agreement. Faculty who wish to be paid on a basis other than a 9-month schedule should contact the payroll office before the semester.

PHYSICAL PLANT SERVICES

The Physical Plant Department maintains a computerized maintenance Management System. Department Head approval is needed for all work orders. See Appendix for sample Physical Plant Work Order Request.

Emergencies should be telephoned to Physical Plant office. If no one is available when calling these numbers, contact a Public Safety officer who can reach Physical Plant by walkie talkie. For emergencies in Cranford call x7158, Elizabeth x6072 and Plainfield x3575.

PRINT SHOP See Duplicating Services.

PROFESSIONAL DEVELOPMENT

The College realizes that faculty who teach over a number of consecutive years may need to have an opportunity to expand or refresh themselves professionally. As word of professional development programs is received, it will be posted by the Professional Development Committee on the faculty Web site. As workshops, lectures, etc. are developed, faculty are notified. Faculty and staff are encouraged to attend.

PROMOTION

Procedures and qualifications for faculty promotions are fully explained in the AAUP Agreement. Preparation of a Faculty Record File for reappointment and tenure review is explained also in Faculty Record File Manual.

PUBLIC SAFETY (formerly Security)

Public Safety officers are on duty on all campuses. However, faculty are advised to take the following precautions:

- *Offices must be locked when not in use.
- *Valuables should be locked in a secure place.
- *Cars should be locked.
- *Master keys must not be given to unauthorized persons.
- *Purses should not be left on desks.

For particular security suggestions, call the Public Safety Office on the respective campus. All thefts or other security problems must be immediately reported to Public Safety.

Cranford: x7152
Elizabeth: x6070
Plainfield: x3595

PUBLICATIONS OF THE COLLEGE

All outside publications of the College, such as the Catalog, semester course announcements, recruitment publications, brochures, and fliers, are designed, published, and distributed by the Office of Marketing and College Communications. Requests to produce any outside College-sponsored publications must be made to the Office of Marketing and College Communications, MacDonald Hall (C) x7504. The Office is prepared to work with faculty and staff to produce publications which relate to the overall goals and objectives of the College. All publications must include the College logo and meet existing policies regarding College themes and colors.

PURCHASING

Purchase Requisitions A Requisition (see Appendix) must be used for the procurement of all supplies, equipment, and services. This form is available from the department secretary.

This form must be completed as indicated, (Remember to state the item desired, stock number, price, and shipping and handling costs.*) signed by the department Chairperson and forwarded to the Vice President for Academic Affairs for signature. The VPAA will then forward the form to the Purchasing Department.

Ordered supplies will be delivered to the Receiving Department, who will bring them to your office. Make sure that you keep a photocopy of the delivery form for your records. If there are any discrepancies in your order, this copy will be helpful in resolving problems.

*If you have verified the price of the equipment with a current catalog, indicate this information on the requisition. This will be helpful to the Purchasing Department.

Ordering Office Supplies

Obtain from your department secretary the form for office supplies. Indicate supplies needed, obtain the chairperson's signature, and forward to purchasing.

For supplies not listed on this form, look up the items you want in the department's copy of the Corporate Express catalog. A request for these supplies must be made on a requisition form, and the procedure for requisitions (listed above) must be followed.

If you need supplies of UCC logo items or of computer disks, complete a separate requisition for each item. For vendor, indicate "stock."

REAPPOINTMENT

Qualifications and procedures for faculty reappointment are fully explained in The Agreement. See also Faculty Record File Manual.

REPAIR OF EQUIPMENT

For Elizabeth, Cranford, and Plainfield Campuses, repair of office equipment can be arranged by telephoning the appropriate office listed below:

Computers: Information Technologies: x7547.

Copier Machines. If the copier is associated with an academic department, contact the department secretary. If not call the Copy Center: x7033. Give your name and the location of the copier and describe the problem.

Telephones. Call Purchasing Office: x7073. Do not call the mailroom, switchboard, or the phone company.

Vending Machines. Call the Cranford Cafeteria Manager: x7688.

Any Other Office Equipment. Call Auxiliary Services: x7073. Specify the nature of the equipment problem, and you will be advised.

ROOM ASSIGNMENTS / CLASSES

Classroom assignments are made for the entire semester. Temporary or permanent room changes must have prior approval. On the Cranford Campus, the Director of Admissions/Records/Registration is responsible for approval and recording of changes. In Elizabeth and Plainfield, contact the Provost's Office. After approval is obtained, the instructor must notify the department chairperson. The department secretary will post a notice on the door of the classroom citing the alternate meeting location. This procedure is critical in tracing students under emergency situations.

Instructors should not take chairs and lecterns from adjoining classrooms without returning them. If there is a need to change the position of chairs, they should be returned to their original place at the end of the hour. If this is impossible, the custodian should be notified so that they can be arranged properly for the next class.

ROOM RESERVATIONS / MEETINGS AND CONFERENCES

Cranford Campus Requests for any of the larger rooms, such as Alumni Conference Room, President's Conference Room, Admiral Stanley Room, Seminar Rooms A & B for meetings or other activities, should be directed in advance to the Office of Marketing & College Communications x7503; requests for the use of any classroom or lecture halls should be directed to x7128. Reservations on all Campuses are made on a first come-first-served basis.

Elizabeth and Plainfield Campus Reservations should be made through the Office of the Provost for each Campus.

NOTE: Use of any College facility by any group or organization outside the College must be made through the Marketing & College Communications x7503.

SALARIES See The Agreement.

SECRETARIAL STAFF

Each academic department has a secretary assigned to specifically address the clerical needs of the department chairperson and the full- and part-time faculty assigned to that department.

A list of administrative and departmental secretaries can be found on the back cover.

SECURITY (see PUBLIC SAFETY)

SEXUAL HARASSMENT

It is the policy of Union County College as well as New Jersey State law and federal law that no member of the academic community sexually harass another.

Union County College seeks to maintain a working and learning environment free from sexual harassment and from unprofessional conduct in faculty-student relationships.

The essence of sexual harassment is for one person to use his or her position of power against another person for the purpose of coercing the other person into entering a sexual relationship, or of subjecting the other person to a hostile academic or work environment. Specifically, sexual harassment is defined as unwanted sexual attention, unwelcome advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment status in a course, program, or activity; or

Submission to or rejection of such conduct is used as a basis for employment or educational decisions affecting an individual; or

Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance, or creating an intimidating, hostile, or offensive working/ learning environment.

Students, staff, librarians, and faculty who believe that sexual harassment may have occurred should follow the procedures provided by College Policies.

STUDENT AIDES

Most departments are assigned student aides throughout the academic year. See department Chairperson for details.

STUDENT CONDUCT

In the event of disruptive behavior in the classroom, the use of inappropriate language, or any conduct that interferes with teaching, the student should be clearly informed of the instructor's expectations. The instructor may find it helpful to ask the student to leave the classroom and to arrange a private discussion of the problem afterwards. Should such a student refuse to leave the classroom, the instructor should call the Public Safety Department on that campus. The Dean of Students or a coordinator of Student Services may be consulted informally at any time. Any unresolved or serious problems, including a request for dismissal of the student from the College, should be reported in writing to the Dean of Students or the Coordinator of Student Services. A complete discussion of student conduct can be found in the Student Handbook. See also Student Problems - Procedure.

STUDENT PROBLEMS / PROCEDURE

Crisis Intervention The emotional and physical welfare of students is a primary concern of the College. When a student exhibits significant abnormal behavior or a physiological change that clearly demonstrates a need for crisis intervention, both the Public Safety Department and the Counseling Services Office should be contacted. Generally it is best for the instructor to stay with the student concerned and to send another student to contact the Public Safety Department

Substance Abuse Intervention The Student Assistance Counselor in the Counseling Services Office is available to assist students with information, counseling, and referral services for alcohol, tobacco, and other drug and substance abuse problems.

The Student Assistance Counselor is available to provide students with help in understanding and identifying factors that may point to abuse of alcohol or drugs by themselves, family, or friends. Initial counseling is offered to students who need to take the first step in acknowledging the presence of a related problem. Referrals to treatment programs and support to students are provided as they make the transition to outside agencies. An up-to-date list of alcohol and drug treatment programs in Union County is maintained.

Personal Counseling See under Counseling Services.

Disruption The Student Handbook carries a clear statement on disruptive behavior and the appropriate action. It indicates that an instructor has the power to direct a student to leave the room and also the power to direct the student to see the instructor privately before permission is given to return. In the event that a student refuses to leave the room when so directed by the instructor, the instructor should remain with the class and send another student to request the assistance of the Public Safety Department.

If the disruptive behavior continues or resumes, the instructor should contact the Dean of Student Services (Coordinators of Student Services in Elizabeth and Plainfield) or the student should be sent to the Dean or Coordinator of Student Services where a number of remedies may be tried. The Dean or Coordinator of Student Services may suggest that a change of instructor might alleviate the situation or perhaps even an agreement by the student to drop the course. In addition, depending on the seriousness of the infraction and the inability to come to a mutually agreeable solution, it is possible that the student may be dismissed from the course, the program, and/or the College.

Academic Integrity Please refer to the statement on Academic Integrity and Plagiarism in the Student Handbook.

Student Grievance The Student Handbook spells out in detail the process involved when a student grieves an academic action by the faculty.

It should be noted that it is the Administration's intention to follow the agreed upon guidelines. This calls for the student to first attempt to resolve the issue with the individual instructor, then with the Chairperson of the department, and finally with the Vice President for Academic Affairs.

STUDENT RECORDS / ACCESS

The Family Educational Records and Privacy Act (a.k.a. Buckley Amendment) is a federal law that addresses individual rights and institutional responsibilities with respect to student records and rights. Faculty members should be aware of the established College procedures in relation to the privacy rights of students. The Appendix includes a description of how records are to be maintained and accessed, as well as an outline of relevant sections of the Act.

Without student permission, Faculty members have access to a student's educational records if they have a "legitimate educational interest" in the information sought. The faculty member has responsibilities in relation to confidentiality of all material accessed. All requests for information must be made to Director of Admission/Records/Registrations.

STUDENTS WITH DISABILITIES See section under Counseling Services.

TELEPHONE DIRECTORY / SERVICE

A UCC telephone directory is distributed at the beginning of each academic year. For copies of the directory, questions or problems, contact the Office of Information Technologies: x7546.

TENURE / POST TENURE REVIEW

Tenure/ Post Tenure Review procedures can be found in the Agreement. For a more current and comprehensive explanation of the Post Tenure Review process refer to the AAUP Guideline on Post Tenure Review. A video tape of Tenure Review is available in the College Libraries.

TRAVEL REIMBURSEMENT

Reimbursement for official travel, out of state and campus to campus, is made at the established rate. See Appendix for the appropriate forms. All travel out of state must have the endorsement of the department Chairperson and prior approval by the Vice President for Academic Affairs and the Vice President for Administrative Services. For complete details about procedure, contact the Controllers Office at x7049.

TUITION REIMBURSEMENT See The Agreement, and sample form in Appendix.

TUITION REMISSION See appropriate article of The Agreement.

TYPING / DUPLICATING SERVICES

Each department provides typing and duplicating services. See department secretary for details. See also Duplicating Services.

UNION COUNTY COLLEGE FOUNDATION

Union County College Foundation is an independent, non-profit organization formed to enhance Union County College. Faculty are invited to contribute to the foundation and to apply for grants to improve programs or related services. There is an annual request for proposal process announced in February. Proposal guidelines can be obtained from the Foundation Office: x 7505. Applications for funds should be made through the President of the College. Gifts can be made by sending cash or checks, using credit cards, or through payroll deduction. Contact the Foundation Office for additional information.

UCC NETWORK

A weekly college-wide newsletter, the UCC Network x7112, is published by the Office of Marketing and College Communications throughout the calendar year. Items of general interest to the College community should be submitted to the Editor, UCC NETWORK, Room A-214, MacDonald Hall, Cranford, call 7112 for the details. The UCC NETWORK is distributed via E-Mail each Monday, with hard copies distributed to each department and library.

USING THE COLLEGE NAME

No person or organization is authorized to use the name of the College for any purpose whatsoever without written approval from the Board of Trustees. Requests to use the College name for any purpose should be made in writing to the Secretary, Board of Trustees, Room A-214, MacDonald Hall (C).

VAN RESERVATIONS

College vans are available to transport students and/or faculty on college-related trips. Reservations must be made well in advance with the Director of Physical Plant: x7153.

Any person who will be driving a college vehicle must have a valid driver's license, be a student, faculty or staff member of Union County College, and be pre-approved by the office of the Vice President for Financial Affairs and Treasurer. All such persons will be subject to an official license check through the Department of Motor Vehicles.

VOICEMAIL

Voicemail is available to any faculty member who has a telephone extension. Faculty can call the office of Information Technologies: x7546 for assistance in activating mailboxes. Each mailbox has a limited amount of space for messages, so all users are asked to empty their boxes frequently. Faculty who are to be away for an extended period may "call forward" their calls to any extension on campus. Mailboxes are also accessible from outside phones, using assigned passwords.

WORD PROCESSING FACILITIES

Computers for word processing are available for faculty and student use through the Academic Learning Centers. Student tutors are always available for assistance during ALC hours. Faculty members who wish to schedule a class or a special orientation to word processing may do so by calling ALC on their Campus. Twenty-four hours notice is requested. See under INFORMATION TECHNOLOGIES.