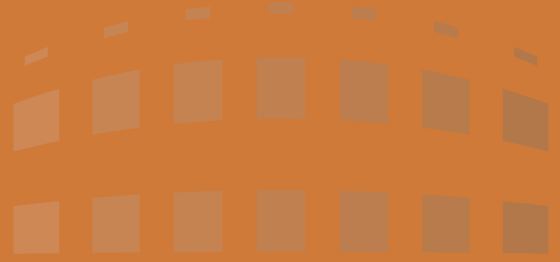


RUTGERS

Edward J. Bloustein School
of Planning and Public Policy



Faculty and PTL Handbook

Academic Year 2010-2011



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GENERAL INFORMATION

Welcome to the Edward J. Bloustein School of Planning and Public Policy. This handbook is designed to provide you with some general information about the school and the university.

Mission Statement of the Edward J. Bloustein School of Planning and Public Policy

The Bloustein School is committed to a rebirth of the public-service ethic in the United States. The ethic focuses on good civic design in its broadest sense—encompassing such endeavors as housing, transportation, workforce development, public health, economic development, ecological balance, and social justice for the disadvantaged. The ethic strives for a scholarly atmosphere that is inspirational, creative, productive, and personally fulfilling. The ethic reaches to the larger world beyond academia—that is, to community, state, national, and international clientele.

Edward J. Bloustein—Rutgers president, constitutional scholar, active citizen, philosopher, and teacher—lived a life of civic engagement that the school's ethic seeks to perpetuate. Research, teaching, and outreach at the Bloustein School aim for intellectual originality and practical rigor in an atmosphere of spirited and open debate. Bloustein activities are rooted in diversity of experience and thought. They create settings where individuals and communities can flourish.

The Bloustein ethic strives to improve the quality of public discourse by producing ideas and measures that have impact. The Bloustein ethic engages those who do their jobs not just honorably, but with a passion for their work that alters their surroundings. The Bloustein School seeks to foster new research and thinking that achieve both scholarly recognition and public acceptance.

Education

The School supports a wide variety of educational activities, from undergraduate and master's and doctoral degree programs to continuing education courses and conferences for professionals and alumni. The School also hosts international fellows programs, which provide education and professional development opportunities for individuals from nations around the world.

The core purpose of all our educational programs is to enhance students' understanding of the theories, methods, and practice of planning and public policy. The School's educational programs encourage open discussion of all viewpoints, the application of quantitative methods for analysis, the careful study of history, and a thorough consideration of economic and demographic trends and political institutions and processes.

Full- and part-time students examine theories and methods in a wide variety of concentrations, including community and economic development, public health, workforce development, land use, housing, transportation, urban design, education, social policy, science and technology policy, and environmental policy.

Research

The School serves as an intellectual focal point at Rutgers University for the examination of societal problems and solutions. Research undertakings are governed by a strong commitment to quality through the use of sound social science theory and methods and to full dissemination of results and peer review of findings. Research is carried out on a wide variety of challenging topics. Specialized centers, established by the University's Board of Governors, carry out large-scale projects and are supported by external funding. The centers support the educational and public-service mission by focusing research in the substantive areas of the School's strength and by supporting students, faculty, and staff in those areas.

Service

The School is committed to addressing community, regional, state, national, and international needs.

Faculty, staff, and students fulfill this commitment in a variety of ways, by preparing students for careers in public service; through continuing education courses and seminars; by serving as advisors to public officials and community organizations; by working to strengthen the capacity of governmental and nonprofit organizations through education and training; and by undertaking research projects that address the pressing needs and concerns of our society.

Website Information

The Rutgers web site, <http://www.rutgers.edu>, offers information that faculty and PTLs will find helpful under **Faculty and Staff** and **Current Students**. Maps of all campuses are also available from the **Visitors** link on the main page. Several subject areas in this handbook will refer you to the Rutgers web site for information, rather than reproducing such items here.

The Bloustein School web site, <http://www.policy.rutgers.edu>, provides information about the Bloustein School's undergraduate and graduate programs, faculty, and course syllabi.

Key Contacts

Academic Programs

Undergraduate Programs **Anton Nelessen**
732/932-3822, ext. 726
Room 368
nelessen@rci.rutgers.edu

Public Policy Program **Stuart Shapiro**
732/932-5475, ext. 870
Room 546
stuartsh@rci.rutgers.edu

Urban Planning and
Policy Development **Robert Burchell**
732/932-3133, ext. 542,
Room 489
burchell@rci.rutgers.edu

Doctoral Program **Robert Lake**
732/932-3133, ext. 521
Room 483
rlake@rci.rutgers.edu

Principal Secretary
Academic Programs **Claire Padovano**
732/932-5474, ext. 614
Room 540
clairepadovano@ejb.rutgers.edu

Student Services

The Office of Student Services is located in the first floor suite is available to answer all student-related questions regarding both full- and part-time students.

Assistant Dean

Stephen Weston
732/932-5475, ext. 753
Room 186
sdweston@rci.rutgers.edu

Graduate Student Questions

Lynn Astorga
732/932-5475, ext. 740
Room 184
lastorga@rci.rutgers.edu

Undergraduate Student Questions **Christina Miller**
 732/932-5475, ext. 683
 Room 183
millercl@rci.rutgers.edu

Administration

Dorothea Berkhout , Associate Dean <i>berkhout@rci.rutgers.edu</i>	Room 383
Michael Greenberg , Associate Dean of the Faculty <i>mrg@rci.rutgers.edu</i>	Room 536
Dona Schneider , Associate Dean, Academic Programs <i>dona@rci.rutgers.edu</i>	Room 554
Linda Guardabascio , Director of Business Services <i>guardabascio@aesop.rutgers.edu</i>	Room 190
Marcia Hannigan , Administrative Asst. to the Dean <i>mhanniga@rci.rutgers.edu</i>	Room 391
Tamara Swedberg , Instructional Technology Specialist <i>tamara.swedberg@rutgers.edu</i>	Room 539

A copy of the complete school directory is available on the school Sakai site, <https://sakai.rutgers.edu/portal>, Bloustein School tab, and click on Resources.

Building Hours

The doors of the Bloustein School, 33 Livingston Avenue, Civic Square, are generally open from 7:30 a.m. to 6:30 p.m. Monday–Thursday and from 7:30 a.m. to 5:00 p.m. on Friday. Once you have obtained a Rutgers University ID card and have it activated by the Business Office, you will be able to enter the building after hours.

Emergencies and Weather Closings

For accident, medical, fire or police emergency, call 911. To reach the Public Safety Communication and Dispatch Center call **732/932-7211**.

In the event of a weather emergency, a “University Operating Status” page will be posted as a link from the main Rutgers web page, <http://www.rutgers.edu>. Please refer to this page for updated information on closings, class cancellations, delayed openings and other pertinent information. The link will also be posted from the Rutgers Today web page, <http://www.rutgers.edu/news-center/rutgers-today>. **Please do not call the Rutgers Police for closing or cancellation information.**

6 General Information

Class cancellation and office closing information is also available through the following media sources:

RU-info Channel on RU-tv 3
RU-info Call Center at 732/445-INFO(4636)

Or via these local media outlets (class cancellations only):

WCTC (1450 AM)
WRSU (88.7 FM)
WRNJ (1510 AM)
WKXW (101.5 FM)
WCBS (880 AM)
WINS (1010 AM)
News 12 New Jersey (Channel 12)

Faculty or PTL Absence

If you must miss a class due to illness or other emergency, please contact your program director and **Michael Greenberg** mrg@rci.rutgers.edu or **Dona Schneider** dona@rci.rutgers.edu as soon as possible to make arrangements for coverage of your class.

If you have to miss a class due to a professional reason (speaking engagement, etc.), please contact your program director or Associate Dean **Michael Greenberg** mrg@rci.rutgers.edu in advance to get approval for your absence.



EMPLOYMENT INFORMATION

Appointment and Payroll

A packet containing your appointment letter and any paperwork required to put you on payroll will be provided to you each semester. If this is the first semester that you are teaching, the packet will include a request for proof of identity. In particular, please note that under federal law the university requires proof of citizenship and a copy of a social security card (if you do not have your social security card, the university will process your paperwork only if you can supply a letter from the social security office indicating that you have made an in-person application for a replacement card). ***There are no exceptions to this rule.***

Please be sure to complete the forms and return them to the Office of Business Services promptly. Delays in returning forms will result in delays in your receiving payment.

Payroll for academic year part-time faculty runs (a) September 1 through January 31 (fall semester) or (b) February 1 through June 30 (spring semester). Please contact **Keri Alvia** in the Office of Business Services, room 192, kalvia@rci.rutgers.edu, to complete the necessary form ***authorizing direct deposit of your paychecks if you did not complete it with your original packet of paperwork.***

Payroll checks are directly deposited in the bank account that you designate every two weeks on Friday. Paycheck stubs are delivered to PTL mailboxes in room 369A. *(Beginning January 2011, stubs will no longer be distributed, because you will be able to access your paycheck stubs on line.)*

University ID

Photo ID serves as the primary form of identity verification throughout the university. All faculty and PTLs must obtain a photo ID. You must bring your appointment letter, photo ID, and a completed application signed by **Linda Guardabascio**, Director of Business Services, to Human Resources, ASB II, Cook Campus. Please check the Rutgers web site, <http://ruconnection.rutgers.edu/> for further information. Card activation is necessary to gain entrance to CSB parking/building/office. Please contact **Keri Alvia** in room 192.

CV/Resume

The Bloustein School requires a copy of your curriculum vitae or resume. Please submit a copy to **Claire Padovano**, at clairepadovano@ejb.rutgers.edu.

Parking

Temporary parking permits for the fall and spring semesters are available from **Keri Alvia**, Business Assistant, in room 192. The temporary permit is valid for 30 days after the employment start date. Once PTLs receive their first paycheck, they can apply for a parking permit online at http://parktran.rutgers.edu/fac_staffpark.shtml. PTLs teaching in the Civic Square Building may park in the garage during the semester they are teaching only. Parking and Transportation Services will activate university ID cards for entry into the CSB garage. Summer permits must be purchased from Parking and Transportation Services. These permits also allow PTLs to park in general faculty/staff lots on campus.

Union Information

Please check the Rutgers web site for the most recent PTL union contract. The negotiated agreement is available on the web site of the Office of Labor Relations <http://ubr.rutgers.edu/documents/PTLFC-AAUP-Agreement.pdf>.

There are various provisions governing reappointments and salary increments of which you should be aware.

Retirement System

For information pertaining to retirement plan eligibility, please check the Rutgers website at: <http://ubr.rutgers.edu/faqs/faqpensionptl.htm>.

Office Space and Copying

Faculty office space is assigned by the dean's office. PTLs will be provided shared office space in room 551 and access to a copier located in room 564. You are allowed a maximum of 1,500 copies per semester. Please contact **Claire Padovano**, clairepadovano@ejb.rutgers.edu, to set up an account. Faculty and PTL mailboxes are located in room 369A.

Email Account/NetID

All Rutgers employees are required to have a Net ID. A Net ID is an official account at Rutgers that provides access to the majority of the electronic resources available at the university. For example, a Net ID is used to access the Sakai course management system and the system for submitting grades at the end of the semester. In addition, a Net ID also provides you with an email account on the RCI system.

If you are a new instructor, you should submit an early fac/staff account request form with the help of the administrator who has assisted you thus far. This form is used to request a Net ID in advance of your records officially being added to the human resources system at Rutgers. Typically your information will only be added to this system when you receive your first paycheck. This is why it is important to submit an early/fac staff account request form well in advance of your first class. This form can be found online at the following location and normally takes 3-4 business days to process: <http://www.nbcs.rutgers.edu/newdocs/for00203/for00203.php3>.

If you have already received your first paycheck, or if you are in the system at Rutgers due to any other reason, you can use the following link to create your Net ID: <https://www.rci.rutgers.edu/rats/rats.cgi>.

Once you receive your Net ID, you can start using that account on most of the systems at Rutgers within 24 hours. You can also immediately start using your new email account on the RCI system. To access that account, you can utilize the web interface for RCI via the following link: <https://webmail.rci.rutgers.edu>.

You can also find information on configuring an email client like Outlook or Thunderbird to access your newly created email account through this link: http://www.nbcs.rutgers.edu/newdocs/windows_new.index.php.

Alternatively, you can forward the email sent to your Net ID to a personal email account. You can do this by logging into the web interface for RCI and selecting the web tools link at the top of the page. You can then select the link marked forward on that page and then use the “setup forward” option on the subsequent page.

If you have any questions about any of the information listed above, please contact the Bloustein School Information Technology Services group via email at ejbhelp@rci.rutgers.edu. For more information, please visit the Information Technology Services web site located at <http://policy.rutgers.edu/ITS>.

Bloustein School Computer Accounts

To access the computers in the PTL offices, you will need to apply for an account on the Bloustein School network. This account is completely separate from your Net ID and is only used to login to the computers located within the Civic Square building. If you have been allocated space in the building and a PC is located in that area, you should apply for an account. If you will not be using the computers in Civic Square aside from the computers in the classrooms, you will not need to apply for this account. The account request form for the Bloustein School network can be found at the following location and please note that the account requests typically take 1 to 2 business days to process: <http://policy.rutgers.edu/ITS/documents/NewEmployeeAccountCreation.pdf>.

Computer Support

Computer questions (including setting up a school account) and technical support are provided by the Information Technology Services Office:

Martin O'Reilly , Associate Director of IT ext. 743, moreilly@ejb.rutgers.edu	Room 362
Nicole Del Buono , Unit Computing Manager ext. 780, ndelbuon@ejb.rutgers.edu	Room 357
Tamara Swedberg , Instructional Technology Specialist ext. 716, tamara.swedberg@rutgers.edu	Room 539



INSTRUCTIONAL MATTERS

Calendars

Academic: <http://scheduling.rutgers.edu/academic.btm>

Bloustein School: <http://policy.rutgers.edu/faculty/resources>

Class Times

Class schedules are set almost one year in advance and, due to minimal space, very difficult to change. If it is necessary to make any change to your class time and/or location, you must contact your program director as soon as possible.

Advising Hours

Faculty and PTLs are required to hold two hours of advising hours per course per week at a designated location on campus. Please provide your advising hours to **Claire Padovano**, clairepadovano@ejb.rutgers.edu, by the end of the first week of classes. This information will be made available to students and staff. It is the faculty member's responsibility to inform staff of any change in those hours. The Associate Dean of the Faculty will monitor and remedy this policy.

Teaching Resources

The Rutgers Learning Centers (<http://lrc.rutgers.edu>) work with students, faculty, and professional staff through a variety of free academic support programs to promote student achievement.

The Center for the Advancement of Teaching (<http://ctaar.rutgers.edu>) offers a variety of materials and workshops to assist faculty. A list of scheduled workshops is available on its web site.

The Rutgers University Libraries (<http://www.libraries.rutgers.edu/>) comprise one of the nation's leading academic library systems. In addition to its large collections in a variety of different areas, it offers a variety of services including classroom instructions, research assistance, and consultations to assist faculty and their students.

Syllabus

Information on creating a syllabus can be found at: <http://ctaar.rutgers.edu/teaching/syllabus.htm>.

Please submit an electronic copy of your course syllabus prior to the start of the semester to **Claire Padovano**, at clairepadovano@ejb.rutgers.edu.

At a minimum the syllabus should contain:

- Course number and title
- Instructor's name, office hours, email address, and other contact information
- Course description, with learning goals and objectives
- Required texts and assignments
- Grading and attendance policies
- Schedule of topics
- Academic Integrity Statement

To assist you in designing your course, the program has past syllabi available and can provide you with copies of them. You are also encouraged to talk to members of our faculty who have previously taught the course. While you have the academic freedom to determine the specific content and evaluation strategy for your course, it is imperative that you match your content to the course title and official catalogue description. You should plan for students to receive feedback on their progress throughout the semester (quizzes, assignments, hourly exams, or other formal evaluations). It is not appropriate to base a final grade on a single assignment, paper, or exam. Graduate final exams or presentations can be held during the last scheduled class or by arrangement. The schedule for undergraduate exams, including date and location, is determined by the University Scheduling office.

Homework and reading assignments vary widely, but 2 to 4 hours a week is an approximate average load for a three-credit course. Be sure to communicate the requirements, learning objectives and outcomes, and evaluation strategy of the course **clearly** in your course syllabus.

Course Management

Sakai and eCollege

Rutgers uses Sakai as the course management tool for most face-to-face courses. Fully online courses are managed through eCollege. **Tamara Swedberg** provides individualized instruction in these tools tamara.swedberg@rutgers.edu. The Sakai site is located at: <https://>

sakai.rutgers.edu/portal. The eCollege website is located at: <http://ecollege.rutgers.edu>. Visit <http://policy.rutgers.edu/its/faculty/> for more information on instructional technology services at the Bloustein School.

Book Orders/Course Readings

Book orders (edoptions) should be placed online at: <http://rutgers.bncollege.com>. The bookstore will also gladly accommodate you if it is more convenient to email your order to TM660@bncollege.com or hand-deliver your order to the bookstore. Please contact **Claire Padovano**, at clairepadovano@ejb.rutgers.edu if you encounter any problems.

Course packets are not prepared in the school. There are several alternatives available to you, primarily scanning and posting your readings on Sakai. Please contact **Claire Padovano** at clairepadovano@ejb.rutgers.edu or 732/932-4101 (ext. 614) at least 3 weeks prior to the start of class for further information.

Classroom Set-up

If you have a problem regarding Bloustein School (CSB-Civic Square Building) room set-ups, please contact **Amy Cobb** cobba@rutgers.edu, 732/932-5475 (ext. 638). Please note the standard configuration for CSB classrooms is tables and chairs facing the whiteboard. If you change the configuration for your class, please return it to the standard set-up. If there are any problems with heating/air conditioning/electrical, please contact the Facilities office at 732/932-4150. If you have a problem with a classroom outside of CSB, please contact Enhanced Classroom Support at 732/445-3612.

Equipment/Media Services

For courses in the Bloustein School, please fill out the Equipment Request form found on the faculty page: <http://www.policy.rutgers.edu/its/faculty/equipment.php>. Equipment may be picked up from the office of **Tamara Swedberg**, room 539. For classes outside the Bloustein School, please go to: <http://classrooms.rutgers.edu> and click on Equipment Request on the bottom left.

Class Rosters

Class rosters are available online. Rosters contain sensitive information and access to them must be restricted. In order to verify that rosters are only accessible by those authorized, permission is granted by **Claire Padovano**. Faculty and PTLs must access them by use of their NetID and password. Online rosters give you the ability to view and print rosters, obtain email addresses of students, pull up photos of students, and submit warnings and grades online. You can access your roster at: <http://sims.rutgers.edu/rosters>. Please contact **Claire Padovano**, room 540, clairepadovano@ejb.rutgers.edu, with any questions or problems.

Warning rosters are issued a few weeks into the semester for **undergraduate students only** and allow faculty and instructors to formally warn students that they are doing poorly at this point in the semester due to poor performance, poor attendance or both. Warnings can be entered online with a warning of **W1: poor performance, W2: poor attendance** or **W3: both**. This warning does not go on a student's permanent record. Again, verify that the roster accurately reflects the students in the course, so that they receive their grades correctly.

Drop/Add/Special Permissions

Students may add courses and drop courses without a "W" (withdraw) being noted on their records at the beginning of each semester. Students are advised to check with the Registrar's office for the appropriate time lines. If the initial meeting of a class does not occur until after the drop period, the "W" shall be waived provided that the student drops the class with the permission of the dean within one business day after the first meeting of the course.

Students use the Rutgers telephone registration system or the web-based online registration system to drop and add courses, adding courses primarily through the use of special permission numbers unique to each course and available only through the program. New Ph.D. students must register in person.

All non-matriculated students and select courses in the programs require special permission numbers. Students may contact you prior to the start of class for permission to take your course. Please confirm your approval to **Christina Miller**, millercl@rci.rutgers.edu for undergraduate courses, and **Lynn Astorga**, lastorga@rci.rutgers.edu for graduate courses. Special permission numbers are not used to waive prerequisites to a course.

Final Exams

If you give a final exam in your course, please be sure the arrangements are listed in your course syllabus. If you teach an undergraduate course, your final examination should be administered during the time assigned to your course through University Scheduling. You can administer make-up examinations when a student is able to satisfy the faculty member that the exam was missed through no fault of the student. A note from a doctor, the student health service, or the college dean's office is sufficient to document medical absences or schedule conflicts. Other excuses are accepted at the discretion of the instructor.

The make-up exam should be administered by a faculty member or a graduate student in a suitable space, without distractions or the opportunity for academic dishonesty.

Inappropriate make-up exam situations include:

- Asking a staff member to arrange the exam space and to “proctor” the exam
- Putting the student alone in a public space, such as the student lounge, a conference room, or a storage room
- Using another faculty member’s office
- Having an undergraduate assistant supervise the exam in the faculty member’s office, with the faculty member absent.

Appropriate make-up exam situations include:

- Holding the exam in the faculty member’s office or another space supervised by the faculty member
- Finding space for a graduate student TA to conduct the proctoring
- Arranging a standard make-up time and place for the course
- Placing the student in a classroom where a full-hour proctored exam is in progress for another course, with a faculty colleague administering the exam.

Grades

Final grades are due in the office of the Registrar **within 48 hours of the scheduled date of your final exam**. Grades are submitted online at: <http://sims.rutgers.edu/rosters>. If you cannot submit your final grades by the university due date, please contact **Claire Padovano** clairepadovano@ejb.rutgers.edu or at extension 614 to make other arrangements immediately, as this could hinder a student’s graduation.

The appropriate grades for your course are listed online on your roster. If you have specific questions regarding a grade for a student, please consult the program director in your area. Further information can be found at <http://registrar.rutgers.edu>.

Incomplete grades are given to students who complete an Incomplete Agreement form, which is available in the Student Services office, room 183/184. Incomplete grades are given at the discretion of the instructor when the student has not properly completed the course work requirements (i.e., major assignment or examinations). An incomplete grade becomes a PIN (permanent incomplete) after one year. Temporary grades (“T/” grades) may be given in undergraduate courses.

Please note that it is a violation of federal law and university regulations to post any student grades by name or social security number, either physically in a university building, on the Internet, or in any other manner. After the end of the semester, students are able to phone the registrar for term grades and, if you wish for students to be able to reclaim final exams, you may leave them, in alphabetical order, with **Claire Padovano**, room 540, and students can pick them up beginning in January or after graduation in May.

Grade Changes

Grade changes can occur in two instances:

1. If a student is given an incomplete grade
2. If there has been a mistake in the final grade submitted for a student

If you need to change a grade for either of these reasons, you can go online to <http://sims.rutgers.edu/rosters>. Grade changes can be made online by following the prompts on your roster. Please be sure to indicate the reason for the change of grade. This request will be forwarded for approval of the administrative office of the school. You will receive notification and instruction on the approval or rejection of the grade change.

Disagreement about Grades and Grade Grievances

From time to time, you will encounter students who are unhappy about a particular grade in a course. Students are required to discuss the grade with you first. Please try to provide students with a way to contact you, by phone or e-mail, after the semester is over so that they can discuss any grade issues with you. Under the Family Educational Rights and Privacy Act (FERPA), be aware that you cannot discuss a student's grades with his/her parents or others, unless the student has given you written permission to do so.

If you cannot reach a resolution with the student, you should refer the student to the appropriate program director, and provide the program director with any relevant material. If the program director cannot resolve the disagreement, the student then has the right to see the Assistant Dean for adjudication. The program director or the Dean's office will rarely overturn a faculty member's decision on a grade, and will do so only in the most unusual or compelling circumstances. You should retain all course papers and exams for a period of one year.

Student Evaluation of Courses

Rutgers University policy requires that each course and each instructor should be evaluated each semester, to help assess strengths and weakness, to show progress, and to determine whether/ what changes would be useful. The school insists on effective teaching and will make decisions based on that criterion. Student evaluations are completed online. Notice will be sent to instructors when online evaluations are available. The instructor should then advise the class at least three times that the evaluations are available and ask that they be completed as soon as possible. Student feedback is important for our courses to be continually improved

ACADEMIC POLICIES AND ISSUES

Religious Observance

It is the policy of the university to excuse without penalty students who are absent because of religious observances, and to allow the make-up of work missed because of such absences. Examinations and special required out-of-class activities shall ordinarily not be scheduled on those days when religiously observant students refrain from participating in secular activities.

As the university has grown in its diversity, a list of officially recognized holidays is no longer published. Please ask students to submit, in writing, their intention to be absent from class due to religious observance.

Academic Misconduct (Academic Integrity Policy)

The University's Academic Integrity Policy can be found at: <http://academicintegrity.rutgers.edu/integrity.shtml>. Please note that penalties for misconduct range from failing an assignment/exam to dismissal from the university. Academic misconduct almost always happens for two reasons: 1) ignorance of academic rules and practices (in virtually every recent plagiarism case in the school, material has been taken from an internet site and placed in text without appropriate note or attribution), or 2) pressure. Should you verify academic misconduct, or have any problems with dishonesty, ethical violations, or harassment (whether involving you or involving others) please contact your program director. The program needs to know about each case. You should not try to resolve any such issues yourself. The university's policy discusses violations of academic integrity such as cheating, fabrication, facilitating academic dishonesty, plagiarism, and denying others access to information or material. It defines four levels of offenses, with attendant sanctions and grievance hearings.

Your course syllabus should contain a statement on Academic Integrity. Should you have any questions, please contact **Steve Weston**, Assistant Dean, room 186, ext. 753, sdweston@rci.rutgers.edu.

Accommodations for Students with Disabilities

Under Federal Law, the university is required to provide reasonable academic accommodations to students with documented disabilities, in legally defined categories. Rutgers has a very specific process that students must follow in order to obtain accommodations. All students must present proof of their disability to their respective undergraduate college or graduate unit for review by the college coordinator. If a student approaches you directly to ask for accommodations, please inform the student that **all** requests for accommodations must go

through the coordinator at his/her undergraduate college or graduate unit. Undergraduate students may contact the Dean of Students Office at their colleges for the name of their disabilities coordinator. Graduate students should contact **Steve Weston**, Assistant Dean, room 186, 732/932-5475 (ext. 753), sdweston@rci.rutgers.edu. The coordinator will work out an individualized plan of accommodations for the student, and the university office of disability services **will send a letter to each instructor who is teaching a course for which the student is registered**. That letter will specify the particular accommodations to which a student is entitled in that course. Typical accommodations may include extended time on exams, offering exams in a distraction-free environment, note-takers, and perhaps even alternate forms of exams (essay vs. multiple choice).

Equal Employment Opportunity and Affirmative Action

It is university policy to provide equal employment opportunity to all employees and applicants for employment regardless of their race, religion, color, national origin, ancestry, age, sex, sexual orientation, gender identity and expression, disability, atypical hereditary cellular or blood trait, marital status, civil union status, domestic partnership status, military service, veteran status, or any other category protected by law.

The university is an equal opportunity and affirmative action employer. The Office of Employment Equity is responsible for implementation of the university's Affirmative Action Plan for Equal Employment Opportunity ("Plan") and monitors the university's progress with regard to the Plan. The Plan, which covers females, minorities, individuals with disabilities, disabled veterans, recently separated veterans or other protected veterans, is available for inspection by employees and applicants for employment on each campus.

A copy of this policy can be found at <http://policies.rutgers.edu/PDF/Section60/60.1.8-current.pdf>

Policy Prohibiting Discrimination and Harassment

It is the policy of Rutgers University to provide equal employment opportunity and to make the benefits and services of its educational program available to employees and students without discrimination on the basis of certain enumerated protected categories. These categories are race, religion, color, national origin, ancestry, age, sex, sexual orientation, gender identity and expression, disability, atypical hereditary cellular or blood trait, marital status, civil union status, domestic partnership status, military service, and veteran status, and any other category protected by law. Harassment is a form of discrimination and, therefore, harassment directed toward an individual or group, or experienced by an individual or group, based on membership in a protected category, also violates university policy. A copy of this policy can be found at <http://policies.rutgers.edu/PDF/Section60/60.1.12-current.pdf>.

We hope you enjoy your teaching experience here at the Bloustein School. If we can be of further assistance, please contact the appropriate faculty/staff member.

No promise of any kind is made by the university by virtue of any statement in this handbook. Faculty and PTLs are referred to the university regulations, labor contract, policy memoranda, and any other relevant source documents for the current and definitive status of the matters covered in this handbook.

