

## **HISTORY**

### **The William Paterson University of New Jersey: An Evolution**

From its beginnings as a normal school in the city of Paterson to its current designation as a comprehensive university, The William Paterson University of New Jersey has been dedicated to providing educational opportunities and service to the community.

The institution was founded in 1855 as the Paterson City Normal School in response to the growing demand for professional preparation of teachers-in-service in the emerging free public schools of Paterson. By 1875, the normal school had added a one-year teacher training curriculum for high school graduates seeking to become teachers, which was later increased to two years. In 1910, the school, which had changed location several times, was moved to the brand-new School #24 on 19th Avenue and East 22nd Street in Paterson, where it remained for 40 years.

With a growing realization that the responsibility for teacher preparation should rest with the state, local educators urged the state to take over the Paterson City Normal School. In 1923 the State Legislature passed an act to establish the New Jersey State Normal School at Paterson. Its sole aim, as later described in the 1929-30 catalog, was "to develop a well-trained teacher for service in the schools of the State."

Beginning in 1936, the school began offering general college courses to students not planning a teaching career, as well as a four-year general elementary curriculum. In April, 1937, the name of the school was changed to the New Jersey State Teacher's College at Paterson and a degree-granting curriculum was established.

The college entered a period of growth, adding an adult school (1938), a nursing program (1939), a business education curriculum (1943), a kindergarten/primary curriculum (1943), and a reading clinic (1944). The country's involvement in World War II resulted in the establishment of a child care center and a college unit of the Red Cross.

With enrollment growing as veterans took advantage of the G.I. Bill, the college sought a new campus with room for expansion. In 1948, the state purchased for \$200,000 the Wayne estate of the family of Garret Hobart, the vice president of the United States under William McKinley. The site, featuring 250 hill-top acres and a turn-of-the-century manor house, became the new home of the college in 1951.

From 1954 until 1966, the college experienced rapid expansion of the physical plant, curricula, special services for the student body and administrative offices. The first graduate program in education was instituted in 1955. In April 1958, the institution became Paterson State College as the State Board of Education eliminated the word "teachers" from the name of each of the six state colleges, although the mission of preparing teachers continued to be the main focus. Also in 1958, for the first time the college was accredited by the Middle States Association of Colleges and Secondary Schools.

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With the opening of the first student residence hall in 1962, the college for the first time could enroll students living beyond commuting distance. During 1966, degree-granting programs in fields other than education were added. By then, the faculty had grown from 35 in 1954 to 212.

In 1967, the college, by state mandate, was transformed into a multipurpose liberal arts institution. In 1971, the institution became The William Paterson College of New Jersey, in honor of the New Jersey patriot and statesman.

The college continued to evolve during the 1970s and 1980s. In 1978, a portion of William Paterson's personal papers were purchased by the Alumni Association and donated to the college. The collection, which constitutes a quarter of Paterson's papers, rivals that of the Library of Congress. Other milestones include the establishment of the Distinguished Lecturer Series, a forum for speakers with national and international prominence, in 1980; the authorization and implementation of a master's degree in business administration in 1981; and the institution of a 60-credit general education requirement in 1982. A \$4.3 million Governor's Challenge Grant, awarded in 1987, provided the college with money to enhance the science and communication programs. In 1994, the college initiated a Comprehensive Analysis of all academic programs and administrative functions to lay the groundwork for planning as the institution approached the year 2000. Based upon the quality and breadth of our faculty and our academic, cultural and community service programs, on June 27, 1997, the New Jersey Commission on Higher Education accepted the college's petition to become The William Paterson University of New Jersey.

Today, The William Paterson University of New Jersey enrolls more than 9,000 undergraduate and graduate students. It supports 29 undergraduate and 17 graduate degree programs in five colleges: Arts and Communication, Business, Education, Humanities and Social Sciences, and Science and Health. The institution's more than 350 full-time faculty, who are widely respected for their teaching, research and scholarship, include 24 Fulbright scholars.

The 350+ acre campus features 28 major facilities, including the Atrium, a new academic building housing student computer labs, a state-of-the-art language lab and a humanities media center; the expanded and renovated Sarah Byrd Askew Library with 300,000 bound volumes; Hobart Hall, a state-of-the-art communication complex; a science complex; performing and fine arts centers, Power Arts Building, multipurpose recreation and student centers and resident housing for nearly 1,800 students. The university is accredited by the Middle States Association of Colleges and Secondary Schools.

### **MISSION STATEMENT**

The William Paterson University of New Jersey is a comprehensive public institution of higher learning with a mission that incorporates teaching, research, creative activity, and service. Maintaining a tradition of leadership in general education and multiculturalism, the University is committed to promoting student success, academic excellence, and community outreach with opportunities for lifelong learning.

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The University's distinguished teachers, scholars, and professionals actively challenge students to high levels of intellectual and professional accomplishment and personal growth in preparation for careers, advanced studies, and productive citizenship in an increasingly global economy and technological world. It offers rigorous baccalaureate, graduate degree, and certification programs for both traditional and nontraditional students.

The University values diversity and equity as essential to educational excellence, with an obligation by everyone in the University community to create and maintain a climate in which respect and tolerance are recognized as part of the institution's commitment to educational quality.

### **VISION STATEMENT**

William Paterson University is committed to excellence in all its programs, functions, and services. Members of the University community strive to achieve the highest professional and ethical standards, and work together to realize the institution's vision.

The University is dedicated to maintaining a student-centered environment that promotes the academic and professional success of students. Through high quality educational programs and opportunities provided by distinguished faculty and staff, students will become lifelong learners and seek knowledge, competencies and skills that will make them responsible and productive citizens committed to improving their communities. Effective academic and extracurricular programming, including innovative course scheduling, and support services will be provided to meet the needs of all students.

As the cornerstone of the University, academic excellence is advanced through rigorous educational programs that challenge students to high levels of achievement. Excellence is maintained through program reviews and continuous planning and assessment of curricular and student development initiatives. The research and scholarly endeavors of faculty will be supported, and the Library's role as the center of the University's learning environment will be strengthened.

The University will maintain state-of-the-art technology with respect to both the infrastructure and its application in teaching, learning, research/scholarship, and administrative functions. To help prepare students in an increasingly interdependent Aglobal village@ and world economy, international education will be promoted through appropriate curricular initiatives throughout the campus.

In the University's outreach efforts, programs and opportunities will be offered to help address the educational, economic, social, and cultural needs of the state and surrounding region, and also continue to contribute to the economic and social development of the City of Paterson. Mutually beneficial relationships will be pursued with schools, private and public agencies, and other institutions of higher education.

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Recognizing that diversity and multiculturalism are essential to academic excellence, the University affirms its commitment to multiculturalism and diversity among faculty, students, staff, administrators and programs. A climate of civility, tolerance and respect for others will be maintained, and appropriate measures will be taken to effectively deal with any form of discrimination.

**LIST OF DEANS, ASSOCIATE DEANS AND CHAIRPERSONS FOR THE ACADEMIC YEAR**

**COLLEGE OF THE ARTS AND COMMUNICATION - Daryl Joseph Moore, Dean, Power Art Center 114, ext. 2230**  
**Loretta McLaughlin-Vignier, Associate Dean, Power Art Center 116 , ext. 2231**  
**Academic Advisor, Reynaldo Martinez, Hobart Hall 216, ext. 2390**  
**Dean's Secretaries Amy Nemery ext. 2231 Fax No.2936**

DEPARTMENT	CHAIRPERSON	SECRETARY	TELEPHONE NUMBER	FAX NUMBER	OFFICE	TERM EXPIRATION
Art	Lauren Razzore	Jean Strone/Tina Girdaldi	973-720-2401/2404	973-720-3805	Power Art Center D128/Ben Shahn	2019
Communication	Rob Quicke	Denise Decof/Yolanda Martinez	973-720-2167/2150	973-720-2483	Hobart Hall 102	2020
Music	Diane Falk Romaine	Lois Green/Cynthia Kincherlow	973-720-3128/2268	973-720-2217	Shea Room 164	2019

**COTSAKOS COLLEGE OF BUSINESS - Siamack Shojai, Dean , Valley Road 4049, ext. 2964**  
**Kathleen Barnes, Associate Dean, Valley Road 4050, ext. 3707**  
**Academic Advisor, Marshal Coles, Valley Road 3054, ext. 3587**  
**Dean's Secretary- Sheree Dickerson ext. 2964 - Associate Dean's Secretary - Charisma Thomas ext. 3706 , Fax No. 2809**

DEPARTMENT	CHAIRPERSON	SECRETARY	TELEPHONE NUMBER	FAX NUMBER	OFFICE	TERM EXPIRATION
Accounting and Law	Sia Nassiripour	Ruthina Babb	973-720-2435	973-720-3722	Valley Road 4073	2018
Economics, Finance and Global Business	Alexandros Panayides	Linda Rapp	973-720-2434	973-720-3721	Valley Road 3022	2018
Marketing and Management	Rajiv Kashyap	Linda Lango	973-720-2610	973-720-2038	Valley Road 3066	2018
Professional Sales	Prabakar Kothandaraman	Lisa Wright	973-720-3880	973-720-3854	Valley Road 3066	2017

**COLLEGE OF EDUCATION, Candace Burns, Dean, Valley Road 4112, ext. 2138**  
**Dorothy Feola, Associate Dean, Valley Road 4112, ext. 2138**  
**Academic Advisor, Lynne Orr, Valley Road 3104, ext. 3021**  
**Dean's Secretary - Felicia Earle ext. 2138 - Fax No. 3467**

DEPARTMENT	CHAIRPERSON	SECRETARY	TELEPHONE NUMBER	FAX NUMBER	OFFICE	TERM EXPIRATION
Educational Leadership and Professional Studies	Gerri Mongillo	Brie Mesagae	973-720-2639	973-720-3094	Valley Road 4086	2018
Elementary and Early Childhood Education	Linnea Weiland	Elaine Bush	973-720-2331	973-720-3137	Valley Road 4092	2018
Secondary and Middle School Education	Althea Hylton-Lindsay	Priscilla Stevens	973-720-2120	973-720-3670	Valley Road 4019	2019
Special Education and Counseling	Manina Urgolo Huckvale		973-720-2118	973-720-2737	Valley Road 3010	2018

**COLLEGE OF HUMANITIES AND SOCIAL SCIENCES, Kara Rabbitt, Dean, Atrium 260, ext. 2180**  
**Wartyna Davis, Associate Dean, Atrium 277, ext. 2414**  
**Tom Gundling, Assistant to the Dean, Atrium 260, ext. 2731**  
**Academic Advisor, Deborah Sheffield, Atrium 265, ext. 2441**  
**Dean's Secretary - Nancy Elshahawi ext. 2180 - Associate Dean's office phone - ext. 2731, Fax No. 2955**

DEPARTMENT	CHAIRPERSON	SECRETARY	TELEPHONE NUMBER	FAX NUMBER	OFFICE	TERM EXPIRATION
Africana World Studies	Danielle Wallace	Sherry Capers-Dock	973-720-3027	973-720-2171	Atrium Y108	Acting chair Fall 2017 Hill on Sabbatical
Anthropology	Balmurli Natrajan	Sherry Capers-Dock	973-720-2433	973-720-3631	Science Hall East 5018	2020
English	Ian Marshall	Kim Heisler	973-720-2254/3066	973-720-2189	Atrium Y238 (will be in Preakness soon)	2018
Geography and Urban Studies	Monica Nyamwange	Mayra Soto	973-720-2520	973-720-3793	Raubinger Hall R424	2020
History	Joanne Cho	Malissa Williams	973-720-2319	973-720-3079	Atrium Y215	Cho Interim for 2017-2018 O'Donnell on Sabbatical
Languages and Cultures	Esther Martinez	Joselyne Tanis	973-720-2330	973-720-3084	Atrium Y249	2018
Philosophy	Peter Mandik	Elizabeth (Liz) Brown	973-720-3032	973-720-2827	Atrium Y1108 (Will be in Preakness soon)	2018
Political Science	Arnold Lewis	Julie Vigorito	973-720-2183	973-720-3477	Raubinger Hall R431	2018
Psychology	Michael Gordon	Dolores Oertel	973-720-2148	973-720-3392	Science Hall East 2062C	2018
Sociology	Jacob Felson	Debra Wilson-Brown	973-720-2274	973-720-3522	Raubinger Hall R463	2020
Women's and Gender Studies	Arlene Scala	Stephanie Quackenbush	973-720-3547	973-720-2912	Atrium Y111	2019

**COLLEGE OF SCIENCE AND HEALTH, Venkat Sharma, Dean, Science Hall East Room 3019 ext. 2194**  
**Jean Fuller-Stanley, Associate Dean, Science Hall East Room 3019 ext. 2194**  
**Academic Advisor, Stephanie Kuran, Science Science Hall East Room 3038 , ext. 3913**  
**Dean's Secretary - Annette James ext. 2194 - Secretary - Karyn Lapadura - ext. 3407, Fax No. 3414**

DEPARTMENT	CHAIRPERSON	SECRETARY	TELEPHONE NUMBER	FAX NUMBER	OFFICE	TERM EXPIRATION
Biology	David Slaymaker	Georgeann Russo/Abigail Sanchez	973-720-2245/2265	973-720-2338	Science Hall East 4064	2020
Chemistry	Bhanu Chauhan	Pam Mackey	973-720-2195	973-720-2338	Science Hall East 4064	2019
Communication Disorders and Sciences	Nicole Magaldi	Madeline Garcia	973-720-2208	973-720-3357	University Hall Room 248	2019
Computer Science	John Najarian	Carol Parken	973-720-2649	973-720-2973	Science Hall East 5022	2019
Environmental Science	Michael Griffiths	Carol Sonzogni	973-720-2721	973-720-2338	Science Hall East 4034	2020
Kinesiology	Kathy Gill	Diane Jagt	973-720-2362	973-720-2034	Wightman Gym 132	2019
Mathematics	Peter Chen	Kathy Garbowski	973-720-2158	973-720-2263	Science Hall East 3030	2019
Nursing	Nadine Aktan	Naomi Horsky/Jaime Jennings	973-720-2673	973-720-2668	University Hall Room 354	2019
Physics	Song Chung	Pam Mackey	973-720-2195	973-720-2338	Science Hall East 4064	2020
Public Health	William Kernan	Geraldine Suppa	973-720-2394	973-720-2215	University Hall Room 359	2019

## **SENATE CONSTITUTION**

The Faculty Senate is a governance body elected by the faculty which has the responsibility to:

- Provide a forum for discussion and the formulation of policy;
- Gather information and opinion for study;
- Take such action as is necessary in cooperation with other sectors of the College community to make policies effective.

**PREAMBLE** - The Faculty of the William Paterson University of New Jersey, in order to better provide for faculty governance and participation in matters of academic policy, to create a fundamental and equitable structure for the conduct of the University's affairs and responsibilities, to insure the fair and just representation of academic departments and personnel directly associated with academic affairs, and to aid in the promotion of the general welfare of the Faculty and University, do establish this Constitution of the Faculty Senate of The William Paterson University of New Jersey.

**ARTICLE I** - Membership of the Faculty Senate shall consist of Voting Members and Ex-officio Non-voting Members.

A. Regular Members: No one who has been on the staff of the University for less than one full academic year shall be eligible for regular membership.

1. One Faculty member from each department.
2. Two Librarians elected by the professional staff of the library.
3. Two Professional staff elected by the Professional staff.
4. Eight at large representatives from the Faculty, Librarians and Professional staff.

B. Ex-Officio Members without vote

1. The President of the University.
2. The Provost and Executive Vice President.
3. Immediate past Chairperson of the Faculty Senate (if not a regular member).
4. The Chief official of the legally constituted bargaining agent for the Faculty (if not a regular member).
5. President of the Student Government Association.
6. Vice President of the Student Government Association for Part-time students.
7. Parliamentarian (if not a regular member).

C. A vacancy occurring in any category shall be filled as expeditiously as provided for under "Recall and Vacancies" in the Senate By-Laws.

**ARTICLE II** - Elections

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A. Elections Council: there shall be an Elections Council of the Faculty Senate to formulate and supervise election procedures consistent with Faculty Senate By-Laws to which appeals regarding proper procedures may be made. The Council shall rule on all such appeals.

B. Calendar for Elections. All elections for the succeeding year shall be completed by April 30.

C. Recall and Vacancies of Elected Members: As provided in Senate By-Laws.

***ARTICLE III*** - The Terms of Office

**A. Regular Members**

The regular members shall serve a two year term of office with one-half of the membership to be elected each year. At large representatives from the same school shall not have concurrent terms. One and two year initial terms are to be determined by lottery conducted by the Faculty Senate at its first meeting.

B. The newly elected members of the Faculty Senate shall assume office in May at the first Senate meeting following their election.

***ARTICLE IV*** - Functions

A. The Faculty Senate shall be the primary body to formulate and recommend University policies. It may formulate and recommend policies on any matter of University-Wide concern other than those that deal with negotiable terms and conditions of employment.

B. In the performance of these functions, the Faculty Senate shall:

1. Recommend policy for degree requirements and the procedures for inaugurating, changing, or terminating programs.
2. Recommend patterns of and responsibilities for self-government by colleges and departments.
3. Recommend policy regarding admissions and academic standards.
4. Recommend policy for intracollegiate and intercollegiate programs and activities.
5. Recommend policy concerning the construction of the Calendar of the University.
6. Participate in the budgetary process by assessing priorities and making recommendations to ensure conformity with goals of the University.
7. Participate in the formulation of long-range master plans and policies for campus buildings, physical facilities, and the allocation of space.
8. Participate in the formulation of long-range master plans and policies of the University.
9. Participate in the selection of policies governing the employment process.
10. Participate in the selection of the principal officers of the University.
11. Participate in the formulation of policies related to the naming of buildings and facilities and the awarding of University prizes and honors, including recommendations for emeritus status, and assist the Board of Trustees in the selection of recipients of such prizes and honors.
12. Participate in the formulation of policies governing the University's relations with outside agencies for research, instruction, services, and related purposes.
13. Participate in the formulation of policies for cooperative and mutually beneficial relations

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with neighboring communities and with other Colleges and Universities, both domestic and foreign.

**ARTICLE V - Officers of the Senate**

A. At a special organizational meeting immediately following the annual election, the newly constituted Senate shall elect from among its voting members a Chairperson, a Vice-Chairperson, and a Secretary.

**B. Chairperson**

1. Shall be elected by closed ballot for a one-year term from and by voting members of the Senate.

2. Shall:

- a. Call and conduct meetings of the Senate and its Executive Committee.
- b. Provide agenda for these meetings.
- c. Appoint the convener of Senate committees and councils (unless otherwise provided for in the Senate By-Laws).
- d. Perform the duties commonly associated with executive leadership within the jurisdiction and declared policies of the Senate.
- e. Supervise necessary correspondence.
- f. Distribute to all professional staff the Chairperson's report and a summary of all actions taken by the Senate, together with the agenda for the next meeting.

**C. Vice Chairperson**

1. Shall be elected by closed ballot for one-year term from and by voting members of the Senate.
2. Shall perform the duties of the Chairperson in the absence or incapacity of the chairperson.
3. Shall serve as liaison officer with Senate Committees and Councils.

**D. Secretary**

1. Shall be elected by closed ballot for one-year term from and by voting members of the Senate.

2. Shall:

- a. Keep minutes of the Senate and the Executive Committee and distribute these minutes to the Board of Trustees, President of the College, all the Vice-Presidents, members of the Senate, the Library, Deans and Directors, Faculty and Professional Staff.
- b. Keep the official list of the Senate membership.
- c. Keep accurate and cumulative records of attendance at meetings and report absences in the minutes. The Secretary shall send a letter to any Senator who has acquired three or more substituted absences informing the Senator that their "Good Standing" is in jeopardy of being revoked. The Secretary shall send a letter to a Senator who has two unsubstituted absences informing the Senator that his/her "Good Standing" is in jeopardy of being revoked. The Secretary shall report to the Senate members who have been warned and are no longer in "Good

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Standing." The Secretary shall send a letter to the School Council, Department Chairperson, Library Elections Committee, or Professional Staff Council as appropriate for the constituency informing them that their Senator is no longer in "Good Standing".

E. Recall and Vacancies of Officers: as provided in Senate By-Laws.

**ARTICLE VI - The Executive Committee**

A. There shall be established within the Senate an Executive Committee of six members: three regular members elected at-large by the voting members of the Senate, the Chairperson, Vice-Chairperson and Secretary.

B. Elected members of the Executive Committee shall be chosen by closed ballot for a term of one year.

C. The Executive Committee, responsible at all times to the Senate, shall meet on the call of the Chairperson in order to conduct the business of the Senate between Senate meetings. The Executive Committee shall aid the other Senate Committees subject to approval by the Senate. The Committee shall aid the Chairperson in preparing the agenda for the Senate meeting.

D. At the request of three members of the Executive Committee, the Chairperson shall call a special meeting of the Executive Committee.

E. The Executive Committee shall speak and act in the name of the Senate in the implementation of Senate policy during the Summer and other times when it is impractical to convene the entire body.

F. Recall and vacancies: as provided in Senate By-Laws.

**ARTICLE VII - Meetings and Procedures**

A. At least once a month meetings should be scheduled at a regular time, date and place. Special meetings may be called by the Chairperson of the Senate, a majority of the Executive Committee, or on a petition by one-half of the Senate voting members, or at the request of the President of the College.

B. All members of the College community may be present at Senate meetings, but shall not be entitled to the floor, to make motions, or to vote. Visitors may, at their request and with the approval of the Senate, be given the privilege of the floor.

C. The parliamentary procedures of the Senate shall be those of Robert's Rules of Order Revised. The quorum shall be established in the By-Laws of the Senate.

**ARTICLE VIII - Councils and Committees**

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- A. Councils are standing bodies charged with the general and continued formulation of recommended policy and the review of existing policies under their jurisdiction and consistent with their charges.
- B. Ad Hoc committees are bodies with particular charges of a short-range and limited scope.
- C. Councils shall be established through the Senate By- Laws, which shall delineate the composition of, and the general charges to, each Council.
- D. Standing committees may be established by the Senate to recommend policy in the specific area under their jurisdiction and consistent with their charges. Standing committee representatives may be nominated by the Senate Executive Committee and/or any member of the Senate on the basis of specific expertise and confirmed by the Faculty Senate.

### ***ARTICLE IX*** - Amendments

#### A. Proposals to Amend the Constitution

1. Amendments to this Constitution may be proposed to the Senate by the Senate Executive Committee.
2. Amendments to this Constitution may be submitted in writing and must be supported by the signatures of at least a quarter of the voting members of the Faculty Senate.
3. Amendments to this Constitution may be submitted via petition to the Faculty Senate supported by the signatures of ten-percent of the full-time Faculty, Librarians, Professional Staff.
4. Proposed amendments to this Constitution may be submitted to the Faculty Senate at any regular meeting.

#### B. Voting on Proposed Amendments to the Constitution

1. The Secretary shall circulate a written copy of a proposed and properly supported amendment to each member of the Faculty Senate prior to the next scheduled meeting.
2. No proposed amendment shall be voted on prior to thirty days after it has been circulated to the Faculty Senate. Such a vote shall take place not later than thirty days after such circulation.
3. Ratification of a proposed amendment by the Faculty Senate shall require an affirmative vote of two-thirds of the total number of voting membership. In the event the Senate fails to ratify the proposed amendment, it may be submitted to a referendum of Faculty, Librarians and Professional Staff by a majority of senators voting, or by a petition signed by twenty percent of the full-time Faculty, Librarians and Professional Staff who are eligible to vote in the Senate constituencies.

B. Upon passage of an amendment in the Faculty Senate or by referendum, the Chairperson shall submit it to the President of the College and to the Board of Trustees. Following approval, it shall become part of the Constitution.

**SENATE BYLAWS (Adopted 3/31/98)**

**ARTICLE I -- ORGANIZATION OF THE FACULTY SENATE**

Section I -- Membership

A. Membership shall be determined according to the Faculty Senate Constitution.

B. A Senate member who cannot attend a particular meeting may designate a substitute from his or her constituency.

C. Good-Standing: Any member of the Senate will lose membership upon three absences without a designated substitute or five absences with a designated substitute from regular Senate meetings in any academic year, and shall be ineligible for re-election for the unexpired term.

D. Elections:

1. Voting: Only constituents who are full time employees of the university are eligible to vote in Senate elections.

2. Absentee Voting: In the event that a constituent is away from campus on sabbatical, medical leave or on official University business during all hours of voting, the constituent may make a written request to the Chairperson of the Elections Council for the privilege of voting by absentee ballot. Requests for absentee ballots must indicate the reason why the constituent cannot vote in-person and must be received by the Chairperson of the Elections Council 10 days prior to the first day of voting. Within two days of receipt of such a request, and upon certification that the request falls within the guidelines stated above, the Chairperson of the Elections Council will post an absentee ballot to the requesting constituent. The requesting constituent may obtain a final slate of nominees by calling the Senate office. In order to be counted, all absentee ballots must be accompanied by a telephone call to the Elections Council Chairperson, be placed in a sealed envelope which is in turn placed in a signed and sealed outer envelope, and be received in the Senate office before the end of the in-person voting hours.

3. Poll Watching:

a. Time: Each election will be held over a two day period, usually Wednesday and Thursday, 9:00 a.m. to 3:00 p.m. These hours will be divided into time blocks with 2 people sitting during each time block and 3 during the last time block to help count the ballots. As an example:

- 9:00 a.m 10:45 a.m.

- 10:45 a.m. 12:15 p.m.

- 12:15 a.m. 1:45 p.m.

- 1:45 p.m. 3:00 p.m.

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b. Rotation: The time periods will be assigned on a rotating basis so that departments, librarians and professional staff are not always responsible for the same time slot. It is recognized that all time slots are not even, however, over a period of years responsibility should be distributed fairly.

c. Choosing Poll Watchers: Departments, librarians and professional staff senators will be responsible for getting constituents to cover the assigned time blocks. Senators from departments, the library and the professional staff will then give the names of the poll watchers to the Elections Council member who coordinates poll watching.

d. Responsibility: The responsibility for sitting at the polls will be assumed by the department, librarian and/or professional staff constituents who agreed to cover the specified time slot.

e. Communications: The Senate Elections Council will remain responsible for all election related correspondence, balloting procedures, opening and closing of the polls, counting the votes, and reporting the results to the Senate Chairperson.

4. NOMINATION PROCEDURE: The nominating procedure will start approximately 4 weeks before the election.

a. There will be a period of 5 working days for nominations. A

nominee may nominate himself or herself. Each nomination must be in writing and accompanied by a phone call to the chairperson of the Elections Council. The Elections Council will confirm receipt of the nomination.

b. An initial list of nominees will be made public.

c. Withdrawals/Additional Nominations:

(1) There will be a period of 5 working days for withdrawals in writing and accompanied by a phone call to the chairperson of the Elections Council. The Elections Council will confirm receipt of the withdrawal.

(2) During the same period, additional nominations will be accepted in writing and accompanied by a phone call to the chairperson of the Elections Council. The Elections Council will confirm receipt of the nomination.

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d. A final list of candidates will be circulated no later than 5 working days before the election.

e. There will be no write-in votes permitted at the polls.

f. If there is only one nominee for a position, that nominee will be declared elected by acclamation with no need for voting.

g. If there is no nominee for a position, there will be no representative until the next general election.

5. TIE VOTE: In the case of a tie, there will be a run-off election conducted by the Elections Council.

6. CALENDAR OF ELECTIONS:

a. Promotion Committee and Sabbatical Leave Committee - Late Fall

b. Senate and Senate Committees -- Late Spring Term

c. Merit Award Committee and other Senate Elections -- As needed.

E. Vacancies:

1. Vacancies may occur due to resignation, a conflict due to classroom assignment, prolonged illness, sabbatical leave, personal leave, or inability to serve. It is the responsibility of the Senator representing a department or the library or professional staff to notify their department members or fellow librarians or professional staff members and the Chairperson of the Faculty Senate of their extended absence. Senators elected at large must notify the Chairperson of the Faculty Senate of their extended absence. Any member of the faculty, librarians or professional staff may notify the Chairperson of the Senate if they believe such a vacancy has occurred.

2. The Chairperson of the Faculty Senate shall notify the Election Council and the constituency that a vacancy has occurred. If the constituent is a department or the library representative, the department or librarians shall elect an interim replacement at a department or library meeting and notify the Senate Chairperson of the results. If the constituent is the professional staff representative, anyone may be nominated from the professional staff, and they shall elect from those nominated an interim replacement with balloting taking place at the Senate Office. If the

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constituent is an at-large representative, anyone eligible for Senate membership may be nominated by the Faculty Senate and the Faculty Senate shall elect an interim replacement at a Senate meeting. An interim replacement will serve only until the next General Election, or until such time as the regularly elected member resumes the responsibilities of the Senate seat.

3. Recall of Senate Members: Members of a constituency may petition for a Recall Election by obtaining the signatures of the greater of either 25% of the constituency or not less than 2 members of the constituency. The petition shall be submitted to the Chairperson of the Senate. The Elections Council, upon validating signatures, shall hold the Recall Election for the constituency within three weeks during which classes are in session. Upon a majority vote of the constituency in favor of recall, the Elections Council shall declare a vacancy and hold a new election in accordance with established procedures.

4. Recall of At-Large Senate Members: At-Large Senators may be recalled by a petition signed by the number of constituents equal to 1/4 of the number of votes cast for the highest At-Large vote winner in the last Spring Senate election. In order to insure the proper number of signatures for this method of recall it is important for the Elections Council to maintain the vote count for Senators At-Large from the Spring Senate Election of the new Senate for one year. To ascertain the number of signatures needed one should consult with the chairperson of the Elections Council. These signatures must be from Faculty, Librarians and Professional Staff constituents who are eligible to vote in a General Senate Election. The petition shall be submitted to the Chairperson of the Senate. The Elections Council, upon validating signatures, shall hold the Recall Election for the constituency, Faculty, Librarians, and Professional Staff, within three weeks during which classes are in session. Upon a majority vote of the constituency in favor of recall, the Elections Council shall declare a vacancy and hold a new election in accordance with established procedures.

### Section 2 -- Officers and Executive Committee

#### A. Duties of the Chairperson:

1. The Chairperson, with the aid of the Executive Committee shall prepare the agenda for Senate meetings.
2. The Chairperson shall provide available background information for all agenda items at least 7 days before the next regularly scheduled meeting to all Senate members, department chairpersons, deans and officers of the University.
3. The Chairperson will appoint a Parliamentarian who may be from the Faculty, Librarians , or Professional Staff at-large.
4. The Chairperson shall be responsible for notifying members of all regular and special meetings.

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5. The Chairperson shall oversee that minutes of Senate meetings are communicated to the University Community within 14 days of the meetings.

### **B. Nomination and Election of Officers:**

1. Candidates for all elected positions shall be nominated from the floor and, after a 15 minute interval for caucusing, be elected by a secret ballot.

2. Nominations and voting for the Chair, Vice-Chair and Secretary will be held first.

3. Nominations and voting for the 3 at-large representatives to the Executive Committee will then be held.

4. The election shall be conducted by representatives of the Elections Council who will prepare the ballots.

### **C. Recall of officers and Executive Committee Members:**

1. Recall Petition: Senate voting members may petition the recall of officers and members of the Executive Committee by:

a. Submitting a petition for recall containing written reasons and the signatures of at least 1/4 of the voting Senate members. The petition must be submitted to the Executive Committee for mandatory inclusion as the first substantive item on the agenda of the next regularly scheduled meeting.

b. An Officer or Executive Committee member is recalled by two-thirds affirmative vote of all Senate voting members.

D. Vacancies in Office or the Executive Committee Seats: Upon the recall, resignation, or illness of an officer or a member of the Executive Committee, a vacancy shall be declared and announced at the next regularly scheduled Senate meeting. That vacancy shall be filled by election at the following regularly scheduled Senate meeting following procedures outlined in Article 1, Section 2 - B, Nomination and Election of Officers.

### **Section 3 -- Meetings and Procedures**

A. A quorum of the Faculty Senate necessary to conduct business will be defined as an ABSOLUTE majority (more than half) of the eligible voting members. Ex-Officio members without vote will not count toward a quorum count. If the Senate loses a quorum of voting members, it automatically goes into adjournment. It will be the responsibility of the Chair, assisted by the Executive Committee, to monitor the status of the quorum, as appropriate, and any member can demand a quorum count.

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A prevailing voting plurality will be defined as the most "ayes", "nays", or "abstentions" present. If abstentions prevail, the motion would then be considered as neither passed nor defeated and the Executive Committee may then decide what future action to propose to the Senate.

B. Secret Ballot: The use of a secret ballot shall be mandatory in the following cases:

1. When requested by a voting member present,
2. During a recall vote,
3. For election of officers and Executive Committee members.

C. A vote by roll call shall be mandatory when requested by 1/3 of the Senators present except if a secret ballot has been mandated.

D. Items may not be added to the regular agenda after the background material is forwarded by the Executive Committee to the Senators unless 2/3 of the Senators present at the meeting vote to make the change in the agenda.

E. If an emergency meeting is deemed necessary by the Executive Committee, Chairperson of the Senate, President of the University or 1/2 of the Senate voting members, background material for the special meeting should be delivered, if possible, to the Senators 2 days prior to the meeting.

### **ARTICLE II --COUNCILS AND COMMITTEES**

Section 1 -- General Responsibilities: The following points should be adhered to by all Councils and Committees of the Faculty Senate:

A. All Senate Councils and Committees will work with their Senate approved charges to review and develop policy and send it to the Senate. Councils and Committees will indicate the relevance of recommendations to existing college policy in their resolution to the Senate.

B. The writing and presentation of university policies by a Senate Council or Committee is defined as a total process that involves research and appropriate notation of existing policy affected by the new policy, and the relevant input of affected constituents at Council and Committee meetings or other means deemed appropriate.

C. Councils and Committees of the Senate shall provide to the Senate office minutes of each meeting held for inclusion in the Senate files.

D. Each Council and Committee shall submit a Year End Report to the Senate. The Council or Committee may, at this time, suggest to the Senate new permanent charges that the Council or Committee feels it should review on an on going basis.

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E. The previous year's Councils and Standing Committees will remain in office until the new Councils and Standing Committees are elected.

ARTICLE II - Section 2 -- Councils

A. Membership and Meetings

1. All Councils shall have seven voting members who must be full-time employees consisting of:

a. Faculty: Faculty members, one from each college.

b. Librarian: Each council shall have one representative from the library staff.

c. Professional Staff: Each council shall have one representative from the Professional Staff.

d. An individual may be a member of only one Senate Council but may serve on other Senate Committees.

2. The Senate Vice Chairperson should circulate to all Faculty, Librarians and Professional Staff a brief description of all Senate Councils during the Spring Semester. Those interested in serving should indicate this to the Senate Vice Chairperson.

3. The Senate Executive Committee shall consult the list of those offering to serve (but they are not limited by it) and shall nominate members for each Council. The Vice Chairperson of the Senate shall also accept nominations from the floor. Senators at a Senate meeting shall then elect members for each Council from those nominated, and the Senate Vice Chairperson shall notify Council Members of their election. The Senate Vice Chairperson shall appoint a Convener for each Council.

4. The Chair of each Council shall be elected at its first meeting. Notification of the results of this election shall be forwarded to the Senate Chairperson who will notify the Senate and Faculty at-large.

5. All Councils, except for the Elections Council, must meet at least monthly and report to the Senate Chairperson and Vice Chairperson each month. Minutes of Council Meetings will be forwarded to the Senate Office within 2 weeks of each meeting.

6. Any Council Chairperson, with the exception of the Election Council's Chairperson, who does not conduct monthly meetings may be replaced by the Chairperson of the Faculty Senate. However, the individual may remain as a member of the Council.

7. Council members who have 3 absences shall be removed from the Council and reinstated only by vote of the Senate. Notice of this removal shall be made in writing to the Senate Executive

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Committee and the Senate Chairperson. If necessary the Vice Chairperson will follow procedures of Article II, Section 2-A-3 for finding a replacement council member.

8. When teaching schedules for Council members are in conflict, meetings should be held on rotating days. It is hoped that faculty with little or few available hours at appropriate meeting times will carefully consider their availability/schedule before seeking Council membership.

B. Function: Councils shall be appointed to carry out specific charges from the Senate, and to develop additional charges, as deemed necessary by the Councils, and approved by the Senate, to achieve goals which shall fall into the following general categories:

### 1. Admissions and Academic Standards Council

a. Recommend policy for the evaluation of all members of the undergraduate University community regarding admissions, probation, dismissal, and graduation.

b. Recommend policy for the adoption, implementation and enforcement of educational and academic standards.

c. Recommend policy for academic standards for participation in extra curricular activities.

d. Work with administrators involved in areas of Admissions, and extra curricular activities to recommend ways to facilitate policy implementation.

### 2. Advisement and Registration Council

a. Review advisement and registration policies and procedures, and recommend revisions and/or new policies, as needed.

b. Identify problems and recommend means for improvement in advisement and registration policies.

c. Work with administrators involved in areas of Advisement and Registration to recommend ways to facilitate policy implementation.

### 3. Athletic Activities Policy Council

a. Continually review academic policies of varsity athletic, and club sport programs.

b. Recommend recruiting policies for men's and women's varsity athletics.

c. Recommend policies for post season varsity athletic competitions.

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d. Work with administrators, coaches and others involved in areas of varsity athletics, and club sport programs to recommend ways to facilitate policy implementation.

### 4. Elections Council

a. Develop standardized procedures for all campus-wide elections.

b. Conduct Faculty Senate elections prior to April 30.

c. Conduct campus-wide elections according to the election policy for:

(1) Promotion Committee, Sabbatical Leave Committee, Merit Award Committee.

(2) University wide ad-hoc committees and major Search

Committees where broad elected representation is needed. These elections can be called upon request from the Senate directly or by the Senate at the request of University Administrative officials for members from Faculty, Librarians, Professional Staff .

### 5. Governance Council

a. Delineate the role of the Faculty Senate in University governance.

b. Review of the Governance Statement.

c. Recommend patterns of and responsibilities for self-governance by colleges, schools, institutes, divisions, and faculties.

d. Review the Policy Manual periodically and suggest policies which need to be reviewed or revised.

e. Review applications for Faculty Emeritus status and make recommendations to the Senate.

### 6. Graduate Council

a. Recommend policy on course requirements for graduate degrees and the procedures for inaugurating, changing, or terminating graduate courses and programs.

b. Review and recommend new graduate programs, major changes in existing programs, and areas of expansion.

### 7. Undergraduate Council

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- a. Recommend policy on undergraduate course requirements for degrees and the procedures for inaugurating, changing, or terminating undergraduate courses and programs.
- b. Review and recommend new undergraduate programs, major changes in existing programs, and undergraduate courses.

### 8. Research Council

a. Promote Faculty, Librarian, & Professional Staff scholarship; identify, on an ongoing basis, current and anticipated faculty, librarian, and professional staff needs with regard to scholarship and research and recommend strategies designed to meet those needs,

b. Support the continued efforts to build academic research networks on and beyond the William Paterson campus,

c. Review, yearly as needed, the policies, procedures, and guidelines for each of the following:

(1) Institutional Review Board for the Protection of Human Subjects,

(2) Scientific and Academic Fraud and Misconduct,

(3) Assigned Research Time Application and Selection.

### ARTICLE II - Section 3 -- Committees

#### A. Standing Committees

It will be necessary to form standing committees in areas where the Faculty has first and major responsibility when:

I. Voting representation is required from other than Faculty, Librarians, and Professional Staff,

II. When committee members are elected in a general Senate election,

III. When the committee has its own budget.

Any combination of these special requirements must be met for a standing committee to be established instead of creating a new Senate Council or referring work to an existing Council. The Senate should in all instances, where possible, assign tasks to Senate Councils, except in rare and extenuating circumstances.

#### 1. General Education Committee:

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- a. The General Education Committee shall carry out its charges within the context of the General Education Policy.
- b. The General Education Committee shall abide by the procedures outlined in Article II - Section 1, General Responsibilities for Council and Committees.
- c. Members of the General Education Committee shall consist of the following:
  - (1) One Faculty Member from each College,
  - (2) One Librarian,
  - (3) One Professional Staff Member,
  - (4) Two At-Large Members from the Faculty who are from different departments than the College representative.
- d. Nominations and election to this committee for Faculty, Librarians and Professional Staff will follow the existing procedures for membership for Senate Councils.
- e. Members of the committee shall elect a faculty, librarian, or professional staff committee person as chairperson.
- f. The Director of General Education, appointed by the Provost, shall be an Ex-Officio member, without vote, of this committee.
- g. Members of the General Education Committee shall serve two year terms and these terms shall be staggered so that no more than 5 members or less than four (4) members shall be elected to a new full term each year.
- h. The General Education Committee working with the Undergraduate Council shall monitor the General Education program and review and recommend to the Senate all proposed course and curriculum changes for General Education credit.
- I. The General Education Committee will review and make recommendations regarding all changes in the General Education Policy to the Senate.
- j. Minutes of the Committee's meetings shall be provided to the Senate Executive Committee, Provost, and the President.
- k. The General Education Committee shall submit a year end report to the Senate and the Provost.

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1. The General Education Committee should work closely with all constituencies to attain the goals and objectives as stated in the current General Education Policy adopted by the Faculty Senate, endorsed by the President, and approved by the Board of Trustees, 3/11/81.

2. Assessment Committee

a. The Assessment Committee shall carry out its charges within the context of the current Assessment Policy and the "Principles of Assessment" , adhered to by this institution which are:

1. For the purposes of assessment , assessment shall be defined: Evaluation is the judging of individual or group performance for the sake of distinguishing this performance from that of others and acknowledging the individual or group as responsible for this difference. Assessment is the judging of individual or group performance for the sake of determining achievement in relation to predetermined objectives, preferably agreed to by the individual or group, and correcting the system in order to improve this achievement.

Evaluation is the end point in a process or stage of a process. Assessment provides information for beginning a new process or for re-orienting a continuing process.

When one evaluates, the system or context within which these performances occur is considered as a constant among the performance and thus cannot be judged as a system. When one assesses, the participants are considered to be constant in the process and thus can not be judged on their performance.

2. The focus of assessment is to improve student learning and development which must be viewed in a broad context including at least the following four areas: General Education, Faculty and Staff Development, Majors, and Student Services. In order to enhance our educational environment, methods will be designed that:

a. better articulate the educational goals,

b. provide means for collecting information on the progress towards the goals,

c. disseminate results to faculty and staff involved, who will consider possible modifications in their programs.

3. There are many valid approaches to assessment. Assessment may be quantitative or qualitative. The faculty or staff in each program will identify or create its own assessment instruments.

4. Assessment will not be used as "gates" to control entrance to or exit from programs.

5. Assessment results are solely for William Paterson University use; only data which are currently required and presently reported (e.g. affirmative action data, Basic Skills results,

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graduate survey information. etc.) will be made available to external agencies. The educational soundness of the program requires confidentiality of the data be maintained.

6. Data from assessment shall be collected on an anonymous basis and shall not be used to make comparisons among faculty, staff, programs, departments, schools or colleges here or at other institutions.

7. Assessment data shall not be used for personnel evaluation and in particular, shall not be employed in the retention, tenure, promotion, or merit award processes.

8. Assessment is a mutual responsibility shared among faculty, staff, student and administrators. Basic to the fulfilling of that responsibility is financial support, assistance, guidance, and leadership.

9. Assessment is a dynamic, long range process. The initial period of any assessment program will be used to identify approaches to study and refine them, and to develop systems for implementing ongoing program assessment.

10. Assessment must involve consideration of the context in which learning takes place.

b. The Assessment Committee shall abide by the procedures outlined in

Article II - Section 1, General Responsibilities for Council and Committees.

c. Composition of the Assessment Committee shall consist of the following

:

(1) One Faculty Member from each College,

(2) One Librarian,

(3) One Professional Staff Member,

(4) Two At-Large Members, not from the same department, and from different departments than the College representative. Thus allowing representation from seven different departments

(5) Four Administrators with representation from:

(a) The Provost Office

(b) The Academic Deans

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(c) Student Services

(d) The Planning Council

d. Nominations and election to this committee for Faculty, Librarians and Professional Staff will follow the existing procedures for membership for Senate Councils. The Senate Executive Council shall make every effort to ensure that it nominates individuals who are currently working in their chosen area of assessment. The four administrative areas to be represented: Provost, Academic Deans, Student Services, and the Planning Council will be appointed to serve by the Provost/Executive Vice President.

e. Members of the Assessment Committee shall serve two year terms and these terms shall be staggered so that no more than 5 members or less than 4 members shall be elected to a new full term each year.

f. Members of the committee shall elect a faculty, librarian, or professional staff committee person as chairperson.

g. All members of the Committee shall have voting rights.

h. The Committee's function will be to:

1. Coordinate assessment activities adopted by the Senate.

2. Inform and educate the entire college community regarding issues and trends in relation to assessment.

3. Review and recommend priorities and policies regarding assessment to the Senate.

4. Prepare and allocate resources with Senate approval for assessment.

5. Act as consultants for assessment projects.

6. Recommend to the Senate the direction and focus for assessment at William Paterson.

I. The Committee shall present its yearly budget to the Senate Executive Committee for approval prior to sending it to the Administration.

j. Minutes of the Committee's meetings shall be provided to the Senate Executive Committee, Provost, and the President.

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k. The Committee shall submit a year end report to the Senate ending its term at its last meeting of the Academic year. A copy of this report shall be made available to the President of the College and the President of the Union.

l. The Committee shall also provide a budget report each semester as well as any reports or information requested by the Senate Executive Committee and/or Senate.

m. The Committee shall report to the Senate Executive Committee its participation in State or other mandated assessment activities before engaging in these activities.

n. The Assessment Committee should work closely with all constituencies to attain the goals and objectives as stated in the current Assessment Policy adopted by the Faculty Senate, endorsed by the President, and approved by the Board of Trustees, 00/00/00.

**B. AD HOC COMMITTEES**

a. Ad Hoc Committees will be established by the Senate from time to time for special purposes.

b. Ad Hoc Committees shall abide by the procedures outlined in

Article II - Section 1, General Responsibilities for Council and Committees.

c. Ad Hoc committees may be formed when representation is required from other than Faculty, Librarians, and Professional Staff for a special task, and for a limited time not to exceed one academic year.

d. An Ad Hoc Committee will cease to exist with the end of the term of the Senate that established it, but it may be reestablished by the incoming Senate.

e. Nominations and election to this committee for Faculty, Librarians and Professional Staff will follow the existing procedures for membership for Senate Councils. Administrative areas to be represented on Ad Hoc Committees will be appointed to serve by the Provost/Executive Vice President.

f. Members of the committee shall elect a faculty, librarian, or professional staff committee person as chairperson.

g. All members of the Committee shall have voting rights.

h. Minutes of the Committee's meetings shall be provided to the Senate Executive Committee, and the Provost.

I. The Committee shall submit a year end report to the Senate ending its term at its last meeting of the Academic year. A copy of this report shall be made available to the Provost.

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j. Ad Hoc committees should work closely with all constituencies to attain the goals and objectives as stated in their Charges from the Senate.

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### **AMERICAN FEDERATION OF TEACHERS, LOCAL 1796**

The State of New Jersey and the Council of New Jersey State College Locals, NJSFT-AFT, AFL-CIO has had a bargaining agreement in place since 1972. The American Federation of Teachers is the representative for the purposes of collective negotiations for terms and conditions of employment for the unit. The unit is composed of the following members of the University: full time teaching and/or research faculty; certain part-time employees; department chairpersons; non-managerial administrative staff; librarians; student personnel staff; professional academic support personnel holding faculty rank; and adjunct faculty. Adjunct faculty joined the bargaining unit in 1997 and obtained their first contract later that year.

The William Paterson University local is #1796. The AFT office is located at Hunziker #100. The email address is [AFT@wpunj.edu](mailto:AFT@wpunj.edu). For further information contact the local at extension 2988. The web site is <http://www.wpunj.edu/aft>, at which you will find a list of officers, the state union agreement, archived newsletters, and interactive links to union resources.

The collective Bargaining Agreement contains important information regarding the employment rights and responsibilities of bargaining unit members. All faculty members, professional staff and administrators should be familiar with the contents. You may obtain a copy of the Agreement from either the union local or the Office of Human Resources.

### **EMPLOYEE RIGHTS AGREEMENT**

Side Letter of Agreement No. 1 – Employee Rights

This agreement is entered into in a spirit of cooperation between the University and AFT Local 1796 for the purpose of clarifying the commitment of the University to provide facilities for adjunct faculty in the conduct of their teaching role and fulfillment of professional responsibilities.

In order to facilitate and support the teaching function of adjunct faculty at William Paterson University, the parties hereby agree to the following conditions regarding access to facilities for adjunct faculty:

I. Offices

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- A. The university will designate offices, rooms, or spaces which are appropriate for adjunct to meet with students and work on instructional activities and university related matters. Where a department has verifiably no space to assign to adjuncts, the university will provide an office location for adjuncts as near as possible to the department.
- B. In the event that adjuncts assigned to a common office cannot work out a schedule to ensure adequate privacy to meet with students, then the department chair shall intercede to ensure privacy.

### II. Desk Space

Desk space shall be available for use by adjuncts one hour before and one hour after an adjunct is scheduled to teach.

### III. Storage and Security

- A. Each office, room, or space designated for adjunct use shall have file cabinet and bookshelf space, and shall be secured, with keys provided to adjunct faculty.
- B. A lockable storage space shall be available for an adjunct's short-term use.

### IV. Access to Telephones, Computers, Copiers, Faxes

- A. Each adjunct shall be provided, upon request and through a process initiated on employment, with an individual voice mail account; the University will provide phone access from telephones in adjunct offices.
- B. Each adjunct shall be provided, upon request and through a process initiated on employment, with an e-mail account and access to the Web/Internet under policies governing regular faculty, and shall be offered information technology instruction under conditions pertaining to regular faculty.
- C. Each adjunct shall have access to the same copier and fax equipment as other regular faculty in a department during regular business hours, and the University shall establish alternative means for photocopying in a central location during extended hours (evening and weekends).

### V. Equipment, Service and Supplies

- A. Adjuncts shall have access to materials that aid in their teaching

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- B. Adjuncts shall have access to secretarial services at the same level as full-time faculty during normal office hours. The University shall make provisions for adjuncts to leave materials for secretaries in the evenings and on weekends.

### VI. Mail

- A. Each adjunct shall have a mailbox. Folders shall not be considered mailboxes.
- B. Mailboxes will be available during regular office hours. During times when mailboxes are not regularly available, arrangement for access to mailboxes will be made by the University.
- C. The University shall distribute to adjuncts all material generally distributed to full time faculty and/or staff.

### VII. Campus Directories

Each department/program will prepare a list including the name, campus locations and campus phone numbers of its adjunct faculty each semester. The lists will be made available to the university community. This information shall also be available on department home pages.

### VIII. Schedule of Courses

Where names are available in a timely manner, adjuncts shall be listed in the Schedule of Courses.

### IX. Notice of Vacancies

The University will provide notice of full-time faculty and professional vacancies by communication of the annual omnibus announcement and other notices to the AFT local and by posting of the same on the four official University Bulletin Boards and the Human Resources Web page .

### X. Parking

Parking privileges applicable to full and part-time faculty will be extended to adjunct faculty.

### XI. Identification Cards

The University shall issue faculty identification cards to all adjuncts.

### XII. Reopener

The policy established pursuant to Side Letter of Agreement Number One shall remain in full force and effect until June 30, 1999. It shall automatically be renewed from year to year thereafter, unless either party shall give notice to the other of the desire to modify it. Such modification shall utilize the same process as that set forth in the Side Letter of Agreement Number One of the 1997-99 State College Adjunct Unit Agreement between the State and the Union. Notice shall be given to the other party by certified mail not later than September 1 of any succeeding year for which the policy is automatically renewed. Any notice transmitted pursuant to this provision shall be sent to the Provost and Executive Vice President and to the President of AFT Local 1796.

### **ROLES AND RESPONSIBILITIES: DEPARTMENT CHAIRPERSON**

The Department Chairperson is a faculty member with assigned responsibility to provide academic and administrative leadership to an academic department. S/he is elected and recommended by the department faculty to the President or his/her designee (Provost and Senior Vice President or College Dean) for appointment consideration. During an individual's tenure as chair, s/he retains all the rights and privileges of a faculty member as contained in the union (AFT/State) Agreement. The Chairperson reports to the College Dean. S/he provides appropriate leadership for the advancement of academic excellence and the effective functioning of the department which includes the implementation of university, college and department policies.

In cooperation and consultation with his or her faculty member, the Department Chair:

1. Leads the department in developing and implementing immediate and long-range departmental goals and objectives (in concert with faculty input) to meet university and college goals and objectives;
2. Leads the department in coordinating the development of a yearly plan of course offerings, including the development of the annual course (teaching) schedule for each faculty member, based on the academic needs of students and in consultation with the faculty;
3. Leads the department in coordinating the development and enhancement of departmental curricula and initiatives for the improvement of instruction;
4. Encourages and assists faculty to improve professionally through study, research, creative activity, service and participation in professional activities;
5. Leads the department in promoting inter-departmental cooperation and interdisciplinary initiatives;
6. Coordinates activities within the department that go beyond the delivery of instruction, such as assessment, writing, critical thinking and diversity initiatives;
7. Maintains active communication with university administration, the WPU community, alumni, and related external bodies (e.g., for purposes of certification practica and internships);
8. Participates in college and university deliberations and contributes to policy formation in his/her role as faculty;

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9. Monitors, with faculty advisors and program coordinators, the academic progress of student cohorts;
10. Coordinates and supervises departmental advisement, registration, and other retention initiatives in collaboration with the faculty;
11. In consultation with the faculty recommends the appointment of departmental graduate coordinators to the College Dean and supervises their activities;
12. In his or her role as faculty member, assures that the provisions of the union (AFT/State) Agreement at the departmental level, including those relating to recommendations for retention, tenure, and promotion, be followed;
13. Coordinates all search and screening committee processes, including the selection of the search committee, works closely with the Office of Employment Equity and Diversity and the Office of Human Resources to ensure conformity to the WPU Employment Process Guidelines and Diversity Plan;
14. Forwards departmental recommendations to the Dean for hiring full-time, part-time and adjunct faculty;
15. Serves as fiscal officer for the department; prepares and monitors the departmental budget, and reports to the department on the status of the budget at least twice a year, minimally in September and May;
16. Oversees the maintenance of accurate and up-to-date faculty and student records;
17. Prepares reports in cooperation with the department faculty, including the annual departmental report, as requested by the President or his/her designees, and appropriate outside agencies;
18. Hires and monitors the evaluation of adjunct faculty per the union (State/AFT) Agreement and university policy (i.e. Faculty and Professional Staff Handbook);
19. Supervises and evaluates civil service staff, student workers, and graduate assistants;
20. Reviews and forwards requests for permission to travel for professional purposes and for allocation of departmental travel funds per departmental by-laws and guidelines and University policy;
21. Reviews and forwards all faculty proposals for awards and leaves as per the union (AFT/State) Agreement and University policy;
22. Supervises the resolution of student grievances and grade appeals, following established departmental, college, and university-wide procedures;
23. Convenes department meetings on a regular basis (approximately once a month during the academic year);
24. Arranges for representation for the department at official university functions such as convocation and commencement ceremonies; and
25. Performs other traditional duties and responsibilities as assigned by the President or his/her designee (Provost and Senior Vice President or College Dean) in conformance with the union (State/AFT) Agreement.

Department Chairpersons are appointed to serve three-year terms and can be reappointed based on the recommendation of the faculty to the President or his/her designee (Provost and Senior Vice President or College Dean). No department by-laws shall limit the tenure of a chair to one term only. Regular elections for department chairs shall be conducted in a timely manner in anticipation of the expiration of the existing term and recommendations forwarded to the President or his/her designee (Provost and Senior Vice President or College Dean) by March 31

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of that year. The initiation and verification of the completion of the process shall be the responsibility of the College Dean. The election in each department shall be conducted according to the terms of departmental by-laws and the union (State AFT) Agreement.

The President or his/her designee (Provost and Senior Vice President or College Dean) may ask a chairperson to resign (i) for cause or (ii) if the President or his/her designee (Provost and Senior Vice President or College Dean) has received a petition, with written reasons for removal, from 2/3 of the department faculty, requesting the chairperson's resignation. If the request is denied, the President or his/her designee (Provost and Senior Vice President or College Dean) shall give the department his or her reasons for the rejection within 30 days. Before removal, a Chairperson shall be accorded due process according to determined procedure. Chairpersons wishing to resign may do so by informing in writing the department faculty and the President or his/her designee (Provost and Senior Vice President or College Dean).

**[Please see following page for the Confirmation of Review of the Roles and Responsibilities of Department Chairperson Form](#)**

**Confirmation of Review of the Roles and Responsibilities of Department Chairperson**

The following is to be completed following the election of a faculty member to the role of Department Chair and on the recommendation from the Dean of the College to the Provost and Senior Vice President.

**By the Dean**

I have reviewed and discussed the provisions of the document “Roles and Responsibilities of Department Chairpersons” with

Professor \_\_\_\_\_ of the Department of \_\_\_\_\_,

on \_\_\_\_\_, 20\_\_\_\_, and recommend his/her appointment as Department Chair for the term \_\_\_\_\_

to \_\_\_\_\_.

\_\_\_\_\_  
(Dean’s Signature)

\_\_\_\_\_  
(College)

**By the Recommended Faculty Member**

I have read, understood and accept the roles and responsibilities of the Department Chairperson as expressed in the document “Roles and Responsibilities of Department Chairpersons,” at William Paterson University.

\_\_\_\_\_  
(Faculty Member’s Signature)

\_\_\_\_\_  
(Department)

\_\_\_\_\_  
(Date)

It is the Dean’s responsibility to transmit signed copies to the recommended faculty member, the Office of the College Dean and the Office of the Provost and Senior Vice President.

## **GRADE REGULATIONS**

The criteria for determining the final grade must be clearly explained in the syllabus distributed at the beginning of the semester. The grading system used by the University is as follows:

A, A-	Excellent
B, B+, B-	Good
C, C+, C-	Satisfactory
D, D+	Minimally Passing
F	Failing
P	Passed Course, taken on a Pass/Fail basis, equivalent to A-D
S	Satisfactory (Basic Skills courses, not for graduation Credit)
IN	Incomplete
N	Unacceptable, must repeat (Writing Effective Prose and Basic Skills)
M	Missing, no grade submitted
WD	Withdrawn Officially
AU	Audit

**Grade Change Policy** - A report of the student's grades is entered on the official record and is altered only upon the initiation of the instructor and the approval of the department chairperson and appropriate dean unless under extraordinary circumstances. In some cases, the privilege of re-examination is permitted.

**Incomplete Grade Policy** - Grades of incomplete (IN) must be removed from the record within the 30-day period immediately following the beginning of the succeeding fall or spring semester. All grades of IN not changed by the appropriate time to a letter grade upon the recommendation of the proper faculty member are automatically changed to a grade of F by the Registrar. For purposes of dismissal policy, extracurricular participation and financial aid, such an incomplete shall be treated as an "F" grade. It shall be treated as an IN for these purposes only if the student receives a written statement from the professor or chairperson of the academic department requesting such a continuation.

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### Repeated Course Policy

- A. Effective Fall 1987, only a currently enrolled undergraduate first degree student may repeat once, any course in which a passing grade of "D" or "D+" is received. (Those students who have previously repeated a course prior to the effective date may not do so again).
- B. A course in which a failing grade is received may be repeated until a passing grade is obtained.
- C. Only the last grade will be computed in the GPA if all of the necessary repeat applications are properly completed.
- D. All grades will be shown on the transcript.
- E. Courses taken under the repeat grade policy will be noted accordingly on the transcript.
- F. The course being repeated cannot be taken on a pass/fail basis, unless it was initially taken pass/fail.
- G. Any registered student who has received his/her schedule may take advantage of the grade repeat policy in the following manner:
  - 1. Request the course to be repeated.
  - 2. Verify, by means of your course schedule, that you are registered for the course.
  - 3. From the first day of the semester through and including the last date to withdraw from a course for the semester, you must declare your intention to take advantage of this policy by completing your application in the Office of the Registrar, College Hall, Room 140.

\*ENROLLED = REGISTERED, PAID AND IN ATTENDANCE

### **PASS/FAIL POLICY**

- 1. Students may register for only one course consisting of 3 or 4 credits per semester having a Pass/Fail option.
- 2. Students may register for no more than twelve (12) credits having a Pass/Fail option during their academic careers.
- 3. Only free elective courses may be taken as a Pass/Fail option. Major and co-requirements cannot be taken as Pass/Fail.

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4. A Pass/Fail grade of "P" will be considered the equivalent of "A" to "D". A Pass/Fail grade of "F" will be considered the equivalent of "F".
5. The following categories of graduate students may not take a course on a pass/fail basis: GN, GC, GE, GT, GM.

A grade of "P" shall count in the number of credits earned, but not in the cumulative grade point average. A grade of "F" counts in the grade point average. Students who wish to exercise the pass/fail option are reminded of certain limitations in the concept and of potential difficulties which they may encounter. Not only are grades of "P" not counted in the student's grade point average, but also the student may find that grades of "P" are not transferable to other Universities and may not be recognized by some graduate schools.

### **UNIVERSITY GOVERNANCE STATEMENT**

#### **Introduction**

This statement is a call to mutual understanding among the Board of Trustees, administration, faculty, and students (operating within the laws and agreements of the legislative and executive agencies of the State of New Jersey and the collective bargaining units) regarding their roles and responsibilities in the governance of William Paterson University. It is recognized that the participation of these constituent bodies in University governance is an integral part of the institution's decision-making process. Therefore, the cooperative and collaborative resolution of problems and addressing of issues is a shared value for all members of the community. There is mutual responsibility to assure that in all institutional matters and deliberations, regard for the welfare of the University is of the utmost importance. Each constituent group supports and affirms the roles and responsibilities of the others in University governance.

#### **Roles and Responsibilities**

The governance of William Paterson University is vested in the Board of Trustees pursuant to statute 18A:64-2-6 of the State of New Jersey. The Board of Trustees is the final institutional authority overseeing the affairs of the University. While maintaining a general overview, the Board entrusts the management, administration, and conduct of William Paterson University to the President and his/her designees. In consultation with and/or upon the recommendation of the President, as necessary, the Board adopts policies in support of the mission of the University and provides general direction on matters including but not limited to planning, curriculum, instruction, research/scholarship and service, funding and budgeting, student development, enrollment management, human and physical resources, and institutional advancement. The Board appoints the President through a process that can include participation by faculty, staff, students and other appropriate constituents. In developing, adopting or amending its bylaws, the Board may consult the President, faculty and staff. The Board takes all appropriate actions to assure and protect the integrity of the University and its mission.

The President is the Chief Executive Officer of the University and has responsibility for the operation and general management of the University as defined by acts of the state legislature

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(NJSA 18A:64-2-6) and the bylaws of the William Paterson University Board of Trustees. He/she is responsible directly to the Board. The President shall exercise all the powers requisite for the overall leadership and administration of the University, and shall develop, execute and enforce the policies, rules and regulations relating to that responsibility through his/her designees. The President, with the approval of the Board of Trustees, appoints members of his/her administrative team including the Provost, Vice Presidents, Deans and others with the advice and consultation of the appropriate faculty, staff and students. He/she represents the University to the public, and with his/her designee, presents the views of faculty, staff and students, when and if appropriate, to the Board, and transmits the Board's response and views directly back to the faculty, staff and students.

The faculty is responsible for developing and making recommendations regarding academic and curricular matters, policies and requirements. This includes but is not limited to instruction, research, scholarship, creative activity, service, course content/subject matter, student advisement, classroom standards, grading standards, assessment, course assignments and schedules, degree requirements and initiation of academic programs, continuing education and distance learning offerings, standards for academic freedom and procedures and/or agencies for handling conditions of employment. Action on some of these responsibilities (i.e., curriculum, academic standards, standards for academic freedom and assessment) is more properly recommended to the President or his/her designee through the Faculty Senate. Faculty and staff should also be accorded the opportunity to participate in formulating policies on such issues as admissions standards, standards for student conduct and discipline, planning, marketing, resource allocation, the structure of the various academic units, and other items as negotiated with the appropriate collective bargaining unit. The faculty of each department elect their chairperson at a department meeting, or as specified in the department's bylaws and established University policy subject to approval and appointment by the President. The faculty elect their department committees and recommend course assignments and schedules through their chairperson and dean of their respective college. The faculty recommend to the administration on the perquisites of faculty status, including tenure, the allocation of faculty positions, appointment, retention, and promotion of colleagues in their department.

The Faculty Senate is the elected representative body of the faculty, librarians and professional staff, and acts in an advisory capacity to the University administration on matters of campus-wide concern to faculty. The Senate will have discussions and input, both from committees and the Senate forum, that will provide a mechanism to foster the goals, objectives, policies, and procedures of the University community. The Senate has the authority to appoint its own standing and ad-hoc committees in accordance with its bylaws. Matters pertaining to collective bargaining are the responsibility of the bargaining units, and are not within the purview of the Senate.

The respect of William Paterson students for the University will be enhanced if they are given at least these opportunities: (1) to be heard in the classroom without fear of institutional or faculty reprisal for the substance of their views; (2) to be free to discuss questions of institutional policy or operation within the formal governance bodies of the institution, i.e. representation on the Board of Trustees, Faculty Senate, and other campus committees; (3) to have access to due process when charged with violations of University regulations; (4) to have the same right to

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hear speakers of their own choice based on the principles of the University's mission as is enjoyed by other constituencies of the institution.

The Student Government Association (SGA) is the elected representative body of the students and serves in an advisory capacity to both the University administration and faculty. Students of William Paterson University are encouraged to participate responsibly in the governance of the University. Their participation should be recognized as a claim to opportunity both for educational experience and for involvement in the affairs of their University. Ways should be maintained, explored and expanded whenever possible to permit significant participation by students. If institutional support is to have its fullest meaning it should incorporate the strength, vitality, and idealism of the University student body.

Generally, all constituent groups as defined in this statement affirm their commitment to work and cooperate with one another for the fulfillment of the University's mission, including long range planning. The Administration, colleges, departments and the Faculty Senate have the right to appoint committees to perform various tasks. Efforts should be made, if and when appropriate, to ensure that appointed and/or advisory committees are inclusive and representative of the University community, and that they are complementary to rather than duplicative of one another. Care should be taken to preserve the rights of individuals.

The faculty, staff, and students expect to make recommendations before final action is taken on the matters herein, but acknowledge that these recommendations are subject to the final decisions of the President and/or Board of Trustees.

February 24, 2001

### **STATEMENT OF ACADEMIC FREEDOM**

Academic Freedom derives from the nature of the quest for knowledge. It is essential to the full search for truth and its free exposition, applies to teaching, research and learning and shall not be abridged or abused. Academic Freedom does not relieve individuals of their duties and obligations which are an inherent part of their relationship to The William Paterson University Teaching/Learning Community. Freedom in research is fundamental to the advancement of truth. Academic Freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it responsibilities correlative with rights. The William Paterson University Teaching/Learning Community subscribes to the following principles of Academic Freedom: 1) members of The William Paterson Teaching/Learning Community are entitled to full freedom in research and in the publication of results; 2) each member of The William Paterson Teaching/Learning Community is entitled to freedom in the classroom in discussing his or her subject; 3) members of The William Paterson Teaching/Learning Community are citizens and members of a learned profession. When the individual speaks or writes as a citizen, he or she should not represent himself or herself as a spokesperson for the Institution.

Academic Freedom as defined herewith does not protect anyone against violation of University policies and procedures, and/or state and federal statutes.

## **PROCEDURES FOR INVESTIGATING COMPLAINTS ABOUT GRADES OR STUDENT ACADEMIC PERFORMANCE**

Students who are dissatisfied with treatment by a faculty member in reference to grades or student academic performance should pursue the following procedure. Due process must be followed at each step of this procedure. No grade will be changed by anyone other than the faculty member who assigned it unless there is convincing evidence that the assignment of the original grade was inconsistent with professional standards in the discipline.

Each step in the procedure must be initiated within ten (10) working days of the faculty, chairperson, or departmental response. Dated, written statements are required at each step. Likewise, at each level, the faculty member, chairperson or Department Executive Council (or other appropriate departmental committee) must complete a review of all pertinent written materials prior to rendering a decision and inform the student, in writing, of the decision within ten (10) working days of receipt of the complaint materials. If the student can verify that she or he has not been able to contact the faculty member, it is understood that the student's right to appeal will not be jeopardized, and the deadline will be extended. The student should retain a copy of all materials submitted at each level of the appeal process. If the student so chooses, he/she will be allowed to appear before the appropriate committee or council at each level of the appeal process.

1. The student must write to the faculty member within ten (10) working days of the receipt of the grade or of the incident related to the student's academic performance to request an appointment to discuss the complaint. The letter must also include any pertinent documentation to substantiate the student's complaint.
2. At the meeting with the faculty, the student must present any additional pertinent documents to substantiate the complaint. At this meeting, the faculty member must make available for review materials submitted by the student for evaluation and not yet seen by the student.
3. If the student is unsuccessful in making contact with the faculty member or upon meeting with the faculty member is dissatisfied with the outcome and wishes to pursue the complaint further, the student must write to the department chairperson and request an appointment to discuss the complaint. A copy of all material originally presented to the faculty member must be included. The department chairperson will try to resolve the issue by reaching a settlement that is agreed upon by both the student and the faculty member.

Each student who registers a complaint with a department chairperson must be given a copy of this policy. A copy must be attached to the appeal and signed by the student to

indicate that he/she has been given a copy of this procedure, has read it, and understands it before the appeal can proceed.

4. If the complaint is not resolved at the chairperson's level, and if the student wishes to pursue the complaint, the student must request, in writing, that the department chairperson convene the Department Executive Council (or other appropriate department committee) to hear the appeal. The committee must consult with the faculty member involved in the complaint and review the documents provided by the student. The committee will then submit a decision to the department chairperson. When the faculty member involved is the chairperson, the student may request that the dean of the college convene the Department Executive Council (or other appropriate department committee).
5. If not satisfied with the Department Executive Council's (or other appropriate department committee's) decision, and if the student wishes to pursue the complaint further, the student must write to the dean of that college requesting that the complaint be brought to the College Council for a decision by the department chairpersons of the college concerned. The chairperson of the department concerned will not take part in the final vote. This decision will constitute the University's final decision.
6. The faculty unequivocally has the final responsibility with regard to grade changes.

## **ACADEMIC INTEGRITY POLICY FOR STUDENTS**

### **I. Standards of academic conduct**

As an academic institution committed to the discovery and dissemination of truth, William Paterson University expects that all members of the University community shall conduct themselves honestly and with a professional demeanor in all academic activities.

William Paterson University has established standards of academic conduct because of its belief that academic honesty is a matter of individual and University responsibility and that, standards of honesty, when violated, harm each member of the community.

Members of the University community are expected to acknowledge their individual responsibility to be familiar with, and adhere to, the Academic Integrity Policy.

### **II. Violations of academic integrity**

Violations of the Academic Integrity Policy will include, but not be limited to the following examples:

- A. Cheating during examinations includes any attempt to (1) look at another student's examination with the intention of using another's answers for attempted personal benefit; (2) communicate in any manner, information concerning the

content of the examination during the testing period or after the examination to someone who has not yet taken the examination; (3) use any materials, such as notebooks, notes, textbooks or other sources, not specifically designated by the professor of the course for student use during the examination period or (4) engage in any other activity for the purpose of seeking aid not authorized by the professor.

- B. Plagiarism is the copying from a book, article, notebook, video or other source, material whether published or unpublished, without proper credit through the use of quotation marks, footnotes and other customary means of identifying sources, or passing off as one's own, the ideas, words, writings, programs and experiments of another, whether or not such actions are intentional or unintentional. Plagiarism also includes submitting, without the consent of the professor, an assignment already tendered for academic credit in another course.
- C. Collusion is working together in preparing separate course assignments in ways not authorized by the instructor. Academic work produced through a cooperative (collaborative effort) of two or more students is permissible only upon the explicit consent of the professor. The collaboration must also be acknowledged in stating the authorship of the report.
- D. Lying is knowingly furnishing false information, distorting data or omitting to provide all necessary, required information to the University's advisor, registrar, admissions counselor, professor, etc. for any academically related purpose.
- E. Other concerns which relate to the Academic Integrity Policy include such issues as computer security, stolen tests, falsified records as well as vandalism of library materials. No list could possibly include all the possible violations of academic integrity. These examples should, however, give a clearer idea of the intent and extent of application of this policy.

### III. Faculty responsibilities for upholding the Academic Integrity Policy

- A. Faculty are expected to be familiar with the academic integrity policy. Each faculty member will inform students of the applicable procedures and conditions early in each semester before the first examination or assignment is due.
- B. Ordinarily, class tests and final exams should be proctored. Proctoring is defined as having a faculty member present in the room. Proctoring is the responsibility of the faculty member teaching the course. However, when necessary, that responsibility may be shared with, or delegated to, faculty colleagues or graduate assistants assigned to the course.

### IV. Resolution of Academic Integrity Policy violations

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- A. If a faculty member has sufficient reason to believe that a violation may have occurred on any work submitted for a grade, she/he must attempt to discuss this matter with the student within ten (10) working days of the incident.
- B. After discussing this matter with the student, and if the student accepts the proposed penalty, the student waives his/her right to a hearing.

Depending on circumstances, as assessed by the faculty member who has discussed the matter with the student, the penalty imposed could be:

- 1. Resubmission of the assignment.
- 2. Failure of the assignment.
- 3. Failure of the course.
- 4. Forced withdrawal from the course with no credit received.
- 5. Impose other appropriate penalties with the consent of the student.
- 6. Recommendation to the President of suspension or expulsion from the University.
- 7. With any of the above, the faculty member can have a written record of the sequence of events placed in the student's permanent record with a copy to the student.

C. If the student does not admit to a violation or disagrees with the proposed penalty he/she must:

- 1. Speak directly to the faculty member within ten (10) working days of being informed of a violation or of the proposed penalty. If, after repeated attempts, the student is unable to reach the faculty member within ten (10) working days, the student must notify the department chairperson, in writing, within that ten (10) day period.
- 2. If, after discussion with the faculty member, the student is dissatisfied with the outcome, the student must contact the department chairperson presenting a dated, written and signed statement describing the specific basis of the complaint. At this time, the student will also provide the faculty member with a copy of these written materials.
- 3. The department chairperson will try to resolve the issue by reaching a settlement which is agreed upon by both the student and the faculty member. If the issue is not resolved at the chairperson's level, the student will request that the chairperson convene the department Executive Council (or other appropriate department committee) – excluding the faculty member involved – to hear the appeal. The faculty member will submit a written, dated and signed statement of the alleged violation to the council/committee. The student will submit a written, dated and signed statement describing the basis of the complaint. The accuser will assume the burden of proof. When the faculty member involved is the chairperson, then the student will request that the dean of the College convene the department Executive Council (or other appropriate department committee). The

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department Executive Council/Committee will submit its decision to the chairperson (or College dean, if the faculty member involved is the chairperson).

4. If not satisfied with the department Executive Council's (or other appropriate department committee's) decision, the student may ask the dean of that College to bring the matter to the College Council. The faculty member will submit a written, dated and signed statement of the alleged violation. The student will submit a written, dated and signed statement describing the basis for the complaint. The accuser will assume the burden of proof. The chairperson of the department concerned will not take part in the final vote (though the written decision from the Department Chairperson will be part of the record). The College Council's decision will constitute the University's final decision regarding the substantive nature of the case. Future appeals, based on violations of due process, are permitted to the limit of the law.
5. Each step in the procedure must be initiated within ten (10) working days of the faculty, chairperson, department, or college response. Dated, written and signed statements are required at each step. Likewise, at each level, the faculty member(s) chairperson, department Executive Council (or other appropriate department committee) or College Council must complete a review of all pertinent, written materials prior to rendering a decision, in writing, within ten (10) working days of receipt of the complaint materials. In case the faculty member has verifiably been unable to be contacted, or in other instances of extenuating circumstances affecting students or faculty, it is understood that the student's right to appeal will not be jeopardized and the time constraints will be extended. Due process must be followed at every step of this procedure. No penalty will be changed by anyone other than the faculty member who assigned it, unless there is convincing evidence that the penalty was inconsistent with professional standards of discipline.
6. Each student who registers a complaint with a department chairperson must be given a copy of this policy. A copy must be attached to the appeal and signed by the student to indicate that he/she has been given a copy of the procedure, reads it, and understands it before the appeal can proceed.

### **STUDENT CODE OF CONDUCT:**

#### **UNIVERSITY REGULATIONS AND DISCIPLINARY PROCEDURES FOR STUDENTS**

The members of the William Paterson University community recognize that the development of responsible student behavior and conduct is fostered by example, counseling, guidance, admonition and by adherence to University policies and regulations.

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This document and supporting materials have been developed to guarantee procedural fairness to students. Practices will vary in formality given the gravity and nature of the offense and the sanctions that may be applied.

William Paterson University does not attempt to regulate the lives or activities of students except to assure its ability to accomplish its educational mission and to protect the health, safety and security of members of its community.

### **Student Code of Conduct**

#### **I. Students' rights and responsibilities**

- A. Students and student organizations should be free to examine and discuss all questions of interest to them and to express opinions publicly and privately. They should always be free to support by orderly means causes that do not disrupt the regular and essential operations of the University. (For more information regarding this matter please refer to the University Demonstration policy.)
- B. It is the responsibility of all students of the University to adhere to the letter and spirit of this statement and duly enacted University policies, rules and regulations. Students shall not violate or attempt to violate any duly promulgated and approved University policy, rule or regulation.
- C. Violations of said policies, rules or regulations may result in a variety of sanctions.
- D. The University shall attempt to handle disciplinary matters in an expeditious manner.

#### **II. Institutional authority to ensure fulfillment of the University's mission**

- A. The authority to discipline students for violations of University policies, rules and regulations is assigned by the president to the Office of the Dean of Student Development for implementation by the dean of students or his/her designee.
- B. Disciplinary action may be taken against students for violation of University policies, rules and regulations including, but not limited to, those listed below.
  - a. The possession, use or sale of any controlled dangerous substance (or nonprescriptive drug) or drug paraphernalia in violation of federal, state or municipal laws.
  - b. Violation of the University's alcoholic beverage policy.
  - c. Theft of University or personal property, removing or transferring University furniture or equipment from one building to another without official authorization, or possession of stolen property.
  - d. Damage to University premises or property.

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- e. Misuse of, or tampering with, any electrical system, wiring, telephone service, fire-safety equipment or other security devices, or the violation of University policy pertaining thereto.
- f. Unauthorized entry into any University building or office.
- g. Violation of published rules governing residence halls.
- h. Failure to comply with directives issued by representatives of the University when they are acting in their official capacities.
- i. Possession or use of firearms or weapons of any kind or description.
- j. Possession of fireworks or other combustible materials.
- k. Assault, physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct that threatens or endangers the health or safety of any person.
- l. Disorderly conduct, which is behavior that annoys, alarms, or is disruptive of normal University business or activity.
- m. Intentionally initiating or causing to be initiated any false report, warning, threat of fire, explosion or other emergency.
- n. Intentionally or recklessly interfering with normal University business or University-sponsored activities, including, but not limited to, invited speakers, studying, teaching, research, college administration, or fire, police or emergency services.
- o. Intentionally furnishing false information to the University or to a University official verbally or in writing.
- p. Forgery, authorized alteration or unauthorized use of any University document or instrument of identification.
- q. All forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty and plagiarism. (Students charged with a violation of this section of the Code are subject to the procedures outlined in the separate policy on Academic Integrity, which is printed both in the *Student Handbook* and the *University Catalog*. Normally the Office of Academic Affairs adjudicates this part of the Code.)
- r. Hazing, including organizing, engaging in, facilitating or promoting any conduct that places or may place another person in danger of bodily harm or serious psychological distress. (The consent of those hazed will not be accepted as a defense.) Hazing and aggravated hazing are crimes punishable under the provisions of Title 2C of the Statutes of the State of

New Jersey. Subsequent changes in those laws will be automatically included in this Code upon their adoption by the Legislature.

- s. Computer misuse, including but not limited to, hardware theft or fraud, duplicating copy-protected software, unauthorized access, subverting restrictions and plagiarizing class programs. (Specific rules governing the use of computers and computer labs on campus are developed and distributed by the Center for Computer and Information Systems. Violations of such rules will be construed as violations of this section of the Code of Conduct.)
- t. Unwanted sexual interactions, including both verbal and physical acts or threats.
- u. Violations of local, state or federal law on University property, or off campus when such violation has an adverse effect upon the University or upon individual members of the University community.
- v. Any other action by a student or recognized student group, on or off campus that in the judgment of University officials adversely affects the University.
- w. Generally, violations of rules and regulations in the residence halls will be processed by the Assistant Director of Residence Life. However, violations that occur in the Residence Halls that could result in suspension/expulsion will be adjudicated by the Dean of Student Development office.

**Note:** A student can be suspended from the University on an interim basis, if they are deemed a clear and present danger to the community by the Dean of Student Development. A student may be accountable to both civil authorities and to the University for acts that violate the law and this Code. Disciplinary action at the University will normally proceed during pending criminal proceedings and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced. The University reserves the right to reach its own determination on violations of this code unaffected by the outcome of any civil or criminal proceedings.

### III. Due Process and Disciplinary Procedures

It has been recognized that due process in higher education disciplinary matters do not parallel the requirements of due process in a court of law. However, the University ensures that the rudimentary requirements of due process in all disciplinary matters will be implemented. These requirements are:

1. Written notification of charges and possible penalties within a reasonable time period;

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2. The opportunity of either having a hearing on the charges or waiving the right to a hearing and accepting the penalties to be imposed;
3. Written notification of the time, place and date of hearing at least three working days in advance;
4. The opportunity to present evidence and witnesses;
5. Written notification of findings and sanction or penalties imposed;
6. Written notification of an appeal process (in the case of a University Hearing Board hearing).

Charges may be brought by any member of the campus community or by the University itself. When charges are brought against a student for violation of University policies, rules, or regulations, the following procedures will be in effect. Charges should be in writing and submitted to the Office of the Dean of Student Development. Any charge should be filed as soon as possible after the event takes place, preferably within one week's time.

When the allegations of a given case are deemed serious, and/or may have a significant impact on the overall campus community, the Dean of Student Development reserves the right to convene the University Hearing Board to address the issue. Cases that are serious enough to warrant suspension or expulsion are required to be heard by the University Hearing Board. Alleged violations that are not deemed serious enough to warrant suspension or expulsion will normally be handled by the Dean of Student Development's Office designee.

### **Cases to be Addressed by a Designee of the Dean of Student Development**

1. Upon receipt of a charge or charges against a student, the alleged violator of the Code of Conduct will be sent a letter of notification. This letter will list the charge(s) against him or her, as well as a date and time to attend a hearing.
2. The student will also be notified of the right to bring witnesses to the hearing who have direct knowledge of the alleged infraction.
3. It will be made clear that a student has the right to waive the hearing. If the student chooses to exercise this right, he/she must do so in writing, notifying the hearing officers of whether or not he/she is taking responsibility for the infraction. At that time, the hearing officer will conduct an investigation, render a decision and impose a sanction if one is deemed appropriate. The student will receive in writing, the outcome of the investigation and the matter is then considered closed.
4. Failure to attend the hearing without prior notification, automatically waives a student's right to participate in the hearing process. The investigation will proceed without the input of that individual.
5. Upon completion of a full investigation and after all hearings have been conducted, the student or students who have been charged will receive a letter to notify him/her of the outcome. This outcome is not subject to appeal.

## **Cases to be Addressed by the University Hearing Board**

Upon receipt of serious charges to be brought before the University Hearing Board, the Dean of Student Development, or his designee, will direct, in writing, the student being charged to appear at a specified time and place and indicate the charges against him/her. This meeting serves as a pre-hearing conference, at which time the student will be informed of the specific dates and times of the alleged violation in addition to any details of the events which occurred. The student will also have an opportunity at this time to give additional information that should be presented to the University Hearing Board for review during the hearing.

Upon completion of this meeting, the following process will be conducted:

1. Written notification will be sent via certified mail to the alleged violators listing the following information:

- a. notification of time and place of the hearing;
- b. notification of the charges against him/her;
- c. the right to have witnesses;
- d. the right to have an advisor;
- e. the right to present evidence;
- f. the names of others who will be present at the hearing (if known);
- g. the name and title of the hearing officer
- h. the name of the complainant

**2. The University Board Hearing** will be closed to all members of the campus and outside community except those directly involved with the case. Both the complainant and the accused have the right to be assisted by an advisor of their choice. An advisor's sole purpose will be to advise the complainant or accused during the hearing. (The advisor may not question witnesses or otherwise participate in the hearing.) An audio-taped record of the hearing is made and kept by the Dean of Student Development Office. All conversations of the University Hearing Board are confidential. The University Hearing Board will consist of a non-voting hearing officer and five (5) voting board members.

The hearing process will be conducted in the following manner:

- a. All parties will be introduced by the hearing officer.
- b. The hearing officer recites the charges against the student.
- c. The student charged will plead, responsible or not responsible.
- d. Relevant record, documents and written statements may be accepted as evidence for consideration by the University Hearing Board, at the Board's discretion.
- e. The complainant, the accused and the University Hearing Board shall have the privilege of presenting witnesses, subject to the right of cross-examination.

- f. Witnesses are to be brought in separately and will leave after their testimony is taken.
- g. The complaining party may present concluding remarks.
- h. The students(s) charged may present concluding remarks.
- i. All participants are excused from the hearing and are advised that results will be given, in writing, to the accused within seven (7) days.
- j. Upon completion of the hearing, the University Hearing Board shall determine, by majority vote, whether the students has violated the Student Code of Conduct.

**3. The University Hearing Board's Determination** shall be made on the basis of whether it is more likely than not that the accused student violated the Code of Conduct. To date, the function of William Paterson University Hearing Board has been to adjudicate allegations of serious violations of the Student Code of Conduct. The Board has been serving as a recommending body to the Dean of Student Development regarding sanctions to be imposed upon any student found responsible, as charged. This statement is to notify the community that as of January 18, 1999, the role of the University Hearing Board is to make final determinations, and the Dean of Student Development serves as the appellate arm of the judicial process.

All sanction recommendations, must be reviewed and approved by the Dean of Student Development. It will be the responsibility of the Dean of Student Development to advise the charged student(s) of the following within seven business days:

- a. final decision in the case;
- b. sanction, penalties and other stipulations or special requirements; and
- c. right of appeal

The complaining party also has a right to be informed of the verdict.

**4. The Appeal Process** can only be implemented in cases where the outcome has

resulted in either suspension or dismissal. The charged student will have three (3) business days from the date the accused was informed of the decision to file a written appeal with the Dean of Student Development. In these cases, the decision of the Executive Vice President is final and there is no further recourse at the University. Appeals may be brought for the following reasons **only**:

- a. severity of the sanction;
- b. procedural error; or
- c. new evidence

This code may be amended from time to time. If a change is made, students will be notified through advertisements in the student newspaper and by notices displayed around the University, and by whatever other means are deemed appropriated. Copies of the revised code will be available in the Office of the Dean of Student Development.

#### **IV. Sanctions**

The following sanctions may be imposed for violations of disciplinary regulations. All result in written notifications being placed in the student's disciplinary file, either in the Dean of Student Development's Office or the Residence Life Office.

##### **A. Official Warning**

The student will receive written notification from the Dean of Student Development or his/her designee indicating that a violation of the Conduct Code has occurred and warning that a subsequent violation may be treated more severely.

##### **B. Dean's Office Probation**

Students on Dean's Office probation are no longer in good standing with the Office of the Dean of Student Development. Students on office probation are given one final opportunity prior to having restrictions placed upon their activities (minimum of one semester).

##### **C. Disciplinary Probation**

Students on disciplinary probation are no longer in good standing with the University (minimum of one semester). They cannot be members of recognized student organizations, serve as representatives of the University, or participate in intramural, club or intercollegiate sports for a period of time (minimum of one month). Even a minor violation of the Code, while on disciplinary probation, may result in suspension or expulsion from the University.

##### **D. Restitution**

The student is required to make payment to the University or to other persons, groups or organizations for damages incurred as a result of violations of this Code. This penalty may be imposed separately or in conjunction with other sanctions.

##### **E. Other Sanctions**

Other sanctions may be imposed in addition to, or instead of, those described in A through D. For example, students may have residence hall

privileges limited or revoked. Work or research projects may be assigned or letters of apology suggested. Students may have community service projects assigned. Students who are found guilty of Code violations that involve alcohol abuse may be required to attend programs intended to inform them of alcohol's use and abuses. There will be no refund of tuition if withdrawal from courses and/or campus residence is effected because of violations of the University Code of Conduct.

#### **F. Suspension**

The student may not be a registered student, be present on the campus, or attend a University-sponsored event for any reason whatsoever for a minimum of one semester.

#### **G. Expulsion**

The student may not ever again be a registered student, be present on the campus, or attend a University-sponsored event.

**Note:** Violation of University policies or state or federal law while on campus may result in revocation of privileges concerning the use of campus facilities.

Factors to be considered in deciding sanctions shall include present demeanor and past disciplinary record of the student, the nature of the offense, and severity of any damage, injury, or harm resulting from it as perceived by the victim and/or appropriate University officials. The (ab)use of alcohol shall be considered an aggravating rather than a mitigating factor. Victims may submit written statements detailing the effect the offense has had upon them and their ability to function as students.

The University reserves the right to enhance the sanction for any offense that is determined to be motivated by bias or animosity related to race, gender, national origin, creed, religion or sexual preference.

Repeated or aggravated violations of any provisions of this Code may result in expulsion or suspension or the imposition of such lesser penalties as may be appropriate.

Sanctions for group or organizations misconduct may include revocation or denial or recognition or registration as well as other appropriate sanctions, pursuant to sections of this Code.

Students may be accountable to both civil authorities and to the University for acts which violate the law and the Student Code of Conduct. Disciplinary action at the University will normally proceed during the pendency of criminal proceedings and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced. The University reserves the right to reach its own determination on violations of this Code unaffected by the outcome of any civil or criminal proceedings.

## **BENEFITS INFORMATION**

Adjunct faculty are eligible to enroll in the Public Employees' Retirement System immediately if they are currently active members of the PERS pension system. Those not meeting immediate enrollment eligibility are enrolled in PERS after 12 months of continuous employment (start of the third consecutive semester) as long as all other eligibility criteria are met. Currently, the PERS pension contribution rate is 5% of base salary.

In addition, the University provides tuition free enrollment for academic courses offered for credit at the undergraduate and graduate level. Regularly appointed adjunct faculty within the bargaining unit are eligible to apply during any given semester, including summer sessions.

Policy and form are available on our web page at:

<http://ww2.wpunj.edu/adminsrv/hr/Newhr/AdjunctTuitionWaiverPolicy.html>

## **TUITION WAIVER FOR ADJUNCT FACULTY**

William Paterson University provides tuition-free enrollment to regularly appointed adjunct faculty within the bargaining unit during any given semester (including Summer Sessions) in accord with the following provisions. The intent of the program is to enhance employee development and assist in fulfilling the needs of the University.

An adjunct faculty member may receive a tuition waiver:

- A. to take undergraduate courses on a space available basis, provided he or she satisfies all academic prerequisites for the course and University admissions requirement; or,
- B. to take graduate courses in a program in which he or she has been accepted and enrolled (matriculate);

with the following restrictions:

- 1. no adjunct faculty member may receive tuition waiver in any given semester or session for more than two courses or six credits, whichever is greater, and
- 2. the adjunct faculty members pay all applicable fees, including the standard application fee (undergraduate and graduate);
- 3. this waiver applies only to academic courses offered for credit, not to non-credit CEDL courses.



**Policy and Procedure  
Tuition Waiver Program for Full Time  
Employees Represented by the  
American Federation of Teachers (AFT)**

**Purpose of the Program**

The Tuition Waiver Program provides tuition assistance to full time Faculty, Librarians and Non-Teaching professionals who enroll in eligible courses at William Paterson University. The intent of the program is to enhance employee development and to assist the University with expanding the knowledge, skills and abilities of the employee population.

**Eligibility Requirements**

Eligibility is limited to active full-time members of the American Federation of Teachers (AFT).

**Policy**

- Employee is responsible for all fees. Only the cost of tuition will be waived.
- Employees pursuing an undergraduate degree must be matriculated. Employees taking graduate courses must be enrolled in an approved course of study (degree program).
- Employees applying for the Employee Tuition Waiver program while pursuing an undergraduate degree must complete an Application for Federal Student Aid (FAFSA) form.
- If a student receives financial aid, the grant and scholarships (gift aid) will be applied to tuition first and then applied to fees (if allowable by the scholarship or grant). The University will waive the cost of all tuition not covered by the scholarship or grant.
- Employees not pursuing a degree are not eligible for the program.
- The maximum amount of tuition aid available per person will not to exceed the cost of eighteen (18) credits per calendar year. Tuition waiver is applied on a per credit basis to a maximum of 11 credits. A flat tuition rate applies for employees taking twelve (12) credits or more in the spring or fall semester.
- Employees requesting a Tuition Waiver may establish eligibility with the provision that all such course work, attendance at classes, and any other requirements relating to courses must be performed and scheduled at a time other than when the employee is scheduled for regular or emergency work assignments at the University. Enrollment and attendance at classes and related responsibilities must not adversely affect the work performance of such staff members.
- Tuition is waived for employees who receive a passing grade. Employees who do not satisfactorily complete courses for which tuition waiver had been granted shall be required to reimburse the University for all waived tuition costs. No further waivers will be available to the employee until the reimbursement has been made.
- Tuition Waiver approval is valid only for those courses specified on the waiver form. No changes, alterations or erasures are permitted. If a change is necessary, a new waiver form must be completed.

## **PROCEDURE FOR THE TUITION WAIVER PROGRAM**

- Any eligible employee wishing to take an eligible course covered under this program at William Paterson University must complete a Tuition Waiver Application, available in the Office of Payroll and Benefits, or on their web page at [http://ww2.wpunj.edu/adminsrv/hr/PayrollandBenefits/Tuition\\_Assistance\\_Programs.htm](http://ww2.wpunj.edu/adminsrv/hr/PayrollandBenefits/Tuition_Assistance_Programs.htm)
- A Tuition Waiver Application must be completed and submitted for each semester. Original completed applications must be sent to the Office of Payroll and Benefits as soon as you are registered for your course(s). The final cutoff for application for the program is 10 business days after the final registration date each semester.
- The Director of Payroll and Benefits or a designee will review the application for eligibility.
- An approved copy of the Tuition Waiver form will be forwarded to the Bursar's Office and to the employee by the Office of Payroll and Benefits.
- Late submission may result in billing for tuition by the Bursar's Office. Employees who are billed and have received an approved copy of the Tuition Wavier Application from the Payroll and Benefits office must contact the Bursar's Office to clear the bill. Employees who have not received a copy of their approved Tuition Waiver Application within 5 business days after submission must contact a Benefits Specialist in the Payroll and Benefits office at extension 2884 to determine the status of their application.
- Employees are responsible for retaining a copy of the approved application form for reference. Employees who withdraw from a course are required to reimburse the University in accordance with the academic program adjustment outlined in the Master Schedule.



Tuition Waiver for Employees Program Application

Employee's Name: \_\_\_\_\_ Employee's Banner ID#: \_\_\_\_\_

Employee's Title: \_\_\_\_\_ Employee's Department: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Employee's Regular Work Schedule Days: \_\_\_\_\_ Hours: \_\_\_\_\_

Employment Category:  AFT-Faculty/Professional Staff  AFT-Adjunct  CWA  IFPTE  Higher Education Manager

Degree Pursuing:  Undergraduate  Graduate Degree Program: \_\_\_\_\_

Academic Year Applying for Waiver: \_\_\_\_\_ Semester:  Fall  Spring  Summer  Winter

If you are pursuing an undergraduate degree have you filed a FAFSA?

Yes (if yes, FAFSA filing date): \_\_\_\_\_

No (if no, the FAFSA form must be filed or this application will be denied)

Courses for which Tuition Waiver is requested:

Table with 5 columns: Course Number, Course Name, Hours, Credits, Days. Multiple rows for listing courses.

I certify that I have read and understand the policy and requirements for Tuition Waiver for Employees, as adopted by the William Paterson University Board of Trustees. I certify that the above statements made by me are true, to the best of my knowledge.

Employee's Signature

Date

Supervisor's Signature

Date

Payroll and Benefits use only

I certify that the employee meets the qualifications of The William Paterson University tuition waiver program.

Director Payroll and Benefits

Date



**Policy and Procedure  
Tuition Waiver Program for  
Employees Represented by the American  
Federation of Teachers (AFT) - Adjunct Unit**

**Purpose of the Program**

The Tuition Waiver Program for Employees Represented by the American Federation of Teachers (AFT) – Adjunct Unit provides tuition assistance to Adjunct Faculty who do not possess an undergraduate or graduate degree and who enroll in eligible courses at William Paterson University. The intent of the program is to enhance employee development and to assist the University with expanding the knowledge, skills and abilities of the employee population.

**Eligibility Requirements**

Eligibility is limited to active members of the American Federation of Teachers (AFT) – Adjunct Unit.

**Policy**

- Employees applying for the Tuition Waiver Program for Members of the AFT – Adjunct Unit for the spring and fall semester must have an active teaching assignment in the semester in which they are applying for the waiver. Employees applying for the Tuition Waiver Program for Members of the AFT – Adjunct Unit for the summer semester must have taught in the previous spring semester and must be returning to an active teaching assignment in the following fall semester.
- Employee is responsible for all fees. Only the cost of tuition will be waived.
- Employee pursuing an undergraduate degree must be matriculated. Employee taking graduate courses must be enrolled in an approved course of study (degree program).
- Employees applying for the Employee Tuition Waiver program while pursuing an undergraduate degree must complete an Application for Federal Student Aid (FAFSA) form.
- If a student receives financial aid, the grant and scholarships (gift aid) will be applied to tuition first and then applied to fees (if allowable by the scholarship or grant). The University will waive the cost of all tuition not covered by the scholarship or grant.
- Employees not pursuing a degree are not eligible for the program.
- The maximum amount of tuition aid available per person will not to exceed the cost of two courses or six credits per semester.
- Employees requesting a Tuition Waiver may establish eligibility with the provision that all such course work, attendance at classes, and any other requirements relating to courses must be performed and scheduled at a time other than when the employee is scheduled for regular or emergency work assignments at the University. Enrollment and attendance at classes and related responsibilities must not adversely affect the work performance of such staff members.
- Tuition is waived for employees who receive a passing grade. Employees who do not satisfactorily complete courses for which tuition waiver had been granted shall be required to reimburse the University for all waived tuition costs. No further waivers will be available to the employee until the reimbursement has been made.
- Tuition Waiver approval is valid only for those courses specified on the waiver form. No changes, alterations or erasures are permitted. If a change is necessary, a new waiver form must be completed.



**Policy and Procedure  
Tuition Waiver Program for  
Employees Represented by the American  
Federation of Teachers (AFT) - Adjunct Unit**

**PROCEDURE FOR THE TUITION WAIVER PROGRAM**

- Any eligible employee wishing to take an eligible course covered under this program at William Paterson University must complete a Tuition Waiver Application, available in the Office of Payroll and Benefits, or on their web page at [http://ww2.wpunj.edu/adminsrv/hr/PayrollandBenefits/Tuition\\_Assistance\\_Programs.htm](http://ww2.wpunj.edu/adminsrv/hr/PayrollandBenefits/Tuition_Assistance_Programs.htm)
- A Tuition Waiver Application must be completed and submitted for each semester. Original completed applications must be sent to the Office of Payroll and Benefits as soon as you are registered for your course(s). The final cutoff for application for the program is 10 business days after the final registration date each semester.
- The Director of Payroll and Benefits or a designee will review the application for eligibility.
- An approved copy of the Tuition Waiver form will be forwarded to the Bursar's Office and to the employee by the Office of Payroll and Benefits.
- Late submission may result in billing for tuition by the Bursar's Office. Employees who are billed and have received an approved copy of the Tuition Wavier Application from the Payroll and Benefits office must contact the Bursar's Office to clear the bill. Employees who have not received a copy of their approved Tuition Waiver Application within 5 business days after submission must contact a Benefits Specialist in the Payroll and Benefits office at extension 2884 to determine the status of their application.
- Employees are responsible for retaining a copy of the approved application form for reference. Employees who withdraw from a course are required to reimburse the University in accordance with the academic program adjustment outlined in the Master Schedule.



Tuition Waiver for Employees Program Application

Employee's Name: \_\_\_\_\_ Employee's Banner ID#: \_\_\_\_\_

Employee's Title: \_\_\_\_\_ Employee's Department: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Employee's Regular Work Schedule Days: \_\_\_\_\_ Hours: \_\_\_\_\_

Employment Category:  AFT-Faculty/Professional Staff  AFT-Adjunct  CWA  IFPTE  Higher Education Manager

Degree Pursuing:  Undergraduate  Graduate Degree Program: \_\_\_\_\_

Academic Year Applying for Waiver: \_\_\_\_\_ Semester:  Fall  Spring  Summer  Winter

If you are pursuing an undergraduate degree have you filed a FAFSA?

Yes (if yes, FAFSA filing date): \_\_\_\_\_

No (if no, the FAFSA form must be filed or this application will be denied)

Courses for which Tuition Waiver is requested:

Table with 5 columns: Course Number, Course Name, Hours, Credits, Days. Multiple rows for listing courses.

I certify that I have read and understand the policy and requirements for Tuition Waiver for Employees, as adopted by the William Paterson University Board of Trustees. I certify that the above statements made by me are true, to the best of my knowledge.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

Payroll and Benefits use only

I certify that the employee meets the qualifications of The William Paterson University tuition waiver program.

\_\_\_\_\_  
Director Payroll and Benefits

\_\_\_\_\_  
Date



## **Policy and Procedure Tuition Waiver Program for Members of the Communications Workers of America (CWA)**

### **Purpose of the Program**

The Tuition Waiver Program provides tuition assistance to classified employees who do not possess an undergraduate or graduate degree and who enroll in eligible courses at William Paterson University. The intent of the program is to enhance employee development and to assist the University with expanding the knowledge, skills and abilities of the employee population.

### **Eligibility Requirements**

Eligibility is limited to active full-time classified permanent employees or full time provisional classified employees who have completed at least six months of continuous service at the University.

### **Policy**

- Employee is responsible for all fees. Only the cost of tuition will be waived.
- Employee pursuing an undergraduate degree must be matriculated. Employee taking graduate courses must be enrolled in an approved course of study (degree program).
- Employees applying for the Employee Tuition Waiver program while pursuing an undergraduate degree must complete an Application for Federal Student Aid (FAFSA) form.
- If a student receives financial aid, the grant and scholarships (gift aid) will be applied to tuition first and then applied to fees (if allowable by the scholarship or grant). The University will waive the cost of all tuition not covered by the scholarship or grant.
- Employees not pursuing a degree are not eligible for the program.
- The maximum amount of tuition aid available per person will not to exceed the cost of twenty four (24) credits per calendar year. Tuition waiver is applied on a per credit basis to a maximum of 11 credits. A flat tuition rate applies for employees taking twelve (12) credits or more in the spring or fall semester.
- Employees requesting a Tuition Waiver may establish eligibility with the provision that all such course work, attendance at classes, and any other requirements relating to courses must be performed and scheduled at a time other than when the employee is scheduled for regular or emergency work assignments at the University. Enrollment and attendance at classes and related responsibilities must not adversely affect the work performance of such staff members.
- Fair Labor Standards Act (FLSA) regulations prohibit employees from using breaks and/or lunch periods to make up for time used to attend classes during his/her scheduled workday. Where there is a time conflict between work hours and courses scheduled, a memo must be provided to the supervisor outlining how the work hours will be made up. The supervisor must approve the memo and it must be attached to the Tuition Waiver Program form prior to being submitted to the Payroll and Benefits office.
- Tuition is waived for employees who receive a passing grade. Employees who do not satisfactorily complete courses for which tuition waiver had been granted shall be required to reimburse the University for all waived tuition costs. No further waivers will be available to the employee until the reimbursement has been made.
- Tuition Waiver approval is valid only for those courses specified on the waiver form. No changes, alterations or erasures are permitted. If a change is necessary, a new waiver form must be completed.



**Policy and Procedure  
Tuition Waiver Program for Members of the  
Communications Workers of America (CWA)**

**PROCEDURE FOR THE TUITION WAIVER PROGRAM**

- Employees applying for the Employee Tuition Waiver Program and pursuing an undergraduate degree must complete an Application for Federal Student Aid (**FAFSA**) form. Applications are available in the Financial Aid Office located in Morrison Hall, at your local public library, or on the web at <http://www.fafsa.ed.gov>. If you have questions regarding the financial aid process, please call the Financial Aid Office at extension 2202.
- Any eligible employee wishing to take an eligible course covered under this program at William Paterson University must complete a Tuition Waiver Application, available in the Office of Payroll and Benefits, or on their web page at [http://ww2.wpunj.edu/adminsrv/hr/HumanResources/Tuition\\_Waiver\\_Forms.htm](http://ww2.wpunj.edu/adminsrv/hr/HumanResources/Tuition_Waiver_Forms.htm).
- A Tuition Waiver Application must be completed and submitted for each semester. The original copy of the completed application must be sent to the Office of Payroll and Benefits as soon as you are registered for your course(s). The final cutoff for application for the program is 10 business days after the final registration date each semester.
- Where there is a time conflict between work hours and course(s) schedule, a memo approved by the Supervisor indicating how the conflict will be resolved **must** accompany the form.
- The Director of Payroll and Benefits or a designee will review the application for eligibility.
- An approved copy of the Tuition Waiver form will be forwarded to the Office of Student Accounts Office and to the employee by the Office of Payroll and Benefits.
- Late submission may result in billing for tuition by the Office of Student Accounts. Employees who are billed and have received an approved copy of the Tuition Wavier Application from the Payroll and Benefits office must contact the Office of Student Accounts to clear the bill. Employees who have not received a copy of their approved Tuition Waiver Application within 5 business days after submission must contact a Benefits Specialist in the Payroll and Benefits office at extension 2884 to determine the status of their application.
- Employees are responsible for retaining a copy of the approved application form for reference. Employees who withdraw from a course are required to reimburse the University in accordance with the academic program adjustment outlined in the Master Schedule.



Tuition Waiver for Employees Program Application

Employee Name: \_\_\_\_\_ Employee Banner ID#: \_\_\_\_\_

Employee Title: \_\_\_\_\_ Employee Department: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Employee's Regular Work Schedule Days: \_\_\_\_\_ Hours: \_\_\_\_\_

Employment Category:  AFT-Faculty/Professional Staff  AFT-Adjunct  CWA  IFPTE  Higher Education Manager

Degree Pursuing:  Undergraduate  Graduate Degree Program: \_\_\_\_\_

Academic Year Applying for Waiver: \_\_\_\_\_ Semester:  Fall  Spring  Summer  Winter

If you are pursuing an undergraduate degree have you filed a FAFSA?

Yes (if yes, FAFSA filing date): \_\_\_\_\_

No (if no, the FAFSA form must be filed or this application will be denied)

Courses for which Tuition Waiver is requested:

Table with 5 columns: Course Number, Course Name, Hours, Credits, Days. Multiple empty rows for data entry.

I certify that I have read and understand the policy and requirements for Tuition Waiver for Employees, as adopted by the William Paterson University Board of Trustees. I certify that the above statements made by me are true, to the best of my knowledge.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

Payroll and Benefits use only

I certify that the employee meets the qualifications of The William Paterson University tuition waiver program.

\_\_\_\_\_  
Director Payroll and Benefits

\_\_\_\_\_  
Date



## **Policy and Procedure Tuition Waiver Program for Higher Education Managers**

### **Purpose of the Program**

The Tuition Waiver Program provides tuition assistance to Higher Education Managers who enroll in eligible courses at William Paterson University. The intent of the program is to enhance employee development and to assist the University with expanding the knowledge, skills and abilities of the employee population.

### **Eligibility Requirements**

Eligibility is limited to active full-time Higher Education Managers.

### **Policy**

- Employee is responsible for all fees. Only the cost of tuition will be waived.
- Employee pursuing an undergraduate degree must be matriculated. Employee taking graduate courses must be enrolled in an approved course of study (degree program).
- Employees applying for the Employee Tuition Waiver program while pursuing an undergraduate degree must complete an Application for Federal Student Aid (FAFSA) form.
- Employees not pursuing a degree are not eligible for the program.
- The maximum amount of tuition aid available per person will not to exceed the cost of eighteen (18) credits per calendar year. Tuition waiver is applied on a per credit basis to a maximum of 11 credits. A flat tuition rate applies for employees taking twelve (12) credits or more in the spring or fall semester.
- Employees requesting a Tuition Waiver may establish eligibility with the provision that all such course work, attendance at classes, and any other requirements relating to courses must be performed and scheduled at a time other than when the employee is scheduled for regular or emergency work assignments at the University. Enrollment and attendance at classes and related responsibilities must not adversely affect the work performance of such staff members.
- Tuition is waived for employees who receive a passing grade. Employees who do not satisfactorily complete courses for which tuition waiver had been granted shall be required to reimburse the University for all waived tuition costs. No further waivers will be available to the employee until the reimbursement has been made.
- Tuition Waiver approval is valid only for those courses specified on the waiver form. No changes, alterations or erasures are permitted. If a change is necessary, a new waiver form must be completed.



## **Policy and Procedure Tuition Waiver Program for Higher Education Managers**

## PROCEDURE FOR THE TUITION WAIVER PROGRAM

- Any eligible employee wishing to take an eligible course covered under this program at William Paterson University must complete a Tuition Waiver Application, available in the Office of Payroll and Benefits, or on their web page at [http://ww2.wpunj.edu/adminsrv/hr/HumanResources/Tuition\\_Waiver\\_Forms.htm](http://ww2.wpunj.edu/adminsrv/hr/HumanResources/Tuition_Waiver_Forms.htm).
- A Tuition Waiver Application must be completed and submitted for each semester. Original completed applications must be sent to the Office of Payroll and Benefits as soon as you are registered for your course(s). The final cutoff for application for the program is 10 business days after the final registration date each semester.
- The Director of Payroll and Benefits or a designee will review the application for eligibility.
- An approved copy of the Tuition Waiver form will be forwarded to the Bursar's Office and to the employee by the Office of Payroll and Benefits.
- Late submission may result in billing for tuition by the Bursar's Office. Employees who are billed and have received an approved copy of the Tuition Wavier Application from the Payroll and Benefits office must contact the Bursar's Office to clear the bill. Employees who have not received a copy of their approved Tuition Waiver Application within 5 business days after submission must contact a Benefits Specialist in the Payroll and Benefits office at extension 2884 to determine the status of their application.
- Employees are responsible for retaining a copy of the approved application form for reference. Employees who withdraw from a course are required to reimburse the University in accordance with the academic program adjustment outlined in the Master Schedule.

Revised 5/08

**WILLIAM  
PATERSON  
UNIVERSITY**

**Tuition Waiver for Employees  
Program Application**

Employee Name: \_\_\_\_\_ Employee Banner ID#: \_\_\_\_\_

Employee Title: \_\_\_\_\_ Employee Department: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Employee's Regular Work Schedule Days: \_\_\_\_\_ Hours: \_\_\_\_\_

Employment Category:  AFT-Faculty/Professional Staff  AFT-Adjunct  CWA  IFPTE  Higher Education Manager

Degree Pursuing:  Undergraduate  Graduate Degree Program: \_\_\_\_\_

Academic Year Applying for Waiver: \_\_\_\_\_ Semester:  Fall  Spring  Summer  Winter

If you are pursuing an undergraduate degree have you filed a FAFSA?

Yes (if yes, FAFSA filing date): \_\_\_\_\_

No (if no, the FAFSA form must be filed or this application will be denied)

Courses for which Tuition Waiver is requested:

<u>Course Number</u>	<u>Course Name</u>	<u>Hours</u>	<u>Credits</u>	<u>Days</u>

I certify that I have read and understand the policy and requirements for Tuition Waiver for Employees, as adopted by the William Paterson University Board of Trustees. I certify that the above statements made by me are true, to the best of my knowledge.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

**Payroll and Benefits use only**

I certify that the employee meets the qualifications of The William Paterson University tuition waiver program.

\_\_\_\_\_  
Director Payroll and Benefits

\_\_\_\_\_  
Date



## **Policy and Procedure Tuition Waiver Program for Members of the International Federation of Professional and Technical Engineers (IFPTE)**

### **Purpose of the Program**

The Tuition Waiver Program provides tuition assistance to classified employees who do not possess an undergraduate or graduate degree and who enroll in eligible courses at William Paterson University. The intent of the program is to enhance employee development and to assist the University with expanding the knowledge, skills and abilities of the employee population.

### **Eligibility Requirements**

Eligibility is limited to active full-time classified permanent employees or full time provisional classified employees who have completed at least six months of continuous service at the University.

### **Policy**

- Employee is responsible for all fees. Only the cost of tuition will be waived.
- Employee pursuing an undergraduate degree must be matriculated. Employee taking graduate courses must be enrolled in an approved course of study (degree program).
- Employees applying for the Employee Tuition Waiver program while pursuing an undergraduate degree must complete an Application for Federal Student Aid (FAFSA) form.
- Employees not pursuing a degree are not eligible for the program.
- The maximum amount of tuition aid available per person will not to exceed the cost of twenty four (24) credits per calendar year. Tuition waiver is applied on a per credit basis to a maximum of 11 credits. A flat tuition rate applies for employees taking twelve (12) credits or more in the spring or fall semester.
- Employees requesting a Tuition Waiver may establish eligibility with the provision that all such course work, attendance at classes, and any other requirements relating to courses must be performed and scheduled at a time other than when the employee is scheduled for regular or emergency work assignments at the University. Enrollment and attendance at classes and related responsibilities must not adversely affect the work performance of such staff members.
- Fair Labor Standards Act (FLSA) regulations prohibit employees from using breaks and/or lunch periods to make up for time used to attend classes during his/her scheduled workday. Where there is a time conflict between work hours and courses scheduled, a memo must be provided to the supervisor outlining how the work hours will be made up. The supervisor must approve the memo and it must be attached to the Tuition Waiver Program form prior to being submitted to the Payroll and Benefits office.
- Tuition is waived for employees who receive a passing grade. Employees who do not satisfactorily complete courses for which tuition waiver had been granted shall be required to reimburse the University for all waived tuition costs. No further waivers will be available to the employee until the reimbursement has been made.
- Tuition Waiver approval is valid only for those courses specified on the waiver form. No changes, alterations or erasures are permitted. If a change is necessary, a new waiver form must be completed.

## Procedures

- Employees applying for the Employee Tuition Waiver Program and pursuing an undergraduate degree must complete an Application for Federal Student Aid (**FAFSA**) form. Applications are available in the Financial Aid Office located in Morrison Hall, at your local public library, or on the web at <http://www.fafsa.ed.gov>. If you have questions regarding the financial aid process, please call the Financial Aid Office at extension 2202.
- Any eligible employee wishing to take an eligible course covered under this program at William Paterson University must complete a Tuition Waiver Application, available in the Office of Payroll and Benefits, or on their web page at [http://ww2.wpunj.edu/adminsrv/hr/HumanResources/Tuition\\_Waiver\\_Forms.htm](http://ww2.wpunj.edu/adminsrv/hr/HumanResources/Tuition_Waiver_Forms.htm).
- A Tuition Waiver Application must be completed and submitted for each semester. Original completed applications must be sent to the Office of Payroll and Benefits as soon as you are registered for your course(s). The final cutoff for application for the program is 10 business days after the final registration date each semester.
- Where there is a time conflict between work hours and course(s) schedule, a memo approved by the Supervisor indicating how the conflict will be resolved **must** accompany the form.
- The Director of Payroll and Benefits or a designee will review the application for eligibility.
- An approved copy of the Tuition Waiver form will be forwarded to the Bursar's Office and to the employee by the Office of Payroll and Benefits.
- Late submission may result in billing for tuition by the Bursar's Office. Employees who are billed and have received an approved copy of the Tuition Waiver Application from the Payroll and Benefits office must contact the Bursar's Office to clear the bill. Employees who have not received a copy of their approved Tuition Waiver Application within 5 business days after submission must contact a Benefits Specialist in the Payroll and Benefits office at extension 2884 to determine the status of their application.
- Employees are responsible for retaining a copy of the approved application form for reference. Employees who withdraw from a course are required to reimburse the University in accordance with the academic program adjustment outlined in the Master Schedule.



Tuition Waiver for Employees Program Application

Employee Name: \_\_\_\_\_ Employee Banner ID#: \_\_\_\_\_

Employee Title: \_\_\_\_\_ Employee Department: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Employee's Regular Work Schedule Days: \_\_\_\_\_ Hours: \_\_\_\_\_

Employment Category:  AFT-Faculty/Professional Staff  AFT-Adjunct  CWA  IFPTE  Higher Education Manager

Degree Pursuing:  Undergraduate  Graduate Degree Program: \_\_\_\_\_

Academic Year Applying for Waiver: \_\_\_\_\_ Semester:  Fall  Spring  Summer  Winter

If you are pursuing an undergraduate degree have you filed a FAFSA?

Yes (if yes, FAFSA filing date): \_\_\_\_\_

No (if no, the FAFSA form must be filed or this application will be denied)

Courses for which Tuition Waiver is requested:

Table with 5 columns: Course Number, Course Name, Credits, Days, Hours. Multiple rows for listing courses.

I certify that I have read and understand the policy and requirements for Tuition Waiver for Employees, as adopted by the William Paterson University Board of Trustees. I certify that the above statements made by me are true, to the best of my knowledge.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

Payroll and Benefits use only

I certify that the employee meets the qualifications of The William Paterson University tuition waiver program.

\_\_\_\_\_  
Director Payroll and Benefits

\_\_\_\_\_  
Date



## **Policy and Procedure Tuition Reimbursement for Higher Education Managers**

### **Purpose of the Program**

The Tuition Reimbursement Program provides reimbursement to Higher Education Managers who are enrolled in a terminal degree program related to their area of work at an accredited institution or enrolled in graduate study necessary to increase such employee's expertise in his or her area of work.

### **Eligibility Requirement**

Eligibility is limited to active full-time Higher Education Managers.

### **Policy**

- Participation in the Tuition Reimbursement Program is solely funded by the employee's department and is subject to the availability of funds. It is the Dean/Director/ Supervisor's responsibility to determine if sufficient funding is available to reimburse the employee. In the event that funds are insufficient to meet all requests that would otherwise be approved, reimbursement will be prioritized as follows:
  1. Employees who are enrolled in a terminal degree or graduate degree program for which the employee previously received reimbursement under the program.
  2. Employees embarking upon an approved terminal or graduate degree program.
- Employee is responsible for all fees. Only the cost of tuition will be reimbursed.
- If approved by the President of the University or his/her designee, the employee may receive tuition reimbursement at a rate of \$150.00 per credit or the actual tuition, whichever is less.
- The maximum amount of tuition reimbursement available per person will not to exceed the cost of eighteen (18) credits per calendar year and an overall maximum reimbursement of forty-five (45) credits
- Employees requesting a Tuition Waiver may establish eligibility with the provision that all such course work, attendance at classes, and any other requirements relating to courses must be performed and scheduled at a time other than when the employee is scheduled for regular or emergency work assignments at the University. Enrollment and attendance at classes and related responsibilities must not adversely affect the work performance of such staff members.
- Employees not pursuing a degree are ineligible for the program.
- Tuition Reimbursement Program approval is valid only for those courses specified on the reimbursement application. No changes, alterations or erasures are permitted. If a change is necessary, a new Tuition Reimbursement Application must be completed.

## **PROCEDURE FOR THE TUITION WAIVER PROGRAM**

- Any eligible employee wishing to take an eligible course covered under this program at William Paterson University must complete a Tuition Reimbursement Application, available in the Office of Payroll and Benefits, or on their web page at [http://ww2.wpunj.edu/adminsrv/hr/HumanResources/Tuition\\_Waiver\\_Forms.htm](http://ww2.wpunj.edu/adminsrv/hr/HumanResources/Tuition_Waiver_Forms.htm).
- The application should be submitted to your Dean/Director or Supervisor at least ten (10) business days prior to the commencement of the semester. The Dean/Director or Supervisor will determine if funds are available for the tuition reimbursement
- A Tuition Reimbursement Application must be completed and submitted for each semester. Original applications must be sent to the Office of Payroll and Benefits as soon as you receive approval from your Dean, Director or Supervisor
- The Director of Payroll and Benefits or a designee will review the application for eligibility. If the employee is deemed eligible, an approved copy will be returned to him/her within five (5) business days
- Upon completion of the course, the employee must submit to the Office of Payroll and Benefits:
  - Evidence of satisfactory (passing grade) completion of the course
  - Original receipts for tuition costs
  - A voucher payment form approved by the supervisor indicating the general ledger FOAP from which the reimbursement will be made
- The Office of Payroll and Benefits will forward all documentation to the Accounts Payable department for processing. All reimbursement checks will be mailed to the address listed on the Voucher Payment form



Tuition Reimbursement for Higher Education Managers Program Application

Employee's Name: \_\_\_\_\_ Employee's Banner ID#: \_\_\_\_\_

Employee's Title: \_\_\_\_\_ Employee's Department: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Reimbursement sought for Academic Year: \_\_\_\_\_ Semester:  Fall  Spring  Summer  Winter

Institution Employee is Attending: \_\_\_\_\_

Degree Being Pursued:  Graduate Degree Program  Terminal Degree Program

Please provide a brief explanation of how this degree program relates to your work: \_\_\_\_\_

Courses for which Tuition Reimbursement is requested:

Table with 5 columns: Course Number, Course Name, Hours, Credits, Days. Includes three empty rows for data entry.

I certify that I have read and understand the University's policy and requirements for Tuition Reimbursement for Higher Education Managers. I certify that the above statements made by me are true, to the best of my knowledge.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

I have reviewed the above and determined that funds are available to process this application.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

Payroll and Benefits use only

I certify that the employee meets the qualifications of The William Paterson University Tuition Reimbursement Program for Higher Education employees.

\_\_\_\_\_  
Director Payroll and Benefits

\_\_\_\_\_  
Date

Return completed and signed form to the Office of Payroll and Benefits



**Policy and Procedure  
Tuition Reimbursement for  
Employees Represented by the Law Enforcement  
Unit of the PBA and Superior Officer and Primary  
Level Supervisory Units of the FOP**

**Purpose of the Program**

The Tuition Reimbursement Program established under N.J.A.C. 4A:6-4.3 provides reimbursement to career service employees who are enrolled in undergraduate, graduate, technical or supplemental course work at an accredited educational institution, State College/University which relates to their current or planned job responsibilities.

**Eligibility Requirement**

Eligibility is limited to active full-time classified permanent employees or provisional employees who have at least six months of continuous service at William Paterson University.

**Policy**

- Participation in the Tuition Reimbursement Program is solely funded by the employee's department and is subject to the availability of funds. It is the Director/ Supervisor's responsibility to determine if sufficient funding is available to reimburse the employee.
- Employee is responsible for all fees. Only the cost of tuition will be reimbursed.
- Employees who received tuition aid or assistance through another public or private agency are not eligible to be reimbursed under this program.
- If approved by the President of the University or his/her designee, the employee may receive tuition reimbursement at a rate not to exceed the current per credit tuition rate at William Paterson University.
- The maximum amount of tuition reimbursement available per person will not exceed the cost of six (6) credits per semester.
- Employees requesting a Tuition Waiver may establish eligibility with the provision that all such course work, attendance at classes, and any other requirements relating to courses must be performed and scheduled at a time other than when the employee is scheduled for regular or emergency work assignments at the University. Enrollment and attendance at classes and related responsibilities must not adversely affect the work performance of such staff members.
- Tuition Reimbursement Program approval is valid only for those courses specified on the reimbursement application. No changes, alterations or erasures are permitted. If a change is necessary, a new Tuition Reimbursement Application must be completed.
- An employee who is separated from employment for any reason prior to the completion of the course(s) waives all entitlements to reimbursement under the program.



**Policy and Procedure  
Tuition Reimbursement for  
Employees Represented by the Law Enforcement  
of PBA and Superior Officer and Primary Level  
Supervisory Units of FOP**

**PROCEDURE FOR THE TUITION REIMBURSEMENT PROGRAM**

- Any eligible employee wishing to take an eligible course covered under this program at William Paterson University must complete a Tuition Reimbursement Application, available in the Office of Payroll and Benefits, or on their web page at [http://ww2.wpunj.edu/adminsrv/hr/HumanResources/Tuition\\_Waiver\\_Forms.htm](http://ww2.wpunj.edu/adminsrv/hr/HumanResources/Tuition_Waiver_Forms.htm).
- The application should be submitted to your Director or Supervisor at least ten (10) business days prior to the commencement of the semester. The Director or Supervisor will determine if funds are available for the tuition reimbursement.
- A Tuition Reimbursement Application must be completed and submitted for each semester. Original applications must be sent to the Office of Payroll and Benefits as soon as you receive approval from your Director or Supervisor.
- The Director of Payroll and Benefits or a designee will review the application for eligibility. If the employee is deemed eligible, an approved copy will be returned to him/her within five (5) business days.
- Upon completion of the course, the employee must submit to the Office of Payroll and Benefits:
  - Evidence of satisfactory (passing grade) completion of the course
  - Original receipts for tuition costs
  - A voucher payment form approved by the supervisor indicating the general ledger FOAP from which the reimbursement will be made
- The Office of Payroll and Benefits will forward all documentation to the Accounts Payable department for processing. All reimbursement checks will be mailed to the address listed on the Voucher Payment form.



**Tuition Reimbursement for Employees  
Represented by the Law Enforcement Unit of PBA  
and the Superior Officer and Primary Level  
Supervisory Units of FOP  
Program Application**

Employee's Name: \_\_\_\_\_ Employee's Banner ID#: \_\_\_\_\_

Employee's Title: \_\_\_\_\_ Employee's Department: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Reimbursement sought for Academic Year: \_\_\_\_\_ Semester:  Fall  Spring  Summer  Winter

Institution Employee is Attending: \_\_\_\_\_

Degree Being Pursued:  Graduate Degree Program  Terminal Degree Program

Please provide a brief explanation of how this degree program relates to your work: \_\_\_\_\_

Courses for which Tuition Reimbursement is requested:

<u>Course Number</u>	<u>Course Name</u>	<u>Hours</u>	<u>Credits</u>	<u>Days</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

I certify that I have read and understand the University's policy and requirements for Tuition Reimbursement for Employees Represented by the PBA or FOP and I certify that the above statements made by me are true, to the best of my knowledge.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

I have reviewed the above and determined that funds are available to process this application.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

***Payroll and Benefits use only***

I certify that the employee meets the qualifications of The William Paterson University Tuition Reimbursement Program for employees represented by the PBA or FOP.

\_\_\_\_\_  
Director Payroll and Benefits

\_\_\_\_\_  
Date

**Return completed and signed form to the Office of Payroll and Benefits**



## Policy and Procedure Tuition Waiver Program for Dependent Children

William Paterson University provides tuition free enrollment to dependent children of tenured and tenure track faculty, and full-time regularly appointed administrators and staff. Dependent children may be eligible for this program if they are pursuing their first Undergraduate or Graduate degree. The full cost of tuition is waived but all fees and additional charges remain the responsibility of the student.

Participation is limited to the fall and spring semesters. If a parent dies while employed in an eligible position, and if the student was admitted or enrolled at the time of the parent's death, the student will be eligible for the Tuition Waiver Program until completion of his or her first baccalaureate or graduate degree. All policies and restrictions otherwise applicable to this tuition waiver program shall apply.

In order for a dependent child to be eligible for this benefit program, the *employee* must meet the following criteria:

- She/he must be employed on a full-time basis for at least one year before the dependent child's expected enrollment date.
- She/he must provide his/her IRS tax return showing that the dependent child was claimed as such in the previous calendar year as well as a copy of the dependent child's Birth Certificate.
- She/he must submit the original copy of the Dependent Tuition Waiver Program Application each semester to the Office of Payroll and Benefits, no later than ten (10) business days after the final registration date for the semester.

In order to be eligible for this benefit, the *dependent child* must meet the following criteria:

- She/he be matriculated, studying for their first baccalaureate or graduate degree.
- She/he must be accepted to William Paterson University, and are committed to attendance at the institution by making a \$50 deposit. *Students enrolled in audit or certificate programs are not eligible for this tuition waiver program. **The dependent must be registered prior to submitting the Tuition Waiver for Dependent Children Program application or it will be returned to the employee.***
- She/he must file an Application for Federal Student Aid (FAFSA) if they are pursuing their first baccalaureate degree. Applications are available at the Financial Aid Office located in Morrison Hall, at your local public library or on the web at <http://www.fafsa.ed.gov>. If you have concerns or questions regarding the financial aid process, please call the Financial Aid Office at extension #2202. Filing a FAFSA determines eligibility for gift aid assistance as well as status as a dependent student. Those students found ineligible for reasons other than age will not receive funding through this program.

If a student receives financial aid, the grant and scholarships (gift aid) will be applied to tuition first and then applied to fees (if allowable by the scholarship or grant) The University will waive the cost of all tuition not covered by the scholarship or grant.

- She/he must remain in good academic standing. Should a student not maintain at least a 2.0 cumulative G.P.A. as an undergraduate student or 3.0 cumulative G.P.A. as a graduate student, reimbursement to the University for all waived costs will be required. No further waivers will be granted until such reimbursement has been made.
- She/he cannot exceed the ten consecutive semester maximum program benefit for a baccalaureate degree or six consecutive semester maximum for a graduate degree.

*Note: Students who withdraw from a course or take a Leave of Absence will receive a prorated refund of fees only pursuant to established refund policies and procedures.*



Tuition Waiver for Dependent Children Program Application

Employee's Name: \_\_\_\_\_ Employee ID#: \_\_\_\_\_

Employee's Department: \_\_\_\_\_

Dependent's Name: \_\_\_\_\_ Dependent's Student ID#: \_\_\_\_\_

Dependent's Date of Birth: \_\_\_\_\_ Degree Program:  Undergraduate  Graduate

Academic Year Applying for Waiver: \_\_\_\_\_ Semester:  Fall  Spring

Will you be a full-time William Paterson University employee for at least one year by the time of your dependent's intended enrollment date?  Yes  No (if no, the dependent child is not eligible for this program.)

If the dependent child is pursuing his/her first baccalaureate degree have they filed a FAFSA?
 Yes (if yes, FAFSA filing date): \_\_\_\_\_
 No (if no, the FAFSA form must be filed or this application will be denied)

Filing a FAFSA determines eligibility for gift aid assistance as well as status as a dependent student. Those students found ineligible for reasons other than age will not receive funding through this program.

Is student matriculated?  Yes  No (if no, the dependent child is not eligible for the waiver program)

Have you provided a copy of your most recent federal tax return  Yes  No (if no, the tuition waiver will not be approved)

I certify that I have read and understand the policy and requirements for Tuition Waiver for Dependent Children of Employees, as adopted by the William Paterson University Board of Trustees. I certify that the above statements made by me are true, to the best of my knowledge.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dependent Child's Signature

\_\_\_\_\_  
Date

Payroll and Benefits use only

I certify that the employee qualifies for The William Paterson University dependent children tuition waiver program.

\_\_\_\_\_  
Director Payroll and Benefits

\_\_\_\_\_  
Date

Major \_\_\_\_\_ GPA \_\_\_\_\_



**Policy and Procedures  
Tuition Assistance Program for Spouses and Civil  
Union Partners of Full Time Employees Represented by  
the American Federation of Teachers (AFT)**

William Paterson University provides tuition assistance to spouses and civil union partners of tenured and tenure track faculty, and full-time regularly appointed administrators and staff represented by the American Federation of Teachers (AFT). Spouses and civil union partners may be eligible for this program if they are pursuing their first undergraduate degree. Forty (40) percent of the cost of tuition is waived and all fees and additional charges remain the responsibility of the student.

Participation is limited to the fall and spring semesters. If the employee dies while employed in an eligible position, and if the student was admitted or enrolled at the time of the spouse or civil union partner's death, the student will be eligible for the Tuition Assistance Program until the completion of the semester in which the employee died. All policies and restrictions otherwise applicable to this tuition Assistance program will apply.

In order for a spouse or civil union partner to be eligible for this benefit program, the *employee* must satisfy the following criteria:

- She/he must be employed on a full-time basis for at least five (5) years before the spouse or civil union partner's expected enrollment date.
- She/he must provide a copy of his/her marriage or civil union certificate.
- She/he must submit the original copy of the Tuition Assistance Program Application for Spouses and Civil Union Partners each semester to the Office of Payroll and Benefits, no later than ten (10) business days after the final registration date for the semester.

In order to be eligible for this benefit, the *spouse or civil union partner* must meet the following criteria:

- She/he must be matriculated.
- She/he must be accepted to William Paterson University, and committed to attendance at the institution by making a \$50 deposit. *Students enrolled in audit or certificate programs are not eligible for this tuition Assistance program. The spouse or civil union partner must be registered prior to submitting the Application for the Tuition Assistance Program for Spouses and Civil Union Partners of Employees Represented by the AFT or the application will be returned to the employee.*
- She/he must file an Application for Federal Student Aid (FAFSA). Applications are available at the Financial Aid Office located in Morrison Hall, at any local public library or on the web at <http://www.fafsa.ed.gov>. Concerns or questions regarding the financial aid process should be directed to the Financial Aid Office at extension 2202. Filing a FAFSA determines eligibility for gift aid assistance.
- She/he must remain in good academic standing. Should a student not maintain at least a 2.0 cumulative G.P.A., reimbursement to the University for all waived costs will be required. No further Assistancess will be granted until such reimbursement has been made.
- She/he cannot exceed the ten (10) consecutive semester maximum program benefit.

*Note: Students who withdraw from a course or take a Leave of Absence will receive a prorated refund of tuition and fees pursuant to established refund policies and procedures.*



**Program Application**  
**Tuition Assistance Program for Spouses and Civil**  
**Union Partners of Full Time Employees Represented**  
**by the American Federation of Teachers (AFT)**

Employee's Name: \_\_\_\_\_ Employees Banner ID#: \_\_\_\_\_

Employee's Department: \_\_\_\_\_

Spouse or Civil Union Partner's Name: \_\_\_\_\_

Spouse or Civil Union Partner's Student ID#: \_\_\_\_\_

Academic Year Applying for Assistance: \_\_\_\_\_ Semester:  Fall  Spring

Will you be a full-time William Paterson University employee for at least five (5) years at the time of your spouse or civil union partner's intended enrollment date?  Yes  No (if no, the spouse or civil union partner is not eligible for this program.)

Has your spouse or civil union partner filed a FAFSA?

- Yes (if yes, FAFSA filing date): \_\_\_\_\_  
 No (if no, the FAFSA form must be filed or this application will be denied)

Is student matriculated?  Yes  No (if no, the spouse or civil union partner is not eligible for the Assistance program)

I certify that I have read and understand the policy and procedures for the Tuition Assistance Program for Spouses and Civil Union Partners of Employees Represented by the AFT. I certify that the above statements made by me are true, to the best of my knowledge.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's or Civil Union Partner's Signature

\_\_\_\_\_  
Date

**Payroll and Benefits use only**

I certify that the employee qualifies for The William Paterson University Tuition Assistance Program for Spouses and Civil Union Partners of Employees Represented by the AFT.

\_\_\_\_\_  
Director Payroll and Benefits

\_\_\_\_\_  
Date

Major \_\_\_\_\_ GPA \_\_\_\_\_

## **EQUAL OPPORTUNITY/AFFIRMATIVE ACTION POLICY STATEMENT**

It is the policy of the William Paterson University of New Jersey to provide equal employment opportunity as well as equity of conditions of employment to all its academic and non-academic employees and applicants for employment without regard to race, sex, age, ethnic origin, religion, creed, or marital status. Recruitment, hiring, promotion, training and the designation of salaries and benefits and all other human resources matters are to be carried out in such a manner as to ensure equity for all qualified persons without preference to anyone on basis of race, sex, age, ethnic origin, religion, creed or marital status. This policy will be implemented and administered in accordance with all Federal and State laws and regulations which bear upon matters and conditions of employment in institutions of higher education.

The University has developed an affirmative action program in fulfillment of its obligations under Federal and State equal opportunity employment legislation. The primary purpose of this program is to ensure that practices and procedures are developed, implemented and administered which will sustain equity for all persons with regard to the technical and legal requirements of affirmative action legislation as well as its human dimensions.

## **NON-DISCRIMINATION POLICY**

The William Paterson University of New Jersey is committed to equal employment opportunity and to maintaining an academic and work environment for students, faculty and staff which is conducive to the achievement of educational and career goals on the basis of ability and performance, and which is free of discrimination on the basis of race, sex, color, age, national origin, handicap, sexual orientation, religion or marital status.

Since discriminatory behavior seriously undermines the atmosphere of trust essential to the academic and work environment. Anyone who violates this policy may be subject to disciplinary action, including termination.

## **SEXUAL HARASSMENT POLICY**

William Paterson University of New Jersey is committed to developing and sustaining a community where all can learn and work together free from harassment and exploitation. This policy is intended to address all members of the university community including students, faculty, librarians, professional staff, clerical staff, maintenance, campus police and security, managers, administrators, and the Board of Trustees as well as any vendors doing business with the University.

Sexual harassment encompasses any sexual attention that is unwanted. Sexual harassment can be verbal, visual, or physical. It can range from repeated unwelcome sexual flirtation and inappropriate, gender-based, put-downs of individuals or group of people to physical abuse, such

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as sexual assault or rape. Whether particular verbal, non-verbal, or physical conduct constitutes harassment in violation of this policy will depend upon all the circumstances, the context in which the conduct occurs, and the frequency, severity, and pattern of the conduct.

The University recognizes that even the possibility of harassment is destructive to individuals, to groups and to the community. While sexual harassment most often takes place in situations where there is a power differential between the persons involved,

the University recognizes that sexual harassment may occur between persons of the same status. Sexual harassment may also occur between persons of the same sex. Sexual harassment contaminates teacher/student and supervisor/subordinate relationships as well as those among student peers and faculty or staff colleagues. When, through fear of reprisal, a student, staff member, or faculty member submits, or is pressured to submit, to unwanted sexual attention, the entire community is undermined. The University will not tolerate behavior among members of the community which creates an unacceptable working or educational environment, and it will initiate appropriate sanctions against the offender.

### A. Legal Definitions

Effective September 1, 1993, all New Jersey State departments, colleges/universities, and authorities have been required to abide by the State's Sexual Harassment Policy. This policy follows federal and state laws as outlined in Title VII of the Civil Rights Act of 1964 as amended; N.J.S.A. 10:5-1 et. Seq.; Title IX of the 1972 Education Amendments; N.J.S.A. 11A: 1-1 et.seq. N.J.A.C. 4A:7-1.3.

#### 1. Sexual harassment includes but is not limited to:

a. Gender harassment: generalized gender-based remarks and behavior.

- a. Seductive behavior: inappropriate, unwanted, and offensive physical or verbal sexual advances.
- b. Sexual coercion: coercion of sexual activity by threat of punishment.
- c. Sexual assault: gross sexual imposition, like touching, fondling, grabbing, or assault.

2. For general policy purposes, sexual harassment may be described as unwelcome sexual advances, requests to engage in sexual conduct, and other physical and expressive behavior of a sexual nature. The Courts have classified cases in two ways:

- a. Quid-pro-quo: when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status, and/or submission or rejection of such conduct by an individual is used as the basis of employment decisions or academic decisions affecting that individual. Quid-pro-quo harassment is equally unlawful whether the person resists and suffers the threatened harm or submits and thus avoids the threatened harm.

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- b. Hostile environment: when such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or demeaning employment or educational environment. A cause of action is established if the complained-of-conduct would not have occurred but for the student or employee's gender, and it was severe or pervasive enough to make a reasonable person of the same sex believe that the conditions of learning and/or employment are altered and the environment is hostile or abusive.

The Courts have recognized that harassing behaviors affect a third party when academic or work benefits are denied because of the sex-biased coercion of another student or employee; or when the conduct directed at another student or employee is so pervasive as to create a hostile learning or working environment. Favoritism, or perceptions of favoritism, that result from consensual relationships may also contribute to a hostile work or learning environment and constitute third party harassment.

### B. Reasonable Woman Standard

The Courts have recognized that the difficulty in defining the unwelcome, hostile, or offensive nature of an environment may lie in the fact that men and women may disagree as to what constitutes offensive, degrading conduct. In response to this key issue, the courts have adopted a "reasonable woman" standard. Under this standard, attention is focused on the victim's perspective. In the typical case, in which a woman is the target of harassment, a claim would be found to be harassment if a "reasonable woman" would consider the action hostile or offensive. In other cases, the standard of the Court would concern whether or not a reasonable person of the same gender, similarly situated, considered the action hostile or offensive.

### C. Examples of Sexual Harassment

As reported in *Sexual Harassment on Campus: A Policy and Program of Deterrence* by the American Council on Education, examples of harassment include, but are not limited to:

1. Threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, living situations, or letters of recommendation (the threat can be overt or implied from the conduct, circumstances, and relationship of the person involved).
2. Unwelcome sexual advances, whether direct propositions of a sexual nature or subtle pressure for sexual activity.
3. Unwanted attempts to change a professional or education relationship into a personal one.
4. Verbal abuse of a sexual nature.
5. Repeated sexually oriented kidding, teasing, joking, or flirting.

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6. Graphic commentary about an individual's body, clothing, sexual prowess, or sexual deficiencies.
7. Leering, whistling, touching, pinching, or brushing against another's body.
8. Offensive, crude language.
9. Display of objects or pictures which are sexual in nature that would create a hostile or offensive work, learning, or living environment.
10. Behavior of a sexual nature that discomforts or humiliates and demonstrates insensitivity.

### D. Consensual Relations

The University's educational mission is promoted by professionalism in employee/student relationships. Consensual, amorous relationships between supervisors and their subordinates, or faculty and students undermine the ethical integrity of the University community. Such relationships are problematic for the people involved as well as having a negative impact on others in the work environment.

Moreover, other students and employees may be affected by such unprofessional behavior because it places, or may be perceived to place, the staff/faculty member in a position to favor or advance one person's interest at the expense of others and implicitly makes obtaining benefits contingent on amorous or sexual favors.

Therefore, no staff member shall have an amorous relationship (consensual or otherwise) with a student who is enrolled in his or her course and/or whose academic work is being evaluated by the faculty member. No staff member shall have an amorous relationship with a student whom the staff member has the power to penalize or reward.

A staff/faculty member who fails to withdraw from participation in activities or decisions that may reward or penalize a student with whom the staff/faculty member has or has had an amorous relationship will be deemed to have violated his or her ethical obligation to the student, other students, colleagues, and the University.

Supervisory staff/faculty who engage in consensual relationships with individuals they supervise or their students should be aware that they are violating University policy and are subject to formal disciplinary action, up to, and including, removal.

### E. Processing Complaints

Copies of the Sexual Harassment Policies and Complaint Procedure can be also obtained from these offices:

Dean of Student Development  
Women's Center

Ext.2179  
Ext. 2946

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Associate VP for Human Resources	Ext. 2887
Associate VP & Dean of Graduate Studies, Research & Academic Administration	Ext. 2121
Director of Employment Equity and Diversity	Ext. 2389

A more inclusive list of persons serving as sexual harassment contact persons is available through the offices listed above.

**UNIFORM ETHICS CODE**

Preamble

Employees of William Paterson University are considered to be State officers and employees and Special State officers and employees of the State of New Jersey. As such, University employees are governed by the State of New Jersey Uniform Ethics Code.

[State of New Jersey Uniform Ethics Code](#)

## **FULFILLMENT OF PROFESSIONAL RESPONSIBILITIES**

Fulfillment of Professional Responsibilities shall include the following:

1. Careful preparation of the material with which the course deals, aimed at the appropriate level, following approved guidelines established by the appropriate curriculum council.
2. At the start of each course, the instructor shall inform students of the following: course objectives, course outline, methods of evaluation, major teaching procedures, course requirements, and the instructor's office hours.
3. The instructor shall present the subject matter in an appropriate manner, which reflects the intent and emphasis of the course.
4. The instructor shall give examinations and/or papers that reflect the emphasis of the course and which are designed to provide both the instructor and the student with information about their respective progress. Such examinations and papers should be given at the proper time, following established University policies.
5. An instructor may not arbitrarily dismiss his or her class. In the event of illness or other reason for cancellation of classes, the faculty member shall notify the department chairperson or departmental secretary as early as possible so that arrangements may be made to cover the class or to notify the students.

Faculty members with non-teaching assignments should follow similar procedures for reporting absences to the appropriate administrative officer.

6. The instructor should meet his or her class for the full time allotted. He or she should start and release his/her class at the time specified, with due exception for illness and other exceptional situations.
7. If a staff member must be absent from an extension class for which he or she is receiving extra compensation, he or she is expected to arrange for a substitute and to assume all expenses involved.
8. Every faculty member shall be available to confer with students, in his or her classes or during his or her office hours, concerning their progress, and, where applicable, with his or her advisees concerning their programs. Office hours shall be posted and announced to students. Since individual students may have classes at the time of the announced hours, it may be necessary to arrange additional conference time by mutual agreement between students and faculty members.

During the periods of registration and advisement, faculty members are expected to be available for student conferences outside of the regular office hours. The appropriate deans determine such times and days.

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9. Attendance regulations and the maintenance of appropriate records shall follow established University policies. All grades must be submitted on the specified dates.
10. Faculty members shall not knowingly violate, or attempt to violate or bypass, duly promulgated and approved University policy regulations.
11. Each faculty member shall, in the performance of his or her University duties, conduct himself or herself in a manner consistent with his or her professional responsibilities.
12. Faculty members are expected to assume their share of committee assignments and student advisement responsibilities in accordance with University and department policies.
13. All faculty members must attend committee and faculty meetings.
14. All first year faculty, at their option, may be exempt from all committees.
15. Faculty members shall be subject to periodic evaluations concerning teaching and professional competence, according to established University policies. Such evaluations shall include both student and peer evaluations, using forms prepared by the faculty.

### **VOTING IN DEPARTMENTS**

Voting in a departments, and membership or service on personnel committees shall be limited to full-time faculty who were appointed to that specific department. In the rare instances where there is a joint appointment of a faculty member to two departments, the faculty member has voting privileges and full participation only in the department where he/she is primarily assigned teaching duties. A regular, full-time faculty member will temporarily lose voting rights for and the ability to serve on personnel committees in the department during a semester if he/she is assigned more than 6 credits to administrative duties during that semester. A chairperson who has 9 credits to administer his/her department and teaches 3 credits each semester retains his/her right to vote in the department.

However, if full-time faculty members have academic grants, ART, are involved in teaching in interdisciplinary programs, chair academic committees or departments or any other academic pursuits totaling more than 6 hours in a semester thus leaving them less than 6 hours of teaching within their assigned department, they shall not lose their right to vote for or serve on any committee including personnel in their department or serve on University-wide committees during any such semester.

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Part-time faculty have the privilege of participating in department meetings, but do not have the right to vote for or serve on personnel committees. Adjuncts shall have the privilege of participating in department meetings with voice, but without vote.

When a faculty member is on sabbatical, he/she is released from all professional duties and responsibilities at the University so that he/she can devote all of his/her time to the fulfillment of the sabbatical's purpose. While on sabbatical leave, faculty members are therefore exempt from duties and responsibilities of voting in a department and may not selectively choose to do so. When the faculty member returns from sabbatical leave, he or she resumes the duties and responsibilities consistent with full-time faculty status, including voting in a department.

Voting rights, while a faculty member is on sabbatical, can be found in the "Sabbatical Leave" section of this handbook.

### **CHANGES IN HUMAN RESOURCE INFORMATION**

All employees should provide in writing to the Office of Human Resources all changes in human resource information.

#### **Human Resource Changes**

Such changes include:

- A. Change in home address and telephone number.
- B. Change in marital status with an new W-4 form completed if appropriate.
- C. Change in degree with an official copy of transcripts forwarded to the Office of the Associate Vice President for Human Resources.

### **RESIGNATION**

Except in the case of resignation for health or other reasons beyond the control of the employee, it is expected that he or she shall continue to serve until the completion of the academic year or for the term of his or her appointment.