

ADJUNCT FACULTY HANDBOOK

The College of New Jersey

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TCNJ Mission Statement

The College of New Jersey, a nationally recognized public institution founded in 1855 as the New Jersey State Normal School, is a primarily undergraduate and residential college, with targeted graduate programs. Grounded in the liberal arts, TCNJ's personalized, collaborative, and rigorous education engages students at the highest level within and beyond the classroom. TCNJ believes in the transformative power of education to develop critical thinkers, responsible citizens, and lifelong learners and leaders. The College empowers its diverse students, staff, and faculty to sustain and enhance their communities both locally and globally.

Overview of Handbook

This general handbook is designed to assist adjunct faculty in their role as instructors at The College of New Jersey. Individual schools and departments may have specific procedures for their academic areas and their own departmental handbooks. Adjunct faculty should consult the chairperson of their department for specific details.

TCNJ Frequently Called Numbers

Most offices operate on an 8:30 AM to 4:30 PM schedule, unless noted below. Note that the College may operate on different hours during Summer Energy Days.

All campus phone numbers are (609) 771-xxxx, unless otherwise noted.

Department	Telephone Extension
TCNJ Main Number	x1855
Campus Police Services (emergency number)	x2345 – Use this number 24 hours/day for any emergency (fire, accident, illness, etc.). From a campus phone, 911 may also be used. However, from a cell phone, 911 will be <u>less</u> direct because the call will be routed off-campus.
Information Technology Help Desk	x2660 (or email helpdesk@tcnj.edu) In the evening (7:30 p.m. – 10:00 p.m.), call Media and Technology Services at x2006 for help with equipment.
School Closing (and alerts)*	A message will appear on the TCNJ website. In addition, adjunct faculty may sign up for PHONE and TEXT ALERTS from the College. For details, please see https://emergency.tcnj.edu/tcnj-alerts/ . Note that text alerts will notify you of emergencies as well as school closings.
Academic Affairs	x3080
AFT (American Federation of Teachers)	x2694
Bookstore	(609) 359-5056
Counseling and Psychological Services (CAPS)	x2247 Call campus police for any physical or mental health emergency.
Disability Support Services	X3199
Human Resources	x2282
Library	x2311
Payroll	X2087
Records and Registration	x2141 (or email recreg@tcnj.edu)
Student Affairs	x2201 You can call this number if you have specific concerns about an individual student's behavior
Student Health Services	x2889
Telecommunications	x2595 (or email fonehelp@tcnj.edu)

If the telephone number is not listed, please go to the TCNJ website (<https://today.tcnj.edu/>) and click "directory" to search for the name. All extensions for individuals and departments for the College are on the website.

Information for New Adjunct Faculty

➤ **Contract:** Your contract will be mailed to your home address. All adjunct faculty must report to Human Resources (Administrative Services Building, 101) to complete the hiring process. Please do so as soon as possible, as your paycheck cannot be issued, nor many other services and documents made available to you, until you have completed this process. Review the HR website for the specific information needed for identification in the New Hire (Adjunct Faculty) section (I-9 documents are necessary, i.e., passport and/or driver's license, social security card, etc.). Adjunct faculty who are not U.S. citizens or "Green Card" holders should contact Human Resources with questions about the requirements for them to work at the College.

➤ **ID Card and Parking Decal:** With the processing of your contract, you will be able to obtain a parking decal and College ID card. After you visit HR and HR accepts your documentation, visit the Office of Student Accounts/Parking Services (Green Hall 119) within 5-7 working days to obtain your parking pass and photo ID. Be sure to bring your auto registration information, including the plate number of your car. You can contact your departmental office to check if your name is in the Employee System prior to your campus visit. The Office of Student Accounts may be reached at (609) 771-2172.

➤ **LogIn:** All faculty are issued an account and password. You will need this information for your first login to a campus computer. Information Technology will provide your assigned @tcnj.edu email address as part of the contract process. Your email account and password will give you access to PAWS, Canvas, and YESS. PAWS, or Primary Academic Web Services, is TCNJ's student/faculty/administrative information system. Canvas is TCNJ's course management system. YESS offers employees self-service in accessing and updating their personal information, including contact information, paychecks and withholding details. See also the separate sections on email, PAWS and Canvas, below.

➤ **Mail and Mailbox:** All new faculty members are provided a mailbox in their department. Please check your mailbox each class day as some communications within a School will be printed and distributed. Email, however, remains the official communication medium of the College.

➤ **Office and Keys:** Adjunct faculty typically are assigned shared office space, for which you will be issued keys. Keys for offices and rooms where your classes will be held may be requested on your behalf by the administrative staff in your department, and the staff will inform you of the procedure for picking up your keys. In the event that it is not possible for you to be assigned office space, check with your department chair to determine available space for office hours and private meetings with students.

➤ **Paycheck:** You can complete the paperwork to have your check direct-deposited by visiting the Payroll Office (ASB 102). A voided copy of a check from your checking account is required. Otherwise, your check will need to be picked up each pay period in the Payroll Office. This is your responsibility; individual departments do not handle payroll matters. For additional information, visit the payroll website at: <https://payroll.tcnj.edu/>. **Please remember:** No payroll checks are delivered to departments. No paper copies of checks or deposit records are issued. You can review and print your check stub through **YESS**.

Information for All Adjunct Faculty

➤ **Academic Integrity:** Your syllabus should refer to the College policy on academic integrity: <https://policies.tcnj.edu/?p=130>. All charges of student academic integrity violations must be referred to the Academic Integrity Officer of your school. To report suspected academic integrity violations, use the College's reporting system, Symplicity: https://tcnj-advocate.symplicity.com/public_report/index.php/pid617224? For contact information, and for more information on the Academic Integrity procedures, please see: <http://academicintegrity.tcnj.edu/>.

➤ **Calendar:** Visit <http://tcnj.pages.tcnj.edu/academics/academic-calendars/> to view the academic calendar. Special note: In the fall semester, the make-up day for Labor Day is the Tuesday after Labor Day. Remember to follow the Monday class schedule on that day only.

➤ **Canvas:** Canvas (canvas.tcnj.edu), TCNJ's course management system, is designed to facilitate communication between professors and students in an online environment. Instructors can use Canvas to post course information, upload documents, and email their class or selected students. Faculty are strongly encouraged to use Canvas to provide course information to students. Additional information can be found at <http://its.pages.tcnj.edu/canvas/>.

➤ **Classrooms:** Most classrooms are equipped with the multi-media resources faculty need for their teaching. Typical equipment includes a computer with internet and projector, DVD, and video. If you need training to use the teaching console, please contact the IT Help Desk at (609) 771-2660 or [User Support Services](#). You can make an appointment to meet with IT personnel for a short review of the equipment in your classroom (usually taking only 15-20 minutes). You may request keys for teaching consoles through the support staff in your department. If you are scheduled to teach in a classroom without its own technical equipment, you can request portable equipment (a teaching console, sometimes known as a COW or "computer on wheels;" see "Media Equipment" below).

➤ **Email:** Email is TCNJ's official means of communication. All members of the campus community, including adjunct faculty, are expected to maintain and actively monitor their TCNJ email regularly and be aware of any communication sent to them by the College. Throughout the academic semester, faculty are encouraged to check email daily, Monday through Friday, for important department notices, and School and/or College announcements.

➤ **Faculty Absences:** It is expected that all scheduled classes will be met. If it is necessary for you to miss a class, you must email or phone the chairperson of your department. If you are aware of an unavoidable absence in advance, please discuss it with your chairperson so that coverage can be arranged if possible. It is the responsibility of the instructor to provide advance and/or prompt notification with online communication (such as through Canvas) to students if a class will not be held, and/or to provide alternative assignments/learning experiences to make up for any cancellations.

➤ **Feedback on Teaching:** The student feedback questionnaire is administered electronically, toward the end of the semester, but not during final examinations. Feedback will be reviewed by the department chairperson or program director and then made available to the adjunct faculty member after the semester ends and all final grades have been processed. Use of this feedback is valuable in identifying strengths as well as areas that need improvement. TCNJ takes this feedback seriously and strongly encourages faculty efforts to facilitate student completion of the feedback questionnaire (e.g., when in a computer lab).

➤ **Faculty Peer Observations:** New adjunct faculty should be observed by a full-time faculty member at least once each semester for the first four semesters they teach at TCNJ. You will be contacted by your department for a convenient date for this visit. Beginning with the fifth semester, adjunct faculty should be observed every two semesters until they have taught for a total of eight semesters. Thereafter they will be observed every fourth semester. (This schedule is consistent with peer observations required of full-time and part-time faculty.)

➤ **FERPA:** (Family Educational Rights and Privacy Act). Rights under FERPA transfer from parents to students at age 18 or when entering a postsecondary institution at any age. Consult the policy <https://policies.tcnj.edu/?p=264> for further information. It is vital that all faculty respect the student's right to privacy and are informed as to what information they may disclose and what they must not disclose.

➤ **Final Examinations:** All courses must include a final exam or evaluation, which can take various forms. Visit <https://policies.tcnj.edu/?p=266> to view the final exam policy, which specifies the weight the exam may have in the final grade, the form the exam may take, and other details. The date of your exam(s) can be found on Canvas. If your final exam is scheduled for a day/time that you cannot be present, contact your department chairperson immediately to discuss coverage in your absence.

➤ **Grading:** The College's grading system can be seen at: <https://recreg.tcnj.edu/grading-system/>. Course grades are submitted via PAWS. For grading policies within departments, consult with the chair.

- In-Progress Grades. An In-Progress (IP) grade may be used when there are compelling academic reasons for permitting a student to complete work for a course after that course has ended. The IP is generally reserved for independent/research studies, though you may consult with your chair regarding other potential uses.
- Incomplete Grades. An Incomplete (INC) may be used only for a student in good standing in the course when there is a compelling reason (such as illness or serious hardship) why the student is unable to complete work for a course during the semester. The INC or IP grade must be submitted according to the instructions provided by the Office of Records and Registration at <https://recreg.tcnj.edu/incomplete-and-in-progress-grade-change-form/>. If no deadline is given for completion of the course, the date of March 15 is used for courses taken in the fall semester and October 15 for courses taken in the spring semester or summer session. **Work that is still incomplete at the time of the deadline will be assigned a grade of F.**
- Change of Grade. If an instructor finds that a grade that he or she previously awarded misrepresents the completion of course requirements or the relative merit of a student's performance, the instructor may submit a change of grade form. A change of grade requires approval by the chair of the department or program in which the grade was given and the dean of the school in which that department or program is housed. The instructor will be required to state the reason for requesting a grade change. The form for a grade change is available in your department office.
- Student Grade Appeals. Please consult the College's grade appeal policy, which can be found at: <https://policies.tcnj.edu/?p=272> and consult your chair.

➤ **Media Equipment (teaching console):** Information Media & Technology Support Services ([MTSS](#)) is responsible for all of the media classrooms on campus, as well as videoconferencing and maintaining the media equipment for various facilities on campus. MTSS also delivers equipment to venues that are not media-equipped. If you are not assigned to a classroom that is media-equipped, let your chair know. By using your account login, you can reserve equipment (you must do so at least 48 hours in advance), which will be delivered to your classroom before the start of your class.

➤ **Mid-Semester Evaluations:** Mid-semester progress reports are required for all students in all courses. At a minimum, the reports will indicate satisfactory progress, unsatisfactory progress, or caution. The reports may provide optional comments as well. The policy on mid-semester evaluations may be found here: <https://policies.tcnj.edu/?p=321>.

➤ **Office Hours:** Adjunct faculty are not required to hold office hours, but are expected to be available to meet with students. The college policy on office hours and faculty availability is available at <https://policies.tcnj.edu/?p=340>. Please list the hour(s) on your syllabus if you choose to hold office hours. Adjunct faculty should inform the staff of their department if they plan to hold office hours to ensure private use of an office/space. Adjunct faculty who do not hold office hours should use Canvas or email to communicate with students and to answer their questions.

➤ **Optional 4th Hour (“Extra Scheduled Conference Hour”):** Many TCNJ courses are scheduled for three contact hours. Consult with your department regarding use of the 4th hour, and include an explanation of its use on your course syllabus. Some faculty find this time useful for labs, showing extended videos, group work, presentations, etc. Memorandum of Agreement 62 notes that the College:

“ . . . revised its class schedule grid to facilitate faculty efforts to significantly increase out-of-class learning by establishing an extra “conference” section per week for all classes . . . It is agreed that the conference hour is used at the instructor’s discretion in keeping with the best pedagogical practices of the discipline. The College shall not require nor expect any faculty to meet with the class or individual students during the conference, except in the cases of special part-time faculty or professional staff assigned to handle these sessions as part of their established load.”

➤ **PAWS:** PAWS is the campus-wide computerized system used by faculty to view class rosters, course descriptions, and submit grades. It gives students self-service access to their records. If you need assistance with this system, see: <http://pawshelp.pages.tcnj.edu/faculty-staff>.

➤ **Student Absence and Attendance Policy:** The course syllabus should specifically state the instructor’s policy on classroom attendance, consistent with the College’s attendance policy: <https://policies.tcnj.edu/?p=77>. While instructors may not include attendance as a direct factor in grading, instructors may give credit for class participation. A course audit of student attendance is requested early in each semester by Records and Registration via Canvas. The instructor determines his/her make-up policy for students absent for an exam.

➤ **Student Issues:** Concerns over a student's comments, behavior, or repeated absences should be shared with the department chair. In situations where a student's comments and/or behaviors remain unresolved or escalate, consult with the Office of Counseling and Psychological Services (CAPS), x2247. Notify your department chair and assistant or associate dean that Counseling has been consulted. **If at any time students appear to be in danger of harming themselves or others, immediately contact Security at x2345 or 911.**

➤**Syllabus:** All faculty are required to submit copies of syllabi for every course, every semester, to their department chair. These are critical for the department to be able to share with new faculty as examples, to determine equivalency with courses taken elsewhere, and in cases when emergency coverage is needed. For the College policy see: <https://policies.tcnj.edu/?p=444>.

➤**Textbook Selection and Book Orders:** Please speak to your chairperson for information regarding policies for textbook selection. If your department asks you to order your books yourself, you may do so by going to the [College bookstore website](#) and selecting "Faculty Resources." Early orders ensure good prices as well as availability for our students. On request, publishers generally provide a free desk copy and support materials (test item banks, power-point slides, instructor's manual) for the instructor when a book is ordered for a class. All faculty are advised to contact the bookstore prior to the start of the semester to be sure that sufficient copies of the books for their classes are in stock and available to students.

➤**Title IX:** All students, faculty, staff, contractors and other third parties within the College's control are expected to abide by the College's Title IX policy which expresses its commitment to "protect the community and the rights of its members, and to cultivate and sustain a positive living and learning environment." The College will not tolerate "sexual harassment, including misconduct such as physical sexual misconduct, domestic or dating violence, and stalking (collectively, "Sexual Violence")." Please read the full policy at: <https://policies.tcnj.edu/?p=456>.

Bargaining Agent

The College of New Jersey Federation of Teachers (TCNJFT), Local 2364, AFT, is the bargaining agent for all TCNJ adjunct faculty. Local 2364 is affiliated with the Council of New Jersey State College Locals, which represents more than 3,700 adjunct faculty state-wide. The College of New Jersey Federation of Teachers, Local 2364, is the legal name of the AFT affiliate at TCNJ. The Local's website can be reviewed at <http://tcnjft.org/>.

Information on the 2015-19 Adjunct Faculty Contract is available at:
<https://hr.tcnj.edu/files/2017/11/Adjunct-Faculty-Agreement-2015-2019-1.pdf>

For questions, contact the AFT office (X2694) or email the Adjunct Faculty Representative on the Local's Executive Committee.

Teaching at TCNJ

The College of New Jersey is committed to academic excellence. Your contribution to this mission will be enhanced by extensive communication with both your chair and other faculty in the department. You are encouraged to discuss issues such as: what background/pre-requisites students are expected to have, what courses they will take after completing your course, and departmental standards for student performance. In addition, the following resources may assist you in delivering an excellent education.

➤ **Center for Excellence in Teaching and Learning:** If you are interested in discussing innovative approaches to teaching and pedagogy, reach out to the Center for Excellence in Teaching and Learning and its director, Dr. Brenda Leake (bleake@tcnj.edu). The Center is located in Forcina Hall.

➤ **Counseling and Psychological Services, Office of (CAPS):** Members of the campus community, including faculty, may encounter students who seem troubled or disturbed. In the event that an adjunct faculty member feels danger to a student or others is imminent, s/he should call 911 or campus police at x2345 immediately. In addition, TCNJ provides broad counseling services for students as well as guidelines for questions faculty may have about how to deal with a student who seems troubled. Counselors are also available to assist faculty who are concerned about students who may have need of the office. See the office's website and especially the list of campus resources at <https://caps.tcnj.edu/clinical-services/mental-health-and-wellness-resources-at-tcnj-master-list/>.

➤ **Departmental Services and Support:** Each department's staff is there to ensure smooth running of individual departments. Consult with your department for help with your administrative needs such as duplicating.

➤ **Disability Support Services:** Students seeking special accommodations for differing abilities must contact the College's Office of Disability Support Services. Following an evaluation by this office, faculty will be contacted with a description of the accommodations that must be made. For assistance, see your department chairperson, call the Disability Support Services Office x3199, and/or visit the website at <https://differingabilities.tcnj.edu/>.

➤ **Office of Instructional Design:** If you would like to increase and improve the utilization of technology in your teaching, reach out to the Office of Instructional Design for advice. Its

director is Dr. Judi Cook (cookju@tcnj.edu), and it is located in Forcina Hall.

➤ **Human Resources:** HR can answer many employment-related questions for adjunct faculty. See the HR website: <http://hr.tcnj.edu/>.

➤ **Library:** The R. Barbara Gitenstein library, <http://library.tcnj.edu/>, is an excellent resource. There are librarians who specialize in each subject and who can direct you to journals and book holdings that may be relevant to your area, and, if desired, assist your class with instruction in library usage. In addition, with your TCNJ faculty ID card, you can borrow books from the libraries at the other state colleges, and any book can be placed on reserve for your courses at your request.

➤ **Tutoring Center:** The Tutoring Center (<https://tutoringcenter.tcnj.edu/>) is an excellent resource for all students. In some cases, appointments must be made, and so students are encouraged to contact the tutoring center early in the semester.

Additional Resources/Policies

➤ **Bulletins, Undergraduate and Graduate:** For the current bulletins, please refer to the following links: <http://bulletin.tcnj.edu/>, and <http://graduate.tcnj.edu/resources/graduate-bulletin>.

➤ **Online Policy Manual:** College policies may be found at: <https://policies.tcnj.edu/>.

➤ **Recreational Facilities:** The College has excellent recreational facilities. Use of the aquatic center is free to faculty (<http://aquaticcenter.tcnj.edu>), while a fee is associated with use of the facilities in the recreation center and wellness center, including indoor tennis and racquetball courts, and a physical enhancement center.