

FACULTY RESOURCE GUIDE

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WILLIAM PATERSON UNIVERSITY

NEW FACULTY

RESOURCE GUIDE

I. Support for Teaching

Center for Teaching Excellence (CTE)

The William Paterson University Center for Teaching Excellence provides support for teaching and instructional improvement to faculty, staff, and students. Its primary goals are:

1. To improve student learning.
2. To facilitate the efforts of faculty to improve instruction.
3. To serve as a resource for anyone interested in teaching and learning.
4. To enhance the institution's reputation for excellence in teaching.

The CTE provides continuous opportunities in actual space and cyberspace, for all of us to keep asking and answering three crucial questions:

1. What do we expect our students to be able to do intellectually, physically, or emotionally as a result of our instruction?
2. How can we best help and encourage students to develop these abilities?
3. How can we have substantial and sustained influence on the ways students think and act?

Offerings of the CTE can be viewed on the Center's Website. They include, for instance, a Master Learner Program, Peer Coaching, Mid-course Adjustments, Teaching Circles, Videotaping, and Grants for Innovative Teaching.

Any faculty member's dealings with the Center for Teaching Excellence will be strictly confidential. No record will be kept of any transaction. Any videotape of any class or portion thereof will be handed directly to the instructor by the camera operator. The instructor will do with it as he or she sees fit and can erase the tape immediately upon viewing. Any information about any single case elicited by one of the services we provide will be shared only with the instructor and no one else.

Contact person(s): Keumjae Park, Co-Director
973-720-3562 / parkk4@wpunj.edu
Robert Rosen, Co-Director
973-720-3062 / rosenr@wpunj.edu
Cheng Library, Room 120

David and Lorraine Cheng Library

Cheng Library makes a central contribution to your students' academic success. Its services and resources will support your instructional needs, as well as your own scholarship. Through a liaison program, a library faculty member is assigned to each department to provide instruction and coordinate discipline-based collection development.

Used education occurs in a variety of settings. Individual research assistance, library orientations and research consultations are available for both faculty and students. Call ext. 2663 or complete the form on the Library webpage to schedule an appointment. **Assignment-based classes are** available upon request and are highly recommended for classes with research papers and projects. Instruction usually takes place in Cheng Library's smart classroom, L-01, which is equipped with twenty-two computers and classroom control software, enabling broadcast of the instructor desktop to any of the student desktops. Arrangements may also be made to meet in other labs or classrooms, including yours! Two weeks advanced notice is requested when scheduling instruction, especially during peak periods.

Library resources for planning assignments are available on the "Resources for You" webpage, and include assignment suggestions, templates for the evaluation of resources, tutorials and other resources for promoting the information literacy skills of your students.

A variety of workshops are offered each semester, focusing on subject-specific search tools and resources. Additionally, Cheng Library offers basic and advanced RefWorks training and sessions on e-book. Workshops are posted on the Library webpage, and advance registration is not required. Custom workshops can also be developed.

Distance education support for your courses is also available. In addition to tutorials and online guides (guides.wpunj.edu), library faculty offers virtual instruction and on-demand videos for your students. Collaboration is always encouraged, and we are happy to work with you to find the best option for supporting the research needs of your students, whether in the library or virtually.

Contact person(s): Edward Owusu-Ansah/Dean
973-720-3179 / owusuansah@wpunj.edu
Library 212D
Reference Desk, ext. 2116
Library Webpage (www.wpunj.edu/library)

First and Second Year Faculty Reassigned Time

First year faculty are encouraged to spend considerable time developing effective teaching practices and developing a scholarship and research agenda. Reassigned time is available during the first year of teaching. Arrangements are made through the office of your dean. Please discuss with your College Dean. Program is open to full time tenured faculty.

Contact person(s): College Dean

Writing Across the Curriculum (WAC)

See Webpage

<http://www.wpunj.edu/cohss/departments/english/writing-across-the-curriculum.dot>

Contact person(s): Liane Robertson, Associate Professor
973-720-3070 / robertsonl10@wpunj.edu
Atrium 222B

Information Technology at William Paterson University

Information Technology (www.wpunj.edu/its) is committed to provide William Paterson University technology leadership to design, plan, implement, expand and support broadcast, network, and computing facilities and services. We strive to provide state-of-the-art technology solutions that meet the needs of the William Paterson University community, and are committed to providing the best user support possible.

All help for technology related issues is directed to the Web Help Desk at www.wpunj.edu/help . The Web Help Desk tracks your issues and will send you an email as your issues are resolved.

All documentation for faculty and students is available in the IT Wiki (www.wpunj.edu/itwiki)

Numerous articles and video tutorials explain what you need to know. In addition, there is a [New Faculty Technology Orientation](#) in the IT Wiki.

Most public computer labs (www.wpunj.edu/irt/user-services/Labs.dot) can be reserved through the Registrar unless they are only needed for a short duration.

Contact person(s): Tony Krucinski, IT
973-720-2659 / krucinskit@wpunj.edu
Library 120E

Instruction and Research Technology (IRT)

Instruction and Research Technology (IRT), part of the Information Technology division, offers faculty three direct areas of support: The Center for Teaching and Learning with Technology: Media Services, and Broadcast, Production and Support Services.

Contact person(s): Gamin Bartle, Director
973-720-2530 / bartleg@wpunj.edu
Library 120D

Center for Teaching and Learning with Technology (CTLT)

The CTLT offers faculty instructional design and consultation, workshops in software applications (Faculty Training Curriculum), support for personal or course web design, training and support for the university's web course management program, Blackboard's course information, roundtables in a variety of educational technology topics and Institutes for the following:

- Blackboard Institute – for beginners
- Blackboard Refresher – for intermediate users
- Blended Learning boot Camp – for assistance in designing and teaching blended learning courses
- Applying the Quality Matters rubric – course design for outline courses using the Quality Matters™ rubric
- Online Pedagogy Institute – for assistance in designing and teaching online courses
- Active Learning Institute – for assistance in designing for and teaching in an active learning classroom

Contact person(s): Robert Harris, Asst. Director/CTLT
973-720-2451 / harrisr@wpunj.edu
Library 120H

Media Services

Media Services is located on the first floor of the David and Lorraine Cheng Library with satellite offices in Science East 3054, Valley Road 16, and Hobart Hall 116. Media Services acquires, maintains and provides access to audio and visual materials and accompanying equipment that represents all academic disciplines.

Media Services oversees the smart classrooms and audio and listening facilities. Services include:

- Lending equipment (request equipment using(www.wpunj.edu/help)
- Streaming video (<http://njvid.net>)
- Media Reserves
- Previewing and listening facilities
- Duplication of media
- Installation and maintenance of classroom media equipment – for a guide to smart classrooms and how to operate them, go to [Smart Classroom Locations and Operating Instructions](#) on the Media Service webpage
- Consultation on selection and operation of software and equipment

Contact person(s): Michael Milling
973-720-2991 / millingm@wpunj.edu
Library 120

Broadcast Production and Support Services (BPS)

Broadcast, Production & Support assists in the design, creation and operation of audio and video systems and facilities for the William Paterson University community. The staff provides professional expertise and service to support multimedia production – both video and audio, and video conferencing support. Services include:

- Audio and Video System Design Services
- Audio and Video Production Services
- Video Conferencing Services
- Desktop Video conferencing Services
- IPTV

BPS also oversees two technology classrooms, the Presentation Training classroom (PTC), and Martini Studio. The PTC offers students the ability to learn from their presentation through immediate DVD recording for feedback. Martini Studio is a multimedia enhanced auditorium that is pre-set for stage quality. If you want to record your live session for archive or future playback, Martini is the place to do it as lighting and sound quality are already built in.

Contact person(s): Patrick Ryan, Assistant Dir. Of BPS
973-720-3326 / ryanp@wpunj.edu
Hobart Hall 320

II. Support for Research and Creative Expression

Research and Travel Incentive Program (RTI)

The Research and Travel incentive Program supports faculty travel associated with research, travel, or creative expression, with emphasis on presentation of results at disciplinary or other professional meetings. It is open to all full-time Tenured and Tenure Track Faculty and Librarians. Applications are due thirty days in advance of anticipated travel. Awards are based on the positive recommendations of the department chairperson and dean. Further information:

<http://cms.wpunj.edu/faculty-and-staff/teaching-research-grants.dot>

Assigned Release Time for Research (ART)

The ART program assists faculty pursuing an extended project of research, scholarship, or creative expression. The program allows up to six credits per year of reassigned time over two years to research, scholarship or creative projects. Proposals are reviewed annually by a faculty committee, consisting of representatives of each of the colleges, the Library, Office of the Provost and the AFT. Proposals are due in December of each academic year; awards are made and announced in March of each academic year. An ART proposal workshop is held each fall semester preceding due date. Reassigned time is awarded for the academic year following proposal submission and is scheduled according to the needs of the department and the nature of the project. This program is open to full time Tenured and Tenure Track Faculty and Librarians. During their first two years of appointment, new full-time Tenure-Track faculty participate in a college-based ART program; in the third year and after, full-Time Tenure-Track and Tenured Faculty, apply through the University Committee. The recommendation process for awards administered through the Office of the Provost. Further information:

<http://www.wpunj.edu/faculty-and-staff/teaching-research-grants.dot>

Contact person(s): Sandra Hill, Associate Provost for Academic Affairs
973-720-2565 / hills21@wpunj.edu; Raubinger Hall, 100
College Dean and or Department Chairperson;
Meg Guenthner, Administrative Assistant
973-720-2583 / guenthnerm@wpunj.edu; Raubinger Hall, 100

Career Development Program

The Career Development Program is designed to assist faculty and professional staff in professional development activities, including teaching and work improvement, research, and travel. Career Development proposals are reviewed annually by a faculty committee elected by the faculty of each of the colleges, the Cheng Library, and the professional staff unit. Faculty are reimbursed for expenses incurred in the conduct of teaching and work improvement, research and travel related to current research and scholarship, including presentations at conferences and professional meetings during each current academic year. Specific language regarding the Career Development Program is contained in the faculty collective bargaining contract. Proposals for reimbursement of related expenses are submitted annually based on negotiated contract language (see the Faculty Handbook for calendar), generally in March of each academic year. Awards are usually made based on a formula and announced in late April. The program ends by June 30 of each academic year.

Contact person(s): Sandra Hill, Associate Provost for Academic Affairs
973-720-2565 / hills21@wpunj.edu; Raubinger Hall, 100
College Dean and or Department Chairperson;
Meg Guenther, Administrative Assistant
973-720-2583 / guentherm@wpunj.edu; Raubinger Hall, 100

Tuition Reimbursement Program

The Tuition Reimbursement program assists faculty and professional staff who are engaged in study leading to a terminal degree. Applications are judged annually at the same time and by the Career Development Committee. Specific language regarding the Tuition Reimbursement program is contained in the faculty collective bargaining contract. (See Faculty Handbook.) Tuition is reimbursed during each academic year and is based on a negotiated amount for up to 24 credits total career.

Contact person(s): Sandra Hill, Associate Provost for Academic Affairs
973-720-2565 / hills21@wpunj.edu; Raubinger Hall, 100
College Dean and or Department Chairperson;
Meg Guenther, Administrative Assistant
973-720-2583 / guentherm@wpunj.edu; Raubinger Hall, 100

Student Research and Creative Expression Program (SRCEP)

The Student Research and Creative Expression Program provides support for students conducting research or creative projects in collaboration with or under the supervision of William Paterson University faculty members and/or presenting the results of such research and projects. Funding is subject to University guidelines for travel, purchase of supplies and materials, and restrictions that may exist to ensure compliance with IRS guidelines or other legal constraints. Student must obtain approval of their application from a William Paterson University sponsoring faculty member and approval by the respective Dean. Application should be submitted thirty (30) days prior to travel or the commencement of the project. Application should indicate whether the student is enrolled as an undergraduate or graduate student. Funding may be provided for submissions under the descriptions above of amounts ranging from \$ 100.00 to an amount deemed by the Dean and Provost's Office as reasonable and consistent with equitable funding for all projects under this program and with respect to availability of funding from other sources. Proposals for research promising projects significant outcomes, publication, exhibit or performance will be given preference. Applications are available at: <http://cms.wpunj.edu/faculty-and-staff/teaching-research-grants.dot>

Contact person(s): Sandra Hill, Associate Provost for Academic Affairs
973-720-2565 / hills@wpunj.edu; Raubinger Hall, 100
Meg Guenther, Administrative Assistant
973-720-2583 / guentherm@wpunj.edu; Raubinger Hall, 100

Office of Sponsored Programs (OSP)

The Office of Sponsored Programs (OSP) provides support grant writing and grant management processes for researchers seeking funding from government agencies. The OSP provides:

1. assistance in locating funding resources
2. workshops, proposal support, and submission services to grant writers, assistance with project and proposal development, University approval process, and delivery of proposals
3. guidance and services with post-award project management, monitoring the project timetable, reporting expenses, tracking reporting dates, and delivery of interim and final reports.

OSP is responsible for ensuring compliance with Federal and University policies concerning research involving human and animal subjects. Requests for approval of research involving human subjects must be submitted to the University's Institutional Review Board (IRB) Committee through the OSP for consideration prior to initiation of projects or submission of funding requests.

Faculty, staff and students are required to prepare an application that includes a narrative describing the research, methods, anticipated outcomes and risks, the informed consent form, samples of a survey or testing tools, and IRB/animal subjects required forms.

Contact person(s): Martin Williams, Director
973-720-2852 / williamm@wpunj.edu
Raubinger Hall, 207

III. Academic Development Programs

Academic Development Programs is a subdivision of Academic Affairs. The mission of Academic Development Programs is to support student performance, retention, progress, and graduation through assessment, enrichment opportunities, and academic support. The subdivision is comprised of four offices that provide services designed to address student academic preparedness, performance, engagement, and meet the diverse needs of individual learners. Academic Development professionals work collaboratively with other units across the University in an integrated manner to ensure division objectives and broader strategic goals of achieving student success by increasing matriculation, retention and graduation, and providing students with exceptional opportunities beyond the classroom.

Academic Success Center

<http://www.wpunj.edu/academics/asc>

The goal of the Academic success Center is to facilitate the accessibility to academic resources that address both cognitive and developmental needs of the diverse student body. In an environment conducive to lifelong learning, the Center supports the academic goals and objectives of both students and faculty. The ASC, students benefit from individual and small group tutoring, Supplemental Instruction, and exam reviews. Workshops on effective study techniques, time management and personal success strategies are offered throughout the academic year. From the Center's computer lab, network access is available for student use.

Contact person(s): Rogernelle Griffin, Director
973-720-2563/3324 / griffin2@wpunj.edu
LL Raubinger Hall

First Year Foundations Program

<http://www.wpunj.edu/firstyearfoundations/>

The First Year Foundations Program at William Paterson University is committed to promoting a successful student transition to college-level academics through foundational coursework and student-centered support services. Foundational academic skills will be developed through effective student assessment and placement, student-centered instruction and service provision and appropriate interventions. Student mentoring and outreach will promote effective referrals to services, foster a sense of academic community and provide a positive resource for students. First Year Foundations courses appear on the student's transcript, but do not count towards the credits required for a baccalaureate degree. However, these institutional credits are included in determining students' class level (freshman, sophomore, etc.), in defining their full-time status, and for financial aid purposes.

Contact person(s): Salwa Muhammad, Director
973-720-3515 / muhammads@wpunj.edu
Raubinger Hall 207A
Scott Scardena, Assistant Director
973-720-6267 / scardenas1@wpunj.edu
LL Raubinger Hall

Gloria S. Williams Advisement Center

<http://www.wpunj.edu/advisement-center>

Academic advisors support each student's intellectual growth and academic achievement. Advisors assist undeclared students with the course selection process for registration and help students create an academic plan, which fosters timely degree completion.

Contact person(s): Carmen Ortiz, Executive Director
973-720-2653 / ortizc@wpunj.edu
Raubinger Hall, Suite 140

Academic Progress/Starfish Program

<https://www.wpunj.edu/academicsupport/starfish/index.html>

The Office of Academic Progress/Starfish monitors students' academic achievement during each semester and provides strategies, programs, intrusive advisement and interventions to increase student persistence and academic success.

The Starfish Program is designed to assist students who are experiencing problems that may impact their academic success. Students can be placed on Starfish by faculty or administrators; typically within the first 6 weeks of the semester.

Contact person(s): Luis Escobar, Coordinator/Academic Progress
973-720-3151 / escobarl@wpunj.edu
LL Raubinger Hall, Rm. #014

New Student Experience/first Year Seminar

<http://www.wpunj.edu/new-student-experience/firstyear-seminar.dot>

The Office of the New Student Experience (NSE) works collaboratively with faculty, university administrators, and various departments to implement a comprehensive university plan for first-year students to promote their retention and academic success at the University. NSE supports students through their first year at the university by acclimating them to WP's campus, educating them in the areas of critical thinking, academic integrity, study skills strategies, information technology and other topics that will provide a foundation for student success. NSE helps students integrate co-curricular activities with academic programs, and identifies solutions for roadblocks to success.

The First-Year Seminar (FYS) course is an essential part of the New Students' Experience at WP. All full-time first-year students, and transfer students with 11 credits or less are required to take this course during their first semester at the university. The course is taught by faculty representing the various majors at University and designed to assist the first-year students with their transition from high school to college. FYS curriculum includes topics such as Academic Integrity, Critical Thinking, Time Management, Student Strategies, Listening, Note Taking and Test Taking Skills. Students discuss and learn appropriate social skills and participate in a library/research component that provides an excellent introduction to the technology used at William Paterson University.

FYS is designed to help new students develop the skills necessary for the rigorous academic challenges in higher education.

Contact person(s): Darlene Nestinger, Program Assistant
973-720-3768 / nestingerd@wpunj.edu
University Commons/Student Center, Suite 301

Sophomore and Junior Experience

<http://www.wpunj.edu/sophomore-and-junior-experience/>

The Sophomore and Junior Experience is designed to support students transitioning into and completing the middle years of college. Students need to develop a sense of purpose and achieve maximum value of the educational experience by incorporating a mixture of academic support and enrichment programs/activities. Students learn to focus on priorities and goals, while they undergo personal development during this time of transition and forge meaningful relationships with faculty, administrators, and peers.

Contact person(s): Jonnine DeLoatch, Director
973-720-2608 / deloatchj@wpunj.edu
University Commons/Student Center, suite 301

Office of Testing

<http://www.wpunj.edu/officeof testing>

The Office of Testing provides a range of diagnosis and evaluation services to assess college readiness, analysis of foundational academic skills, and various assessment instruments for advanced standing – CLEP & LSAT examinations

Contact person(s): Rachel Anzaldo, Coordinator
973-720-2339 / anzaldor@wpunj.edu
LL Raubinger

Transfer Student Experience

www.wpunj.edu/transfer-student-experience

TSE offers guidance, support and advocacy to new and currently enrolled transfer and readmitted students at the University. It is the goal of TSE to provide information to students regarding academic policies, procedures, degree completion requirements, and enrichment opportunities.

Contact person(s): Amanda Vasquez, Director
973-720-3720 / vasqueza@wpunj.edu
Keyana Darby, Student Transitions Specialist
973-720-3720 / darbyk@wpunj.edu
University Commons/Student Center, Suite 301

IV. Support for Student Learning

Career Development Center

<http://www.wpunj.edu/career-advisement/index.dot>

The Career Development Center works in collaboration with the University and community constituents to help students develop the professional skills needed to achieve career success. The Center educates students by providing career counseling, career coaching, job, internship and graduate school preparation as well as employment and mentoring connections. Students are empowered to define and achieve their personal, academic and career goals. The following is a brief overview of the Center's services:

- **Personalized Career Guidance:** Professional counselors are available during day and evening hours for individual appointments with all students regarding decision-making, mapping a career path and vocational testing.
- **Workshops:** Each semester job readiness and career planning workshops are offered, covering a wide range of topics including career decisions making, exploring careers in a major, planning for graduate school, resume writing, interview techniques, job search strategies, networking and social media.
- **Job Search Assistance:** Staff are available to critique student resumes, prepare students for interviews, and discuss the job search process and current job market conditions.
- **Technology:** All employment listings, recruitment activities, programs, information and links to appropriate web sites are posted on the Center's home page for review and retrieval. Students utilize WP Job Connect, a web-based job search tool, for full-time, part-time, internship and campus employment listings.
- **Recruitment, Job Fairs, and Information Sessions:** Students can participate in many programs to meet and discuss career-related information and job opportunities with area employers.
- **Community Service/Job Location and Development Program:** A counselor assists students in securing community service jobs and part-time, summer, and temporary off-campus employment. Primary emphasis is on development of career-related positions.

Contact person(s): Sharon Rosengart, Director
973-720-3291 / rosengarts@wpunj.edu
University Commons/Student Center, Suite 301

The Counseling, Health and Wellness Center

<http://www.wpunj.edu/health-wellness/>

The Counseling, Health & Wellness Center is a welcoming and accepting environment that strives to empower William Paterson University students to make informed decisions about their physical and emotional well-being in order to promote lifelong health. Through primary health care, personal counseling, health education, prevention services and co-curricular educational opportunities, the Center assists students in achieving success in their academic experience and life goals.

Contact person(s): Jill Guzman, Director
973-720-2360 / guzmanj21@wpunj.edu
Daisy Rodriguez, Associate Director
973-720-3635 / rodriguezd@wpunj.edu
Overlook South (Between Matleson & White Hall)

Accessibility Resource Center

<https://www.wpunj.edu/accessibilityresourcecenter/contact.html>

William Paterson University provides equal access to all programs, activities, awards and related benefits of its educational programs for all students without discrimination based on disabling conditions. The University also believes in a total educational experience and, as such, mainstreams all students with disabilities into its regular programs and activities. This is done through the adaptation of programs, evaluation and services delivery to meet the individualized needs of the student while maintaining high academic standards. Students are encouraged to participate in the diverse activities of the university community.

Services offered by the coordinator of Accessibility Resource Center include assistance in registration, parking, referrals, adapted classroom activities and other special needs. It is the responsibility of the student to identify him/herself as a disabled person and request assistance from the Coordinator of Accessibility Resource. The Coordinator may also involve the instructor, department chairperson and/or appropriate dean when a problem arises concerning a specific classroom activity or course requirement. At the beginning of each semester, the student should contact the Coordinator of Accessibility Resource to notify the student's instructors of the accommodations to be provided to a student with a disability. This cooperation enhances the probability of the student's success in a course. All offices, departments, programs and personnel of the University cooperate in striving to provide an equally accessible educational environment.

A pamphlet outlining the services available as well as large print materials and access maps are available from the Coordinator of Accessibility Resource. The university adapts teaching and evaluation techniques to accommodate a student's specific needs. The University does not provide specialized classes, tutors or individual assistants for students.

Contact person(s): Joy Durham, Director
973-720-2853/ durhamj5@wpunj.edu
University Commons/Student Center, Rm. 301

Science Enrichment Center

The Science Enrichment Center is a science resource facility for students and faculty. It provides tutorial assistance, references, a Virtual Science Resource Center, laboratory equipment, multimedia study and other science skill training, workshops, cooperative learning, technological assistance and mentors. This program provides the opportunity for all students, regardless of previous academic background, to excel in science and enables science professors to maintain high academic standards in their courses.

Contact person(s): Donna Potacco, Director
973-720-3148 / potaccod@wpunj.edu
Science Hall East 3023

The Writing Center

The William Paterson Writing Center provides one-on-one tutoring for anyone in the university community working on any kind of writing in any stage of development. Tutorial sessions typically take thirty minutes to an hour. The Writing Center talks with students about style, logic, voice, transitions, grammar, and organization, and works with students so that they learn to do the important work of proofreading and editing their own writing. The Writing Center does not, however, talk about grades, and does not proofread students' work for them.

Contact person(s): Sean Molloy, Director
973-720-2214 / molloys1@wpunj.edu
Preakness Hall, room 352