

FACULTY RESOURCES

This document is only a selected summary of resources available at and policies of Rutgers University. Visit the websites and the links included for more detailed information and additional resources.

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ABBREVIATIONS 13

We hope you enjoy your experience in the School of Arts & Sciences-Newark.

Refer to the University Policy Library, the relevant collective bargaining agreement, and any and all other source documents for the most current and definitive status of the matters covered in this document.

FACULTY RESOURCES

Faculty and Academic Collective Negotiations Agreements:

<https://laborrelations.rutgers.edu/faculty/labor-contracts>

Academic Freedom (includes Statement on Professional Ethics):

University Policy 60.5.1

<https://policies.rutgers.edu/B.aspx?BookId=12137&PageId=459505&Search=60.5.1>

Faculty Survey:

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

TEACHING RESOURCES

Classrooms & Meeting Times:

- **Schedule of Classes (SOC)**

Classes must meet at the time and in the location appearing on the SOC and you should use the SOC to confirm the location of your course.

<http://sis.rutgers.edu/soc>

- **Office of Academic Scheduling**

Only this office can change your classroom assignment or schedule an Instructional Computing Lab for individual class meetings.

(973) 353-5506

scheduling@newark.rutgers.edu

University Academic Calendar:

Note "Change in Designation of Class Days."

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

Registrar's Calendar:

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

Syllabus:

See "Syllabus Guidelines."

<https://sas.n.rutgers.edu/information-faculty-staff>

Final Exams:

- Schedule: <https://scheduling.newark.rutgers.edu/>

- Policy:

- Final exams must be given at the time and date established by RU-N. Final exams must be given on the date and time listed on the Rutgers University-Newark final exam schedule.

- No exams (either hourly exams or final exams) are to be scheduled during the final (14th) week of classes. Cumulative final exams, papers, and projects must be given or due during the official final exam period.
- The scheduled “Reading Days” must be respected. Faculty may not schedule exams for those days or have papers or projects due on those days.

Cancellation of Courses:

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

Special Permission Numbers:

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

Student Correspondence:

All Rutgers University students and instructors are assigned a University-managed e-mail account to be utilized for purposes of official correspondence.

Academic Technology Services:

Room 100, Blumenthal Hall

(973) 353-1713

atshelp@newark.rutgers.edu

For assistance with instructional design or in using any of the instructional technology tools available at the university.

- Canvas (log in using your NetID and password)
<https://canvas.rutgers.edu/>
- Canvas Instructor Resources
<https://canvas.rutgers.edu/documentation/instructors/>
- Step-by-step instructions for use of instructional technology, such as Canvas, and digital classrooms.
<https://tls.newark.rutgers.edu/academic-technology-services/canvas>
 - Attendance (Qwickly Attendance) w/in Canvas):
<http://ats-techdocs.rutgers.edu/m/98237/l/1352720-getting-started-with-qwickly-attendance>
Attendance at all regularly scheduled meetings of a course shall be expected.

- Turnitin Feedback Studio (Manage the submission, tracking, and evaluation of student papers online.):
<https://canvas.rutgers.edu/external-apps/turnitin/>

P3 Collaboratory:

A collaboratory for pedagogy, professional development, and publicly-engaged scholarship.
<http://hr.newark.rutgers.edu/p3-collaboratory>

Office of Teaching Evaluation & Assessment Research (OTEAR):

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

(732) 932-7466

Textbook & Course Material Orders:

Campus Bookstore (Barnes & Noble)

Hahne's Building, 42 Halsey Street

(848) 445-9927

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

Rosters & Grade Submission:

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

<https://scarlethub.rutgers.edu/registrar/faculty-staff/regis-login/>

- **Grading Convention:**

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

<https://scarlethub.rutgers.edu/registrar/faculty-staff/grades-grade-changes/>

- **Progress Reports:**

Send early alerts to students using the Progress Reports feature of the RU-N4Success software platform (<https://run4success.campus.eab.com>).

- Opportunity to provide students with feedback on their performance early and midway through the semester, giving them time to take action to improve their academic outcomes.
- Can use pre-set concern reasons, or indicate "For Advisor Attention" and add comments in an open-text response box. When progress reports are submitted for students, emails are sent to students' ScarletMail and depending on the concern reason, notification also will go to the appropriate campus office.
- Instructors will be prompted via email to submit progress reports twice a semester (typically within the first 6 weeks, and at the mid-point of the semester).

- **Grade Appeals:**
Students must first address issues with the instructor directly. If the issue cannot be resolved, the student may appeal in writing to the Department Chair or Undergraduate Coordinator. After appealing to the instructor and the department, unresolved concerns may be appealed in writing to the Dean.
- **Posting/Notification of Grades:** It is a violation of the Family Educational Rights & Privacy Act (FERPA) to publicly post grades either by the student's name, student identification numbers, or Social Security number. Instructors may notify students of their individual grades via e-mail, provided the e-mail is sent from a University e-mail account, to a University e-mail. Notification of grades may also be made via the use of a course management website.
<https://uec.rutgers.edu/programs-2/ferpa-student-privacy/for-faculty-and-staff/>

Writing Intensive Courses:

<https://sasn.rutgers.edu/writing-program>

Academic Integrity Resources for Instructors:

<https://sasn.rutgers.edu/academic-integrity>

Course Evaluations:

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

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

Course Attendance:

Students are expected to be in attendance at all regularly scheduled course meetings. The Course Attendance policy details permissible exceptions to this requirement, the process for absence notification, and opportunities to complete missed exercises and/or examinations.

<https://policies.rutgers.edu/B.aspx?BookId=11908&PageId=459225>

Self-Reporting Absence Application:

All students are responsible for timely notification of their instructors regarding any expected absences as a result of any of the items listed in the policy. Instructors may request students use the Self-Reporting Absence Application.

<https://sims.rutgers.edu/ssra/>

Religious Holiday Policy:

- It is University policy to excuse without penalty students who are absent from class because of religious observance, and to allow the make-up of work missed because of such absence. Examinations and special required out-of-class activities shall not ordinarily be scheduled on those days when religiously observant students refrain from participating in secular activities. Absences for reasons of religious obligation shall not be counted for purposes of reporting.

- Students are advised to provide timely notification to instructors about necessary absences for religious observances and are responsible for making up the work or exams according to an agreed-upon schedule.

Field Trips & Off-Campus Activities:

If organizing off-campus field trips or activities, you must contact the Department of Risk Management & Insurance at least two weeks prior to the planned activity. Informed consent waivers may not be developed and utilized without the express review and approval of the Department of Risk Management & Insurance.

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

Rutgers University Libraries:

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

- **Reserve Services Guide:**
https://www.libraries.rutgers.edu/reserve_services_for_faculty

EMPLOYMENT RESOURCES**MyRutgers:**

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

<https://my.rutgers.edu/uxp/login>

OneSource Faculty & Staff Service Center:

Single point of contact to resolve human resources and payroll needs.

<https://uhr.rutgers.edu/onesource/home>

Human Capital Management (HCM) & Payroll Application (RIAS III):

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

- RIAS III Login: <http://rias.rutgers.edu/>

Academic Year Appointments (AY, 10-Month):

Paid in biweekly paychecks on a year-round basis. Under current policy, for academic year appointees who begin their appointment on January 1, health benefits are effective March 1, two months after employment begins.

Rutgers University Network Identifier (NetID):

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

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

Parking:

Permit instructions and all other commuter transit and parking information:

<https://ipo.rutgers.edu/dots>

Photo Identification:

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

<https://www.newark.rutgers.edu/ruid-card-service-center>

Benefits:

<http://uhr.rutgers.edu>

Direct Deposit:

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

Faculty & Staff Assistance Program (FSAP):

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

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

Disability Accommodation Request Process (Faculty):

<https://uhr.rutgers.edu/oe/accommodations>

Religious Accommodation Request Process (Faculty):

<https://uhr.rutgers.edu/oe/accommodations>

Recreation:

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

POLICY RESOURCES

- **Academic Integrity:**

<https://policies.rutgers.edu/B.aspx?BookId=11914&PageId=459231>

- **Code of Student Conduct:**

<https://policies.rutgers.edu/B.aspx?BookId=11912&PageId=459229>

- **Conflicts of Interests-Faculty:**

University Policy 60.5.8

<https://policies.rutgers.edu/B.aspx?BookId=12143&PageId=459513>

- **Consensual Relationships in Academic Settings:**
University Policy 60.1.32
<https://policies.rutgers.edu/B.aspx?BookId=12104&PageId=459472>
- **COVID-19:**
This website is the official source of information about the university-wide response to COVID-19. The university will provide updates as information becomes available.
<https://coronavirus.rutgers.edu/>
- **Disability Services:**
Confidentiality of all disability information is essential. At no time should the class be informed that a student has a disability, except at the student's expressed request.
<https://ods.rutgers.edu>
 - Faculty FAQ-Letters of Accommodations (LOA):
<https://ods.rutgers.edu/faculty-staff/accommodation-basics>
- **Office of Enterprise Risk Management, Ethics, & Compliance:**
 - Ethics Armor: <https://ethics.rutgers.edu>
 - Ethics Program: <https://uec.rutgers.edu/programs-2/ethics/>
- **Family Educational Rights & Privacy Act (FERPA):**
<https://uec.rutgers.edu/programs-2/ferpa-student-privacy/for-faculty-and-staff/>
- **Information Protection & Security:**
<https://it.rutgers.edu/information-security/>
- **Office of Employment Equity:**
Investigates complaints of discrimination and harassment based on membership in a protected class, sexual harassment, sexual misconduct, workplace violence, and Conscientious Employee Protection Policy violations.
<https://uhr.rutgers.edu/oee/home>
- **Unlawful Harassment Prevention Program:**
<https://uhr.rutgers.edu/owc/education-training>
- **Prohibiting Discrimination & Harassment:**
<https://policies.rutgers.edu/B.aspx?BookId=12087&PageId=459442>
- **Prohibiting Workplace Violence:**
The university will respond promptly to violence, threats of violence, harassment, intimidation, or disruptive behavior of a threatening nature towards people or property.
<https://uhr.rutgers.edu/workplace-violence>

- **Protection of Minors:**
<http://protectminors.rutgers.edu/>
 - Policy:
<https://policies.rutgers.edu/B.aspx?BookId=11956&PageId=459280>
 - Guide to Working with Minors:
<https://ipo.rutgers.edu/sites/default/files/Guide%20to%20Working%20with%20Minors.pdf>

- **Title IX:** Rutgers University is committed to providing a safe learning, living, and working environment, free from discrimination and violence.
<https://uec.rutgers.edu/programs-2/title-ix/>

- **University Policy Library:**
<https://policies.rutgers.edu/PublicPageViewText.aspx?id=148>
 - **RU-N Policies & Procedures:** <https://www.newark.rutgers.edu/info/faculty-and-staff>
 - **SASN Policies:** <https://sasn.rutgers.edu/information-faculty-staff>

SAFETY RESOURCES

- **Campus Emergency Information:** <https://www.newark.rutgers.edu/safety-and-security>

- **Campus Operating Status:** The weather & campus operating status can be found at: <http://www.newark.rutgers.edu/weather-and-campus-operating-status>

- **Crisis and Concerns (Students):** The Campus Awareness Response and Education (CARE) Team works with students in crisis to develop a plan of support plan and address personal situations that might impact their academic performance. Connect with the CARE Team by using the following link: https://cm.maxient.com/reportingform.php?RutgersUniv&layout_id=11 or emailing careteam@rutgers.edu. Assess and respond to students in mental, physical, emotional, or other crisis situations (if it is an emergency, call 9-1-1 immediately). Student behavior that is concerning to the student involved or to other members of the University community should be reported to the CARE Team. This behavior may include:
 - Unusual or erratic behavior in class
 - Extended absence from class by a typically engaged student
 - Written work with troubling themes or references
 - Verbal or written threats made by a student toward another student, staff, or faculty member
 - Written or verbal expressions of suicidal ideation
 - Messages on social media with concerning language
 - Other actions which cause an alarm or call into question the safety of the student or other members of the community

- **Counseling Services (Faculty & Staff):**
Information for faculty concerned that a student may be experiencing some kind of difficulty.
<https://uhr.rutgers.edu/faculty-staff-counseling/home>
- **Counseling Services (Students):** The Counseling Center has confidential therapists available to support students. To schedule an appointment (students):
counseling@newark.rutgers.edu or (973) 353-5805. Students interested in self-help, check out *Sanvello* for an easy, web-based approach to self-care and support.
- **Emergency Action Plan (EAP):** During an emergency, proper action saves lives. For your safety, please familiarize yourself with the basic steps outlined in the Emergency Action Plan, which pertain to students, faculty and staff at all Rutgers University locations. Immediately report emergencies occurring in or near your facility (such as fire, explosion, storm damage, hazardous material spills, chemical odors, flooding, accidents, injuries, criminal or suspicious activities, etc.) to the RUPD Communication Center or by using a campus emergency telephone.
<https://ipo.rutgers.edu/publicsafety/eap>
- **Environmental Health & Safety, Rutgers Environmental Health & Safety (REHS):**
(848) 445-2550
<http://rehs.rutgers.edu/>
- **Prohibiting Workplace Violence:**
The university will respond promptly to violence, threats of violence, harassment, intimidation, or disruptive behavior of a threatening nature towards people or property.
<https://uhr.rutgers.edu/workplace-violence>
- **Public Safety:** <https://ipo.rutgers.edu/publicsafety>
 - **Emergency:** Dial 9-1-1
 - **Emergency Number from a University Phone:** Obtain an outside line, then dial 9-1-1.
 - **Non-Emergency:** (973) 353-5111
 - **Emergency Text Alerts:** During emergencies, receive up-to-date information via text message. To register, update your emergency notification information.
 - **Request an Escort:** Rutgers University Police Department (RUPD) provides escorts to students, faculty, and staff upon request. The escorts, primarily walking, provide our community with personalized service to their vehicles, campus residence, or the University's mass transit system. To view mass transit hours please visit the [Rutgers Department of Transportation](#).
 - **Call the RUPD:** Call 732-932-7211 or use a campus emergency phone (blue light). The RUPD Communication and Dispatch Center will send a public

safety representative to escort you.

- **Reporting:** The Incident Reporting Form can be used to submit the following incident reports.
https://cm.maxient.com/reportingform.php?RutgersUniv&layout_id=7
 - Bias Incident: Report incidents of conduct, speech, or expression that is motivated, in whole or in part, by bias or prejudice.
 - Sexual Misconduct: Report any incidents of sex discrimination, harassment, assault, or any other Title IX violations.
 - Student Code of Conduct: Report any violations of the University Code of Student Conduct.
 - Campus Awareness Response & Education (CARE) Team: Report student behavior that is concerning to the student involved or members of the University community.
- **Shuttle Service:** <https://ipo.rutgers.edu/dots/buses-newark>
- **Title IX:** Rutgers University is committed to providing a safe learning, living, and working environment, free from discrimination and violence.
<https://uec.rutgers.edu/programs-2/title-ix/>
- **Violence Prevention & Victim Assistance:**
The Office for Violence Prevention and Victim Assistance (VPVA) can provide any student with confidential support. The office does **not** have a reporting obligation to Title IX. Students can contact the office by calling (973) 353-1918 or emailing run.vpva@rutgers.edu. There is also a confidential text-based helpline available to students; students can text (973) 339-0734 for support. Students do not need to be a victim/survivor of violence; any student can receive services, information and support.

STUDENT RESOURCES

Absences: The Division of Student Affairs (973-353-5063 or deanofstudents@newark.rutgers.edu) can provide assistance for absences related to religious observance, emergency or unavoidable conflict (illness, personal or family emergency, etc.). Students should refer to [University Policy 10.2.7](#) for information about expectations and responsibilities.

Catalog: http://catalogs.rutgers.edu/generated/nwk-ug_current/

Counseling Services:

Rutgers University-Newark Counseling Center Room 101, Blumenthal Hall
(973) 353-5805

<http://counseling.newark.rutgers.edu/>

Disability Services: The Office of Disability Services (ODS) works with students with medical, physical, and/or mental conditions who encounter disabling barriers in order to determine reasonable and appropriate accommodations for access. Students who have completed the process with ODS and have approved accommodations are provided a Letter of Accommodation (LOA) specific to each course. To initiate accommodations for their course students must both provide the LOA to and have a conversation with the course instructor about the accommodations.

Suite 219, Paul Robeson Campus Center

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

(973) 353-5375

ODS@newark.rutgers.edu

Gender or Sex-Based Discrimination or Harassment: The Office of Title IX and ADA Compliance can assist students who are experiencing any form of gender or sex-based discrimination or harassment, including sexual assault, sexual harassment, relationship violence, or stalking. Students can report an incident to the Office of Title IX and ADA Compliance by calling (973) 353-1906 or emailing TitleIX@newark.rutgers.edu. Incidents may also be reported by using:

https://cm.maxient.com/reportingform.php?RutgersUniv&layout_id=69. University's Title IX Policy and Grievance Procedures: <https://uec.rutgers.edu/wp-content/uploads/60-1-33-current-1.pdf>

Pregnancy: The Office of Title IX and ADA Compliance is available to assist with any concerns or potential accommodations related to pregnancy. Students may contact the office at (973) 353-1906 or via email at TitleIX@newark.rutgers.edu.

Technology Support:

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

Temporary Conditions or Injuries: Students who are experiencing a temporary condition or injury (broken or sprained limbs, concussions, or recovery from surgery) should submit a request using the following link: <https://temporaryconditions.rutgers.edu> for assistance.

Tutoring Resources:

- Rutgers Learning Center (tutoring services):
Tutoring available in a variety of math, science, technology, and business courses. Contact the Learning Center to determine whether tutoring is available for the course you are teaching.
Room 140, Bradley Hall (973) 353-5608
<https://rlc.rutgers.edu/contact-us>
<https://sas.rutgers.edu/learning-center-tutoring>

- Writing Center (tutoring and writing workshops):
Room 126, Conklin Hall (973) 353-5847
nwc@rutgers.edu
<https://sasn.rutgers.edu/student-support/tutoring-academic-support/writing-center>

Veterans Resources: <https://myrun.newark.rutgers.edu/resources-veterans>

Violence Prevention & Victim Assistance: The Office for Violence Prevention and Victim Assistance (VPVA) can provide any student with confidential support. The office does **not** have a reporting obligation to Title IX. Students can contact the office by calling (973) 353-1918 or emailing run.vpva@rutgers.edu. There is also a confidential text-based helpline available to students; students can text (973) 339-0734 for support. Students do not need to be a victim/survivor of violence; any student can receive services, information and support.

ABBREVIATIONS

ACM – Department of Arts, Culture & Media
CDC – Career Development Center
CLJ – Center for Law & Justice
CMBN – Center for Molecular & Behavioral Neuroscience
CMGC – Center for Migration & the Global City
DGA – Division of Global Affairs
EES – Department of Earth & Environmental Sciences
GS-N – Graduate School-Newark
HAL – Humanities Action Lab
HC – Honors College
HLLC – Honors Living & Learning Community
IIP – International Institute for Peace
LOA – Letters of Accommodations
NCAS – Newark College of Arts & Sciences
NJIT – New Jersey Institute of Technology
NTT – Non-Tenure Track
OAS – Office of Academic Services
ODS – Office of Disability Services
OISS – Office of International Student & Scholar Services
OIT – Office of Information Technology
ORED – Office of Research & Economic Development
ORSP – Office of Research & Sponsored Programs
OTEAR – Office of Teaching Evaluations and Assessment Research
RAPSS – Research Administration & Proposal Submission System
RBHS – Rutgers Biomedical & Health Sciences
RBS – Rutgers Business School, Newark & New Brunswick
REGIS – Rutgers Electronic Grading & Information System
RLC – Rutgers Learning Center
ROCS – Rutgers Onboarding & Classification System
RUBIC – Rutgers University Brain Imaging Center
RU-N – Rutgers University-Newark
SAS – School of Arts & Sciences
SASN – School of Arts & Sciences-Newark
SCJ – School of Criminal Justice
SIRS – Student Instructional Rating Survey
SOC – Schedule of Classes
SPAA – School of Public Affairs & Administration
SPN – Special Permission Number
SPS – Department of Spanish & Portuguese Studies
UC-N – University College-Newark
WAC – Writing Across the Curriculum
WGS – Women’s & Gender Studies Program