



# Faculty Handbook

## 2020-2021

Prepared By  
The Office of the Vice President for Academic Affairs in collaboration with the Center for  
the Enrichment of Learning and Teaching (CELT)

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## I. AFFIRMATIVE ACTION POLICY

Middlesex County College is firmly committed to a policy of Equal Opportunity and Affirmative Action. The College will implement this policy to assure that the educational programs, activities, services, benefits and employment opportunities offered by the College are available to all persons regardless of race, color, national or ethnic origin, ancestry, age, religion, sex, affectional or sexual orientation, gender identity, marital status, veteran status or disability in accordance with applicable State and Federal laws. Inquiries regarding compliance may be directed to the Affirmative Action Officer, Middlesex County College, Chambers Hall, 2600 Woodbridge Avenue, Edison, New Jersey 08818-3050.

## II. HISTORY, MISSION, AND GOVERNANCE

### A. History of the College

Middlesex County College was one of New Jersey's first five public county colleges to open its doors. Legislation to permit the establishment of county colleges was adopted into law in 1964 and in November of that year, the Board of Chosen Freeholders appointed the first Board of Trustees. The College Trustees were immediately successful in obtaining a federal construction grant under the Higher Education Facilities Act, and a building program of \$3.6 million began. Dr. Frank M. Chambers was appointed as the first President in March 1965, and a small administrative staff worked steadily to prepare the College for opening its doors to a freshman class in September 1966.

### B. Mission

The mission of Middlesex County College is to provide access to a quality, affordable education for a diverse population, to support student success for lifelong learning, and to strengthen the economic, social, and cultural life of the community.

### C. The Board of Trustees

The Board of Trustees is responsible for the overall planning and policy making for the College. The Board is responsible for the management and control of the College and for the custody of College property. Subject to relevant external regulations, the Board of Trustees will establish broad general policies and programs to govern the operations and management of the College, leaving the details of administration to the President of the College.

At present, the College Board of Trustees members are:

Dorothy K. Power, Chair  
Mark J. Finkelstein, Vice Chair  
Robert P. Sica, Secretary  
Gary Taffet, Treasurer  
Kyle M. Anderson, Interim Executive County Superintendent (*ex officio*)  
Christine Buteas  
Claribel Cortes  
Judge Roger W. Daley  
Samuel S. Okparaeke  
Robert Oras  
Praful Raja  
Gabrielle McLean, '20

### D. College Governance

In addition to the administrative organization of the College, a system of governance composed of the following groups has been established to provide members of the campus community a means of input regarding academic, student, and general College affairs:

#### **1. College Assembly**

The College Assembly is a collegewide body comprised of students, faculty, staff, and administrators. The Assembly has the responsibility of making recommendations regarding academic, student, and other College affairs. Faculty members are elected to the College Assembly by the faculty members of division councils.

#### **2. College Assembly Task Forces**

Task Forces are subcommittees of the College Assembly and address specific areas or issues.

Membership of the task forces reflects the different constituencies of the College and includes faculty, staff, and administrators. The Task Forces are:

- Academic Standards
- Campus Life and Community Concerns

- Accessibility for Persons with Disabilities
- Bylaws
- Campus Diversity
- Curriculum
- Educational Resources

### **3. Division Council**

Each Academic Division has a representative council composed of students, faculty, and administrators. This Council makes recommendations to the Dean of the Division and to the College Assembly on matters affecting academic affairs and student services, as well as other College and divisional matters.

Anyone interested in membership on the College Assembly, its Task Forces or Division Councils should contact his/her Division Council Chairperson or Division Dean.

### III. REMUNERATION AND BENEFITS

#### **Representation**

The Board of Trustees has recognized the Faculty Union of Middlesex County College, as the collective bargaining agent for all full-time instructors, counselors, and librarians.

#### **Faculty pay**

Full-time faculty members receive pay twice monthly, on the 15<sup>th</sup> and 30<sup>th</sup> of each month, via direct deposit. In the event the 15<sup>th</sup> or 30<sup>th</sup> falls on a weekend or on a day in which the College is not in session, pay will be issued on the last workday prior to such date.

Payroll adjustments will be made in the month following the month in which the reason for the adjustment occurs. For example, a deductible absence occurring in October, would be reflected in the November payroll. Department Chairpersons are responsible for reporting any adjustment data to the Payroll Department not later than the fifth day of the month following the month in which the reason for the adjustment occurs.

Faculty members are responsible for reporting all information that might affect their individual pay status by contacting the Payroll Department. Such information includes a change in name, in marital or dependent status, in place of residence, or adjustments to federal and/or State tax withholding calculations.

Ten month faculty members may elect to receive their pay over twelve months rather than over ten months. Please contact the Payroll Department for further details.

#### **Health Benefits**

The College provides health and dental benefit plans at a cost to members of the bargaining unit in accordance with New Jersey public law. This coverage for full-time faculty members hired for at least a one-year period commences on the 91<sup>st</sup> day of employment. Full-time, one-semester only faculty members will not be covered under the plan; however, one-semester faculty members who are hired for a second consecutive semester will be entitled to immediate coverage in accordance with normal enrollment procedures, waiving the 90 day waiting period. Enrollment for a faculty member who becomes eligible for coverage (after the applicable waiting period) after the 24<sup>th</sup> of the month will be in effect on the first day of the following month. A detailed description of the health and dental benefit plans is available in the Human Resources Department located in the Chambers Hall.

#### **Worker's Compensation Insurance**

Worker's Compensation Insurance covers illness or personal injury that arises out of a condition or accident and upon investigation is found to have been job-connected.

#### IV. TUITION REIMBURSEMENT

Faculty members are eligible for tuition reimbursement for a maximum of 15 credit hours per academic year at a rate not to exceed 115% of the rate charged at Rutgers, The State University of New Jersey. The official end date of the course determines the year in which the credits will be counted toward the maximum number of credits eligible for annual reimbursement. Tuition reimbursement procedures and requirements are as follows.

In order to qualify for tuition reimbursement, faculty members must be employed on a full time basis at Middlesex County College and may not be on sick leave. One-semester employees or employees hired to replace faculty members on leave are not eligible for tuition reimbursement. The one semester exclusion applies only to those faculty members who have not been hired previously on a full-time basis at Middlesex County College.

The graduate or undergraduate course shall be relevant to the faculty member's field or fields if he/she has or has had teaching assignments in more than one area. The graduate or undergraduate course(s) must be agreed to in advance by the administration and faculty member, and must be mutually beneficial to him/her and the College. In addition, the college or university offering the course must be regionally accredited. The faculty member must earn a grade of "C" or better in order to receive reimbursement.

Tuition Reimbursement Application Forms are available under "Common Forms" on the Infonet under the Human Resources/Labor Relations/Payroll department. Faculty members who wish to apply for tuition reimbursement must file a completed application form, including the catalog course description, with signatures from the Chair, Division Dean, and Vice President for Academic Affairs prior to the start of the course. Tuition reimbursement forms are submitted to the Human Resources Department.

If circumstances necessitate a change in course registration after the filing deadline, the faculty member shall immediately notify the Dean, in writing. The reason for the change in registration should be noted, and catalog course descriptions for the newly added courses should be included for review by the Dean.

The reimbursement is only for the cost of tuition and does not include travel, the cost of books or any type of fees. The tuition reimbursement will be made in accordance with provisions stated in the agreement between Faculty Union of MCC and the Board of Trustees.

After the Vice President has either approved or disapproved and signed the reimbursement request, a copy of the form will be sent to the faculty member for his/her records.

The faculty member must submit the following items to his/her Division Dean in order to receive reimbursement:

- Either an official transcript or a copy of the student grade report which indicates that a "C" grade or above was earned, and
- A completed and signed Fast Pay Form with proof of payment, e.g., copy of the cancelled check.

## V. EVALUATION, TENURE, AND PROMOTION

### A. Faculty Evaluation Criteria

The evaluation procedures at Middlesex County College are designed to assess faculty accomplishments in carrying out their professional responsibilities. The first priority in a community college is teaching. Faculty are expected to demonstrate the effort they put forth to improve and enhance their knowledge in a given discipline, as well as the methods used to impart this information to students. Promotion and retention will be based on continuing excellence in teaching and in student learning. In addition, professional responsibilities extend beyond the classroom in areas of tutoring, advisement and involvement in college activities and governance.

The six-point evaluation provides a method to evaluate these contributions to students, to fellow faculty and staff, and to the College community. It constitutes a comprehensive and systematic approach to the improvement of performance. All Department Chairpersons will apply the criteria uniformly when they evaluate each of their faculty members. The frequency of evaluations is dependent on academic rank: Professors are evaluated every three years; Associate Professors are evaluated every two years; Assistant Professors are evaluated each academic year; tenure-track instructors are evaluated once each semester.

With some exceptions, each evaluation will include a record of a classroom visitation and a faculty profile on the following six criteria:

#### 1. **Versatility**

Definition: Versatility denotes the instructor's ability to serve throughout a particular curriculum and to meet the special curricular service demands. Versatility in teaching will be identified as follows:

- Courses currently teaching
- Courses qualified to teach – to be determined jointly by faculty member, Chairperson, and Dean.
- Courses taught effectively – as determined by prior evaluations.
- Courses willing to teach – this quality will be utilized if it is jointly determined that the faculty member is qualified.

#### 2. **Special Efforts for Providing Tutoring and Advisement**

Definition: The faculty member must provide tutoring and advisement to students in regularly scheduled classes. The activities provided as examples in tutoring should demonstrate appropriate assistance by the faculty member and effective referrals for additional developmental work for the student. Advisement consists of providing course and program information to help students with their academic, occupational, and personal progress.

At the **rank of Instructor**, the faculty member must be available to students. Regarding advisement, the faculty member should have knowledge of College policies and procedures in order to respond to student inquiries and problems. Also, the faculty member must maintain current knowledge of the curriculum requirements of assigned advisees. The faculty member should be knowledgeable about appropriate referral sources.

To be considered for promotion to the **rank of Assistant Professor**, the faculty member must be able to demonstrate the above regarding availability to advise students, knowledge of College policies and procedures, curriculum requirements, and referral sources. There must be evidence of the faculty member's initiative in contacting students about their academic progress, efforts at making appropriate referrals, and activity in providing tutoring.

To be considered for promotion to the **rank of Associate Professor**, the faculty member must demonstrate accomplishment of the activities listed above. Also, there must be evidence that the faculty member has knowledge of overall College academic requirements and be able to advise students about a wider range of curricula.

To be considered for promotion to the **rank of Professor**, the faculty member must demonstrate accomplishment of the activities listed above. The faculty member must demonstrate effective initiative and follow-up in contacting students concerning their academic progress. In addition to Collegewide policies, procedures, and program requirements, the faculty member must demonstrate knowledge of transfer and career placement requirements in the respective discipline.



### 3. Community Commitment

Definition: The faculty member must be committed to the College community. He/she must effectively participate in College affairs, student affairs, and in the general development of the College as a learning community. Demonstration of community commitment activities for promotion must occur in the interval since the last promotion. Special responsibilities of a singular nature will be evaluated accordingly (e.g., Chairperson of the College Assembly or an accreditation steering committee). Such service must reflect growth in the faculty member's performance and may include new and continuing activities. Activities for which a faculty member receives remuneration will not be considered evidence of community commitment.

While at the **rank of Instructor**, the faculty member is actively involved in all facets of the department's operation to include such things as departmental committees, attendance and assistance at departmentally-sponsored affairs, and attendance at college-wide activities and open houses as a representative of the department. College-wide activities would include events such as lectures, divisional hour programs, and recruitment visits to off-campus sites.

To be considered for promotion to the **rank of Assistant Professor** the faculty member continues to perform all of the activities outlined above and becomes involved in divisional activities to include service on the divisional council, ad hoc divisional committees, and acts as a representative for the division in various College activities. An Assistant Professor should become an active moderator or advisor to a student activity or college club. He/she should also seek membership on college-wide committees.

To be considered for promotion to the **rank of Associate Professor**, the faculty member must demonstrate accomplishment of all the activities listed above and the faculty member must become a member of a college-wide committee, ad hoc or standing committee, task force or board.

To be considered for promotion to the **rank of Professor**, the faculty member must show evidence of the accomplishment of all of the activities above and, in addition, faculty must demonstrate leadership by chairing a Divisional Council, a college-wide committee, ad hoc or standing committee, task force, or board. Professors should also present a positive impression of the institution as participants of the larger community in which the College resides. With this in mind, the chairpersonship of a national or state board, committee or organization may be accepted as a substitute for the college-wide requirement.

### 4. Ability to Communicate Ideas

Definition: A faculty member must be able to demonstrate effective teaching, effective course enrichment, effective rapport with students, use of student input and ability to communicate and cooperate with peers.

The most important part of a faculty member's role at the College is effective teaching for student learning. Faculty demonstrate, at all academic ranks, excellence in teaching through thoughtful preparation and planning, the use of effective strategies to promote student learning, and appropriate student evaluation.

The ability to communicate and cooperate with peers is one factor where growth should occur from rank to rank. Faculty are expected to serve on department committees at the ranks of instructor and assistant professor. The ability to communicate and cooperate with peers should grow within the faculty member's department. These abilities should grow to division and college-wide proportions as a faculty member reaches the associate professor and professor levels.

For promotion to the **rank of professor**, classroom teaching performance must have reached a level of excellence over a considerable period of time as amply documented by student, peer, and Chairperson evaluations.

### 5. Professional Growth

Definition: It is necessary for the community college instructor to keep up-to-date on new developments in his/her discipline and changing teaching strategies in order to improve the quality of classroom teaching and ensure student learning. A continuing process of education and intellectual development is universally regarded as a feature of the

academic vocation. Personal development also enriches the institution as the Divisions and the College must be flexible in adapting to changing educational needs.

Professional growth can be achieved by:

- a) Academic progress – relevant graduate courses in the disciplines. It is recognized that a broad-based education is as important to a community college as narrow specialization.
- b) Membership and participation in meetings of professional organizations to maintain currency in the discipline.
- c) Special assignments undertaken at the request of the College, such as directing cultural programs.
- d) Publications, papers, presentations, performances, and exhibits of a professional nature.
- e) Demonstration of flexibility and adaptability to the changing educational needs of students.
- f) Preparation and participation in planning special courses, programs and facilities, such as the development of new curricula.
- g) Individual enrichment in the discipline from other than graduate courses, such as attendance at college professional development programs (e.g., CELT workshops) or regional or national conferences.

## **6. Appropriate Academic Preparation and Experience**

See the Agreement between the Board of Trustees of Middlesex County College and the Faculty Union of Middlesex County College, (Local 1940 AFT) (AFL-CIO).

### **B. Evaluation of Tenure Track Faculty**

1. Tenure track faculty will be observed in the classroom during both the fall and spring semesters. The supervisor will prepare a written evaluation including qualitative statements to support the positive/negative judgments made on the basis of the observation. In the case of non-instructional faculty, an evaluation of the job performance in relation to the job description will be substituted for the classroom observation.
2. The Department Chairperson will develop a complete evaluative profile on the basis of the six-point criteria for all tenure track faculty (including one-semester-only faculty) during both the fall and spring semesters. In the case of non-instructional faculty, the supervisor will complete an evaluative profile on the basis of the six-point criteria.
3. As soon as possible after the classroom observation, the supervisor will review with the tenure track faculty member the classroom visitation and the six criteria which make up the faculty member's profile.
4. The faculty member will receive a copy of the observation and evaluation, will discuss it with the supervisor, and will sign and date the evaluation.
5. The tenure track faculty member will be informed in writing of the supervisor's intention to recommend renewal or nonrenewal of his or her contract.
6. The evaluation and written recommendation of nonrenewal by the supervisor must be given to the faculty member prior to January 31<sup>st</sup>.
7. Each evaluation for fall and spring must be filed with the division dean and the Vice President for Academic Affairs. Each evaluation must include the classroom observation, as well as signed evidence that the faculty member has reviewed the evaluation with the supervisor. In the case of the fall evaluation, there must be a notation that the faculty member was informed of the intention of the supervisor to recommend renewal or nonrenewal of his or her contract.

8. The Division Dean, after reviewing the evaluation of the supervisor, will forward an independent recommendation concerning reappointment to the Vice President for Academic Affairs.
9. The supervisor will inform the faculty member of the right to request a review of the evaluation by the Division Dean and the Vice President for Academic Affairs, as well as the right to respond, in writing, to the Vice President for Academic Affairs in reference to the conclusions reached by the supervisor in the evaluation.
10. Following the fall semester and after reviewing the recommendations of the supervisor and the Division Dean, the Vice President for Academic Affairs will make recommendations concerning renewal or nonrenewal of contracts to the President.

C. **Evaluation of Tenured Faculty**

1. Tenured faculty will be observed in the classroom at least once during the academic year except those holding the rank of Professor who will be observed in the classroom once every three years and those holding the rank of Associate Professor who will be observed once every two years. The supervisor will prepare a written evaluation including qualitative statements to support the positive/negative judgments made on the basis of the observation. In the case of non-instructional faculty, an evaluation of the job performance in relation to the job description will be substituted for classroom observation.
2. During the fall semester, the supervisor will provide each tenured faculty member with a blank Teaching Faculty Self-Evaluation Report. The faculty member will be advised to bring the completed form to an evaluation conference scheduled with the supervisor during the spring semester.
3. At the spring evaluation conference for tenured faculty, the contents of the Evaluation Form and the results of the classroom observation, where applicable, will be discussed. After the conference, the supervisor will prepare a letter addressed to the tenured faculty member outlining the positive aspects of the faculty member's performance and, where appropriate, suggest items and methods for improvement. Copies of the letter will be filed with the Vice President for Academic Affairs and with the Division Dean.

D. **Tenure**

1. There is a five-year probationary period prior to receiving tenure.
2. During the fall semester of the academic year preceding the academic year in which tenure would be awarded, the faculty member's total teaching effectiveness is reviewed and the accumulated comprehensive profile of the faculty member is evaluated for the purpose of recommending a faculty member to a tenured position.
3. Except under unusual conditions clearly beyond the control of the individual or the institution, a recommendation for promotion to the next academic rank shall be considered as a prerequisite for achieving tenure.
4. The supervisor will make recommendations of tenure to the Division Dean.
5. The Division Dean will send his/her recommendation of tenure to the Vice President for Academic Affairs along with the recommendation of the immediate supervisor.
6. Following the fall semester and after reviewing the recommendations of the supervisor and the Division Dean, the Vice President for Academic Affairs will make recommendations concerning tenure to the President.

E. **Promotion**

1. Procedures for promotion in academic rank are included in the agreement between the Board of Trustees of Middlesex County College and the Faculty Union of Middlesex County College (Local 1940 AFT) (AFL-C10). Faculty members must submit requests for promotion on forms provided by the Vice President for Academic Affairs on or before February 1.

2. During the spring semester, the supervisor will recommend to the Division Dean and to the Vice President for Academic Affairs those departmental faculty members whose total teaching effectiveness and accumulated comprehensive profiles support a promotion to the next rank. In order to be counted, all graduate credits must be completed prior to the beginning of the spring semester, documented by means of official transcripts, and submitted to the Office of the Vice President for Academic Affairs.
3. The respective Division Dean will send an independent recommendation to the Vice President for Academic Affairs indicating support or nonsupport of the supervisor's recommendation for promotion. These recommendations are in addition to the promotion selection committee comprised of three bargaining unit members from the department or a related department of the faculty member seeking promotion.
4. All recommendations are due in the Office of the Vice President for Academic Affairs by no later than the 30<sup>th</sup> of April.
5. In most cases, a minimum of three years is necessary to establish an appropriately strong profile for consideration of promotion to the next academic rank.
6. Following the spring semester and after receiving the recommendations of the committee, supervisor, and the division dean, the Vice President for Academic Affairs will make recommendations concerning promotion to the President. After review, the President will make recommendations to the Board of Trustees, whose decision is final.

## VI. STUDENTS

### **A. Information**

Names, addresses, and telephone numbers of students may be obtained for official purposes from the Department Secretary, Dean's office or Registrar. When requesting such information, faculty should state the educational purpose for the information as required by the Family Educational Rights and Privacy Act (FERPA). Contact the Registrar (ext. 4153) if you have any questions about privacy issues related to FERPA.

### **B. Student Attendance and Absence Policy**

To obtain the maximum benefits from educational opportunities, students must establish habits of regular class attendance. The College values educational growth that results from class attendance where ideas and concepts, social development, knowledge, and success result from the interaction of students and faculty. Therefore:

1. Students are expected to attend all classes, laboratories, and clinical sessions for which they are enrolled.
2. Students are graded solely on the basis of quality and quantity of work, as stated in the course syllabus distributed by the instructor at the beginning of each term. Students are responsible for all subject matter presented or assigned and should understand that work or tests missed may jeopardize their grades.
3. Students whose absence is caused by personal illness or serious personal matters should contact their instructors and be allowed to make up work when possible. It is the prerogative of the instructor to excuse absences provided the student will be able to fulfill course requirements. It is the student's responsibility to arrange promptly with the instructor to make up missed work which has been agreed to by the instructor. Excessive absences may result in not meeting the course objectives and therefore receiving a failing grade as defined in the instructors' syllabus.

### **C. Self-Service (formerly WebAdvisor)**

Self-Service is the online access to Colleague that is available to all students, faculty and staff. Self-Service allows students and faculty to access both general and personalized college-related services from the internet. Services are available seven days a week, 24 hours a day except during scheduled maintenance. If you need more information about Self-Service, please e-mail [help\\_desk@middlesexcc.edu](mailto:help_desk@middlesexcc.edu) or call 732.906.4251 during business hours.

### **D. Electronic Communication with Students**

All official electronic communication with students containing personally identifiable information will be conducted using the student's assigned Microsoft Outlook e-mail address (\_\_\_\_@middlesexcc.edu). The student will be responsible for checking his/her official e-mail regularly and maintaining the security of that address.

### **E. Class Rosters**

Class rosters are available in Self-Service to verify who is enrolled in class. Please note that you will need to check your class roster periodically on Self-Service so that you can see changes as students add and drop. Students who do not appear on your class roster are not enrolled and may not attend the class until they enroll (pending available space and instructor and Chair approval).

### **F. Academic Performance Notification (formerly Early Warning System)**

Academic Performance Notification is a system that allows faculty to identify students in the third week of the semester who are at risk. Faculty members are encouraged to participate as both instructors and advisors. If you have a student in your class who is having academic difficulty or seems to be a high risk for failure, you can initiate the process by identifying this student. All you need to do is enter the Self-Service grading system three weeks into the semester and select from the following grade codes:

- EWA – Attendance Insufficient
- EWU – Underprepared for Class

- EWF – Failing Paper, Quiz, Test
- EWP – Participation Insufficient
- EWM – Multiple Reasons
- SAS – Satisfactory Academic Progress

The Registrar will use this code to trigger a message to the student and to the assigned academic advisor. A message will be sent to the Department Chairperson for part-time students. If you have assigned advisees, you are encouraged to check your e-mail to determine if one of your advisees is at risk.

#### **G. Grading**

*Midterm Grading:* All grades need to be submitted electronically via Self-Service. Instructions for entering grades will be emailed by the Registrar and posted to the InfoNet during the grading period. Please call the Registrar's Office at ext. 3941 if you have questions.

*Final Grading:* All grades are entered electronically via Self-Service. Final grades must be entered within 48 hours of the last class or final exam. Students will be able to view their final grades through Self-Service once posted.

If you have never been trained to enter grades via Self-Service, please contact your Chairperson, the Help Desk (ext. 4251) or Registrar's office (ext. 3941) for assistance.

Faculty should use the Gradebook tool in Canvas so that students have access to grades. Information in the Canvas Gradebook does not flow into Colleague Self-Service.

#### **H. Special Final Examinations**

Special Final Examinations may be scheduled for the first three days after classes end. Faculty who choose to use the Special Final Exam period must schedule their exams in advance according to the deadline set by the Registrar's Office. Faculty who participate must adhere to the time schedule for the specific exam. A make-up exam hour is scheduled for students with a time conflict. Please contact the Registrar's office if you have questions.

#### **I. Classroom Scheduling**

The Registrar's office assigns campus classrooms for academic instruction, course-related activities (e.g., mid-term examinations, reviews) and final examinations. To request a classroom assignment, faculty should notify their Department Chair who will contact the Registrar's office.

#### **J. Student Organization Advisors**

Faculty members frequently choose to serve as advisors to student organizations and clubs. Information pertaining to being an advisor is available in the Office of Student Life.

#### **K. Faculty Guide for Handling Disruptive Students**

As a faculty member, there may be occasions when students exhibit disruptive behaviors that interfere with the learning process. The use and abuse of alcohol or other drugs, psychological disturbances, or personal crises may precipitate disruptive behavior and inhibit the ability of students to learn. It is the classroom instructor who frequently first observes this behavior. The intervention process is normally an informal interaction between the student and professor, but as needed, such intervention can draw on professional help from other College support services.

- 1. Prevention:** Disruptive behaviors can often emerge when clear boundaries are not outlined. Clearly stating the boundaries in concrete, behavioral terms at the onset of the course is probably one of the simplest and yet most effective strategies. This can be accomplished in several ways. Specifically stating requirements and expectations in the syllabus allows the student to review these as needed. Orally stating the requirements on the first day of class provides students with the opportunity to hear the information and ask questions if

needed. Creating and fostering a classroom environment of respect is also critical. An easy first step toward this goal is to model respectful behavior. The actions of the professor can send a powerful message. For example, if you want the students to be on time, it is important to model timeliness.

2. **Intervention:** If a disruptive behavior is interfering with learning, an intervention must be made. Follow the guidelines below to assist you in making the most appropriate intervention.
  - a) **Gentle reminders.** If disruptive behaviors do emerge, a gentle reminder about the inappropriateness of the behavior may prove to be effective. It is important to give this reminder in a respectful way.
  - b) **Carefully observe student behavior.** Observation can help determine patterns of behavior which can be helpful in counseling. In a case of serious behavioral problems, it is helpful to keep a written record of your observations. It is common for behaviors to escalate gradually, making it difficult to determine when intervention is necessary. Once the behavior becomes disruptive to the classroom environment, it is important to meet with the student outside of class to discuss your concerns directly. As always, you may consult with others if you are unclear about how to proceed.
  - c) **Meet with the student in private unless there is an immediate safety concern.** Having a one-to-one meeting not only communicates respect for their privacy but also increases the likelihood of an honest exchange. Be candid in explaining what you have observed and how you see the behavior affecting college work, general well being, and/or the classroom learning environment.
  - d) **Let students know that boundaries exist for themselves and others.** MCC publishes the Code of Student Conduct. This formal procedure is to be used when informal attempts have not been successful. Informing the student that a code does exist and can be enforced will often prove helpful.
  - e) **Campus Resources.** You are not in this alone. In the past, students have responded to caring intervention. Staff and faculty report a sense of pride and accomplishment in reaching out in humane attempts to understand disturbing behaviors. However, a student may be experiencing a major psychological crisis. In such cases, counseling, medical, and legal intervention may be necessary. You are always welcome to consult with other professionals on campus. The Counseling Department has additional resources for faculty on their website at <https://www.middlesexcc.edu/counseling/faculty-staff-resources>. Depending on the type of assistance needed, please call one or more of the following:
    - **Your Chairperson** – To express your concern about a particular behavior and seek advice regarding action.
    - **Counseling and Career Services** – When the student is likely to need any form of counseling or psychological supportive assistance. If needed, bring the student with you. (Edison Hall 100, Ext. 2546).
    - **Health and Safety** – When the student needs information, health assistance, or has a physical problem. (MG 104, Ext. 2530)
    - **Dean of Student Affairs** – When you want to consult with someone about challenging student situations or when disruptive behaviors are present and you are considering filing a Student Code of Student Conduct charge. (Ext. 2513)
    - **Campus Police** – When the safety and security of the student and others are at immediate risk. (Ext. 3500 or use red phones)
  - f) **Legal Issues:** In dealing with behavioral problems, faculty are often concerned about their personal liability or the general legal guidelines when working with disruptive students. The College has and will remove students from class or classes when due process guidelines are initiated and followed. By doing so, the rights of all parties are protected. Due process means we have treated students fairly and provided them with a legitimate opportunity to appeal our action. This process, when followed in

good faith, requires time for investigation and documentation. Faculty must remember that such a process protects us all and can be accomplished quickly in emergencies. Most concerns are usually resolved informally.

Specifically, a faculty member can order a disruptive student out of a class meeting but cannot arbitrarily prevent a student from attending remaining class meetings without implementing the Student Code of Conduct process. The process allows for the rights of the student and the community to be protected. Salient and potentially conflicting issues of safety and confidentiality emerge when discussing disruptive behavior. The College is obligated to provide a safe environment for learning, teaching and working; students have the legal right to privacy. These guidelines are designed to protect the rights of student and the safety of everyone on campus. Information on the Code of Student Conduct can be found at <https://www.middlesexcc.edu/student-life/code-of-student-conduct/>.



## VII. PROCEDURES FOR PROVIDING SERVICES FOR STUDENTS WITH DISABILITIES

### **A. Introduction**

Middlesex County College provides reasonable accommodations for qualified individuals with disabilities, as noted in the College's Affirmative Action and Compliance Statement:

Middlesex County College is firmly committed to a policy of Equal Opportunity and Affirmative Action. The College will implement this policy to assure that the educational programs, activities, services, benefits and employment opportunities offered by the College are available to all persons regardless of race, color, national or ethnic origin, ancestry, age, religion, sex, affectional or sexual orientation, marital status, veteran status or disability in accordance with applicable State and Federal laws. Inquiries regarding compliance may be directed to the Affirmative Action Officer, Middlesex County College, Chambers Hall, 2600 Woodbridge Avenue Edison, New Jersey 08818-3050.

Federal Laws, Section 504 of the Rehabilitation Act of 1973 and The Americans with Disabilities Act of 1990, provide the following definition of a person with a disability:

A person with a disability according to federal and New Jersey laws is someone with a physical or mental impairment that substantially limits one or more major life activities. A person is considered disabled if (1) he/she has a disability, (2) has a record of the disability, or (3) is regarded as having the disability. This includes, but is not limited to such disabling conditions as visual impairments, psychological/emotional disabilities, speech, hearing impairments, mobility impairments or learning disabilities. A qualified handicapped person under Section 504 of the Rehabilitation Act of 1973 is defined as one who meets the requisite academic and technical standards required for admission or participation in the post-secondary institution's programs and activities.

### **B. Procedures and Services**

#### **1. Counseling and Career Services Responsibilities**

The Department of Counseling and Career Services will assist students with disabilities in the provision of accommodations. This will be done for persons with disabilities who identify themselves, provide adequate documentation of their disability and request services. This Department works with academic departments to assist them in meeting their responsibilities. The Counselor for Students with Disabilities may be reached at (ED 100, Ext. 2546)

- 2. Handling Confidential Material:** Any documentation provided to the Disability Services Staff is treated as confidential material. This information is not released to anyone else without the student's written consent. Confidential records are maintained for five years after a student graduates or leaves the College.

### **C. Student Responsibilities**

A Middlesex County College student with a disability has the right to reasonable accommodations under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

- 1. Self-identification.** It is the responsibility of the student with a disability to identify herself/himself to Disability Services (ED 100, or ext. 2546) and to request appropriate accommodations. Students requesting services are required to complete a Special Services Application and submit appropriate documentation in a timely manner.
- 2. Documentation.** Eligibility for services and accommodations for a student with disabilities is based on review of appropriate documentation. The College reserves the right to request additional documentation.

Examples of appropriate documentation for various disabilities may include:

- a) Students with learning disabilities should provide recent written documentation (typically within the last three years) which includes:
    - (1) Psychological evaluation
    - (2) An educational evaluation. The student will also be asked to discuss the nature and severity of the learning disability and its impact on academic work.
  - b) Students with physical, visual, hearing, emotional, or other health impairments must provide:
    - (1) Medical and/or psychological documentation of the impairment; and
    - (2) Professional recommendations of accommodations necessitated by the impairment in an academic setting.
  - c) The College is not responsible for diagnosing a student's disabilities.
3. **Accommodations.** It is the student's responsibility to make the specific request for an accommodation and allow sufficient time for the arrangements to be made.

Once the accommodation need has been verified by Disability Services Staff, it is the student's responsibility to complete a Classroom Accommodation Form and transmit it to the faculty member or office involved. Classroom Accommodation Forms must be completed at the beginning of every semester.

#### **D. Faculty Responsibilities**

Faculty are required by federal law to adhere to the reasonable accommodations established for the student. Failure to do so may result in personal as well as institutional liability.

A faculty member is not required to provide any accommodations unless notified through an official Accommodations Form from the Department of Counseling and Career Services. Faculty may verify the request by contacting the professional staff named on the form.

The accommodations shall not compromise the content of the course or the essential requirements of the degree. If a faculty member has questions about the request, they are encouraged to contact Disability Services.

Faculty are encouraged to alert students to the availability of special services by placing a statement such as the following on their course syllabi:

Students with disabilities, whether physical, learning or psychological, who believe that they may need accommodations in this class, are encouraged to contact Disability Services as soon as possible to ensure that the accommodations are implemented. Please meet with the Disability Services staff in (ED 100, Ext. 2546).

#### **E. Institutional Responsibilities**

The College makes every effort to accommodate a student with a disability. However, the student must meet all the academic requirements of his/her program. An accommodation is not a guarantee of success.

If a student believes that he/she has not received a reasonable accommodation, the student should be encouraged to meet with the Counselor for Students with Disabilities (ED 100, Ext. 2546).

#### **F. Grievance Procedure**

Students have the right to file a grievance if they feel they have been discriminated against due to a disability. The Middlesex County College student grievance procedure can be found on the MCC web site at <https://www.middlesexcc.edu/registrar/student-grievance/>.

#### G. Project Connections

Students with learning disabilities may apply to Project Connections, the comprehensive support service program for students with learning disabilities. This supplemental service, which goes above and beyond what the law requires, is grant-funded. Students must submit a separate application form directly to the Project Connections office. Students may call 732.906.2507 to request an application. The application to the program is competitive and space is limited. The application deadline is February 15<sup>th</sup> for the following fall semester. Students not accepted to Project Connections may receive accommodation support through Disability Services (ED 100, Ext. 2546).

#### H. Testing

Students with disabilities may request accommodations during testing (e.g. scribing, oral testing, extended time, quiet environment, etc.). Decisions for appropriate accommodations are made (based on what the documentation supports) on an individual basis by the Counselor for Students with Disabilities and/or a member of the Project Connections staff or Disability Services.

Alternate testing arrangements may be made directly by the instructor or through the Adaptive Testing Service.

1. The following are procedures for the use of the Adapted Testing Service:

- a. **Notification.** The student must notify the instructor that alternative methods of testing during the semester may be needed. Verification of this need can be obtained from the Project Connections Office (732.906.2507) in JLC, or from the Counselor for Students with Disabilities (732.906.2546) in Edison Hall. Instructors should call if there are questions about stated needs or requested accommodations for testing.
- b. **Test Provision and Instructions.** The student must provide the instructor with an "Adaptive Testing" form one week prior to test date. A form is needed for each test to be taken in the Adaptive Testing Center. The instructor must hand-deliver the test several days in advance to the Adaptive Testing Center. In addition, the instructor should specify any special directions regarding administration or note any allowable materials on the *Adaptive Testing Service* form. Exams or tests should not be delivered by students or through campus mail.
- c. **Scheduling an Examination.** The student is responsible for scheduling the date and time of an examination, as far in advance as possible, and with the instructor's approval. It is preferred that students schedule the appointment at the same time that the rest of the class is taking the test.
- d. **Test Administration and Security.** Adaptive Testing staff will log the receipt of the test, the instructions, the amount of time used, and the proctor's name. Completed tests will be hand-delivered directly to instructors or authorized representatives, who will be asked to sign a receipt. The signed receipt and written instructions will be on file in the Adaptive Testing Center Office.
- e. **Student Responsibilities.** Students are asked to complete a contract which outlines procedures in order to use the service. Any student found cheating will be referred immediately to his or her instructor for sanctions or to initiate a Student Code of Conduct charge.

2. **Additional Services**

- a. **Class Relocation.** When necessary and feasible, classes will be moved to accessible locations to accommodate students with mobility impairments. If a student needs to meet with a staff person whose office is in an inaccessible location, the staff person will meet the student in an alternate accessible location.
- b. **Note-takers.** If a student needs a note-taker for a class, several options are used by the College to satisfy the request. In some cases, the instructor of the class is asked to identify a student to act as a note taker. Students

from class may be paid a stipend for their services. In other cases, a peer tutor is hired by the peer tutoring service to act as a note-taker. Some students may use shared notes and others prefer to use a tape recorder. When a tape recorder is needed, the student may sign a "Tape Recorder Agreement" form available from the Counselor for Students with Disabilities to protect confidentiality and ensure proper handling of the tapes.

- c. **Interpreter/C-Print Services.** Interpreters will be hired for deaf students who use sign language skills. Due to the difficulties securing interpreter services, significant advance notice is required. It is the responsibility of the student to attend every class throughout the semester. However, if there is a situation where the student cannot attend class, he or she should notify the Counselor for Students with Disabilities, 732.906.2546, 24 hours in advance. Students who miss two consecutive classes without notifying the Counselor in the Office for Students with Disabilities may have their support services temporarily suspended. To continue services, it will be necessary to have a meeting with the Counselor for Students with Disabilities.

For interpreter requests outside of regularly scheduled class times, students are to contact Office for Students with Disabilities, 732.906.2546, two weeks prior to the event or as soon as they are aware of the need.

- d. **Recorded/Taped Texts.** Recorded texts are ordered from Recordings for the Blind and Dyslexic as the College maintains an institutional membership. The Counselor for Students with Disabilities will assist students to apply for services and to order texts.
- e. **Tutoring.** Tutoring services are available to all students by peers in the Learning Center and in other locations on campus, including the Science Learning Center. Specialized tutoring for Project Connections students is also available.
- f. **Adaptive Computer Lab Equipment.** The Counseling and Career Services Department has specialized adaptive computer hardware and software for student use in JLC 221. A lab coordinator is available to assist students in learning to use the equipment.
- g. **Cooperative Education Programs.** Career Services will assist students with disabilities in finding an accessible field placement location.
- h. **Parking.** Edison campus is equipped with parking for Persons with a Disability in several locations on campus. Students who have New Jersey license plates with a wheelchair symbol or a placard may park in these designated spots. Designated Persons with a Disability parking is also available at the New Brunswick and Perth Amboy Centers.

### 3. Services Not Provided

- a. **Equipment.** The College does not provide personal devices such as wheelchairs or individually prescribed devices such as hearing aids.
- b. **Personal Assistants.** The College does not provide personal assistants. It does not provide personal services in eating, dressing, toileting or on-campus travel.
- c. **Transportation.** The College does not provide on-campus transportation. However, if the College provides transportation to any off-campus activity, the College will make special arrangements for a student with a disability. Advance notice must be provided to the sponsor of the activity.
- d. **Service Dogs.** The College does not provide service dogs. However, students with impairments are permitted to bring their guide dogs to campus.

Any disability or accommodation not covered in this document may be discussed with the Counselor for Students with Disabilities, Department of Counseling and Career Services, Edison Hall 100, 732.906-2546 or via email to [EDaidone@middlesexcc.edu](mailto:EDaidone@middlesexcc.edu).

## VIII. POLICIES AND PROCEDURES

### A. Police Department

The MCC Police Department is a duly sworn law enforcement agency whose officers are empowered to enforce New Jersey statutes. The mission of the Middlesex County College Police is to protect life and property and ensure that individual freedoms are protected.

The Police Department operates 7 days a week, 24 hours a day. For medical or emergency assistance dial 911 or extension 2500. For all non-emergency assistance or information dial extension 3500. From off-campus dial 732.906.2500.

Anyone who requires general information or directions can visit the College Police department's drive-up window located in the Gateway Building at the College's main entrance off Woodbridge Avenue.

Parking rules are in effect 365 days a year, 24 hours a day. Call the Police Department for assistance if your vehicle will not start, or if you locked your keys in the vehicle. Someone will assist you as soon as possible. Faculty and staff vehicles must display a parking decal when parked on campus.

All accidents and thefts, no matter how minor, must be reported to the College Police. For more information on the Police Department, available services, parking, and for instructions on reporting a crime, go to the College's main website and click on Campus Police (under the Campus Life tab).

### B. Emergencies

Emergency call boxes are located in each main classroom building. Simply press the button and speak to a Police Dispatcher if you need assistance.

### C. First Aid Procedures

The Health and Safety Office is usually open from 8:00 a.m. to 4:00 p.m., Monday through Friday and from 4:00 p.m. to 8:00 p.m. on Monday and Thursday evenings. During those times, if someone becomes ill or is injured while on campus, he/she should be directed to the Health and Safety Office located in South II (ext. 2530 or 3530). First aid will be given if a nurse is present and if aid is appropriate. If further care is indicated, the employee will be referred to a hospital. In the event that someone is unable to walk to the Health and Safety Office, or a nurse is not on duty, call ext. 2500 or use the red phones located in building hallways to summon aid. If an injury to an employee occurs when the Health and Safety Office is closed, the employee should contact the College Police Department, extension 2500, and may be referred to the hospital Emergency Department.

### D. Fire and Safety Procedures

The College expects all personnel to be well-versed in fire and accident prevention procedures, and will from time to time provide instruction in such procedures. In the event of fire alarm activation, all occupants of the building must evacuate.

Instructors are responsible for acquainting students with procedures for vacating a building and with procedures for the use of specialized safety equipment peculiar to particular areas, such as power cut-offs or eyewash stations and emergency showers. The Health and Safety Department will arrange any special training programs that you may require. For information call ext. 2530.

### E. Acceptable Use Policies for Computer Facilities

To protect the integrity of its computing resources, the College reserves the right to monitor such resources. Any behavior in violation of the College's standards is cause for disciplinary action. Implicit in the use of the College's computer resources is the user's obligation to abide by the following rules and regulations:

- You may not use another individual's account nor attempt to discover other users' login credentials.

- You may not permit anyone to use your College accounts for any reason.
- You are responsible for the appropriate use of all computing resources assigned to you including computers, software, application and database access, and mobile devices.
- You may only use those computing resources you are authorized to use, and use them only in the manner and to the extent authorized.
- You may not use computing resources to post, view, print, store, or send obscene, pornographic, sexually explicit, dangerous threats, hoax messages, and libelous, harassing, or offensive material.
- You may not use computing resources for advertising, commercial purposes or personal financial or other gain.
- Personal use of computing resources by College personnel that detracts from their assigned duties, interferes with administrative or academic use of computing resources, or is in violation of managerial or supervisory policy or procedure is prohibited.
- You may not monopolize computing resources or interfere with others' use of shared computing resources.
- You must comply with the law with respect to the rights of copyright owners in the use, distribution, or reproduction of copyrighted materials.
- You must honor all software licensing agreements and end user licensing agreements.
- You may not gain (or attempt to gain) unauthorized access to computing resources nor enable others to do so.
- You may not seek to install or modify computing hardware, software or systems owned by the College except to the extent permitted by your job duties (College personnel) or within the confines of approved course work and approved use of students' systems (students).
- You may not misrepresent your identity in any electronic communications.
- You may not store College information classified as Restricted or Confidential on systems or online services that are not approved or owned by the College.

The College's computing resources may not be used for commercial purposes including solicitations on behalf of groups or organizations that are not related to the College.

The College will make every effort to insure the integrity of the computer resources and the information stored thereon. However, MCC is not responsible for the loss of information from computing misuses, malfunction of computing and networking hardware, software and or external contamination of data or programs.

## F. Ordering Textbooks

All texts or supplies required or recommended for students must be ordered from the Barnes & Noble bookstore using FacultyEnlight®.

Textbooks shall be in use for at least a two-year period before any change is approved by the Department Chair.

## G. Office Supplies

Office supplies are ordered via an online process; see your Department Chairperson or Department Assistant.

## H. Scheduling Facilities

All instructional facilities are scheduled through the Office of the Registrar. Instructional facilities are not normally available for scheduling during holiday periods and semester breaks.

All non-academic space and non-instructional events are scheduled through the Events Management Office (Kevin Dalina, Event Manager, ext. 3415). This includes, but is not limited to, the College Center, Crabiel Hall, and West Hall. The TV studio located in the Johnson Learning Center may be requested through Media Services.

The Marketing and Communications Department maintains the College Master Calendar. All special events including athletics, social events, and interest group sessions must be scheduled on the master calendar. The master calendar is maintained to prevent conflicts and to provide an opportunity to schedule events throughout the entire college year.

A room reservation form must be completed in order to reserve the use of space, and obtain specific information concerning physical logistics, food service, equipment needs.

#### I. Food Services

Food services, including catering services, are provided through Culinary, a contracted vendor. A wide selection of foods is available for breakfast, lunch, and dinner. Catered food for special campus events must be approved by the Department Chair and can be ordered online by the department assistant.

#### J. Emergency Closings and Emergency Notification

The College is in full operation every scheduled class day. At times, such as when inclement weather occurs, classes may be delayed or cancelled. A delayed opening usually means that the College will open at 11 a.m. Consult the College website, [www.middlesexcc.edu](http://www.middlesexcc.edu) for the most accurate and up-to-the-minute information. The President and designated members of the Executive Team are authorized to cancel classes and events in the event of inclement weather.

The College operates an Emergency Notification System to announce to the campus community events of a critical and urgent nature. To improve the reach of emergency notifications and make it easier for the campus community, the system is an opt-out model. The portal for managing emergency notification preferences is at <https://ens.middlesexcc.edu>. All current students, faculty, and staff are auto-enrolled in the ENS system. For questions or assistance, contact the IT Help Desk at 732.906.4251 or email [helpdesk@middlesexcc.edu](mailto:helpdesk@middlesexcc.edu).

#### K. Campus Transfers - Materials and/or Furniture

To request transfers of College inventory and other moves, use the Materials Transfer Form available under Facilities Management in the "Common Forms" section on Infonet. Requests to transfer and move material and/or furniture, will be processed by the Warehouse Department on a first-in basis. The request form must include all pertinent data, including locations, the extent of material or furniture to be moved and decal asset numbers. Except in emergency situations approved at the Vice President's level, the Division of Facilities Management will assign dates for moves and will advise the appropriate persons involved.

#### L. Material to be Shipped Off Campus

A "Transfer Form" must be completed and sent to the Purchasing Department for items being shipped for repair, replacement, returned, and temporary use. Please see your department chair for assistance.

#### M. College Equipment

Equipment and supplies owned by the College may not be taken from the campus without written approval of the appropriate Department Chairperson and written notice to the Purchasing Department. Please use the "material transfer form" issued by the Purchasing Department for this purpose. Each faculty member is responsible for the equipment assigned to his/her office and/or laboratory. A list of this equipment is on file in the Purchasing Department and will be updated and issued annually to each chairperson to verify the information.

#### N. Maintenance

For all maintenance requests, please see your Department Assistant who can put in an electronic request using School Dude.

In cases of emergency involving potential injury to persons or damage to property, please call the Facilities Maintenance Department directly to request assistance at ext. 3868, from 8 a.m. to 4:30 p.m. After 4:30 p.m., contact the College Police Department at ext. 3500.

#### O. Construction and Alterations

All requests for construction and alterations must be addressed to the Facilities Engineering Office on the "Facilities Engineering Request" form. This form is also available on InfoNet under the "Common Forms" tab under "Facilities Management." Such requests must be approved by the Department Chair and the Division Dean and provided detailed information regarding the scope of the project being considered. The Director of Facilities Engineering will meet with the appropriate individuals, review the extent of the alterations and/or construction, and prepare a cost estimate and brief report. Sufficient time should be allowed for the planning and approval process.



## IX. TRAVEL

The following regulations shall apply regarding requests for travel from faculty:

### **A. General Policy**

1. Travel funds may be requested in order to present at and attend a professional conference or meeting. The purpose of travel is for the faculty to bring back to the college:
  - a) New ideas or fresh approaches to teaching and learning or the faculty member's academic discipline.
  - b) Information on new methods, strategies or equipment related to teaching and learning or the faculty member's academic discipline.
  - c) A broadening of the viewpoint and experiences through association with colleagues, associates, or others in his/her field.
2. Travel funds may be limited to the amount budgeted for the Department and Division. These amounts have been established in consultation with the Deans who project their needs on an annual basis. Travel funds may also be available from other funds.
3. Mileage reimbursement is paid per IRS regulations. Please check InfoNet for the current rate.
4. The individual instructor will make arrangements with his/her colleagues to have all of his/her classes covered and should inform the department chair of the arrangements. Alternately, recorded lectures and associated independent work may be used. Lab courses require an in-class substitute.
5. Travel authorization forms are not required for one-day local programs, though Department Chair approval is required. Use a "Fast Pay" form to pre-pay registration. Following the program, you may submit another Fast Pay for mileage and meal reimbursement with receipts.
6. For general travel requiring an overnight stay, a "Travel Authorization Request" form should be submitted to Business Office through the Division Dean with appropriate approvals as soon as possible but no later than one month prior to the date of the event. The approving Dean may provide all or part of the total funds requested. Approval of the Department Chair is also required for travel being paid by an outside agency.

After approval, please submit a "Purchase Requisition" for registration, hotel, and air or train costs that can be prepaid.

Following the event, complete the right hand side of the approved Travel Authorization Request Form with appropriate receipts and a Fast Pay Form for final reimbursement.

Employees may request a copy of the current Travel Procedures and Policy from the Business Office.

### **B. Specific Limitations**

For participants who attend multi-day programs, the total meal reimbursable allowance is a maximum of \$75.00 per day. Meal reimbursements will be limited to the amounts noted unless approved in advance by the Chief Financial Officer. All reimbursements require a receipt.

### **C. Approving Authority**

1. The Dean will have the final approval for any travel under \$200 within his/her Division. The Division Dean, however, must have all travel authorizations for which the expenditure will exceed \$200 approved by the Vice President for Academic Affairs.
2. The required documentation involved for any travel will be submitted directly by the Division Dean to the Business Office.

## **D. Reports**

Written travel reports should be submitted within seven days of return to the approving authority. They shall contain:

- Event
- Location
- Purpose of trip and/or objectives
- Degree of attainment of purpose and/or objectives
- Value to College
- Summary of the activity

## **E. Use of College Vehicles**

### **1. Purpose**

The College owns several vehicles, which are available for use by personnel for College business. They should be used, if possible, in preference to private automobiles.

### **2. Policy**

The Facilities Maintenance Department is responsible for College vehicles. Requests to use a vehicle will be honored on a first-come, first-served basis. Boundaries for use of vehicles include the New York City to Philadelphia corridor.

Whenever a College vehicle is not available for an employee who needs to travel on official College business, reimbursement at the rate stipulated by the AFT contract will be made for the use of personal cars. Mileage is to be computed on the basis of the distance between the campus and the destination or between one's residence and the destination, whichever will be the shortest.

No College vehicle may be used for anything other than official College business. All drivers of College vehicles must have a valid New Jersey driver's license and should be 25 years of age or older. Under special circumstances, the Director of Facilities Maintenance will approve drivers under the age of 25, but in no event shall drivers under 21 years of age be permitted to operate the vehicles.

Overnight use of a College vehicle is prohibited except under special circumstances with prior approval from Director of Facilities Maintenance.

All drivers of College vehicles should be alert for mechanical or other difficulties and should report any malfunctions or other problems to the Facilities Maintenance Department.

### **3. Procedure**

As soon as a member of the staff realizes that he/she will need a College vehicle, he/she should prepare, in duplicate, a "Request for Use of College Vehicle" form. This form is available on the InfoNet under the "Forms" tab. Both copies of the form should be forwarded to the Facilities Maintenance Department. If it is at all possible to schedule the use of the vehicle, the Director of Facilities Maintenance will approve the request and send one copy back to the individual concerned. If a vehicle is not available, the individual will be so notified.

If an unanticipated need should arise and a vehicle is needed for a short time, a phone call to the Director of Facilities Maintenance can determine availability. In that case, the form can be completed when the vehicle is picked up.

Immediately prior to the departure time, the faculty member should pick up the keys and the vehicle at the Facilities Maintenance Department. Persons who intend to pick up a vehicle before 8 a.m. shall obtain keys from Facilities Maintenance on the previous day. Vehicles are to be picked up and returned to Facilities Maintenance when the trip is concluded.

The Facilities Maintenance Department opens at 8 a.m. and closes at 4:30 p.m. Persons who return a vehicle after 4:30 p.m. should park the vehicle at the Facilities Management Building and place the keys in the key box which has been installed for that purpose. There is parking space available where individuals may leave their personal cars while they are using a College vehicle.

It is important that College vehicles not be left in various lots around campus and that keys not be retained overnight or on a weekend, since either of these practices could prevent the next person from using the vehicle as scheduled.

The College gasoline pump (adjacent to the Facilities Management Building) will be the fuel source for all College vehicles. If drivers intend to travel long distances, they should be sure that the vehicle's gas tank is filled before leaving the College. Please contact the Chief Financial Officer if the trip requires additional gasoline purchases so that a credit card for the trip may be provided.

#### **4. Emergency Procedures**

In case of a mechanical breakdown, call the nearest garage first and the College Controller, 732.906.2574. That office will arrange to have the emergency repairs billed to the College. During evenings, holidays, or weekends, the second call should be made to the Police Department at 732.906.3500.

In the event of an accident, the same procedure generally prescribed for all drivers should be followed. These are:

- a) To arrange as quickly as possible for first aid for any injured person.
- b) Obtain a list of the names of all injured parties and of any persons who may have witnessed the accident.
- c) Note the names of the drivers and owners of any other cars involved in the accident as well as the license numbers of the other cars.
- d) Exhibit to any person in authority, or to the other driver, your driver's license along with the insurance card and the registration certificate for the vehicle, which are in the glove compartment.
- e) Report as soon as possible full details of the accident to the Controller at 732.906.2574. That office will handle all reports to insurance companies and police departments.

## X. SERVICES TO FACULTY

### A. Library Services Department

The department, which includes the library and learning center tutoring, offers numerous services to assist faculty with their teaching and research. These include:

#### 1. **Library Instruction**

The library faculty will provide group instruction for your students in research, evaluation of information, and effective search strategies. This includes instruction in searching the library's academic databases, as well as evaluating and citing database and web sources. Specialized instruction for research in particular subject disciplines is also offered. Faculty may also arrange individual meetings with a librarian for students who need help finding sources for their assignments. Fill out the form at <https://middlesexcc.libguides.com/infoliteracy> to schedule instruction.

#### 2. **Research Projects**

Classroom faculty are advised to consult with a librarian when preparing assignments to make sure the library has appropriate and sufficient materials; providing copies of the assignments in advance to library faculty will facilitate student success.

#### 3. **Learning Center Tutoring and Writing Center**

Learning Center Tutoring and the Writing Center offer academic support for most subjects. Tutors are trained to engage students as active learners in a collaborative learning process that supports what the instructor is teaching in the class.

#### 4. **Academic Library Databases**

All of the library's databases are accessible from any computer on campus and from home, and offer full text content from a broad range of sources: scholarly journals, magazines, newspapers, ebooks, reference sources, legal materials, primary source documents, and more. To access the library's databases from home:

Go to the Library's website: [www.middlesexcc.edu/library](http://www.middlesexcc.edu/library)

Access our database list by clicking on "Database (Articles and Facts)"

Find the appropriate database

- Choose from the databases by subject list
- Choose by specific database name

At the "Database Login" page,

- Type in your NetID (e.g. JSmith) in the "Username" box.
- Type in your email password in the "Password" box.
- Click on "Login".

#### 5. **Course Reserves**

Upon request, the library will maintain reserve materials for your courses at the Circulation Desk. Submit copies of articles, books from the Library's collection, or your personal copies of books to the Circulation Desk.

#### 6. **Open Educational Resources**

Open Educational Resources (OER) are teaching and learning materials that are freely available online for everyone to use. Upon request, the library will assist with training on (OER) for use in your courses. MCC Librarians can help faculty locate OER for their classes, evaluate OER quality and usability, and appropriately cite and attribute OER materials.

If appropriate, the library will maintain lists of course readings on the library's web page; these materials may be OER resources and library periodical articles from academic library databases. Any OER material adopted or curated by MCC faculty may be added to the College's OER repository for ease of access and use.

## **7. Reference**

Librarians are available for reference assistance during regular library hours. Telephone and e-mail queries are also accepted; however, depending on the nature of the question or the extent of the response, an in-person visit may be suggested.

## **8. Loan Periods**

Faculty may borrow an unlimited number of books for a loan period of 110 days. DVDs and other media may be borrowed for 28 days.

## **9. Interlibrary Loan (ILL)**

Faculty members are encouraged to take advantage of Interlibrary Loan services to assist with their research. Most books and articles can be obtained at no charge. Forms are available at the library references desk or online at [www.middlesexcc.edu/library](http://www.middlesexcc.edu/library) under "Getting Books and Articles from Other Libraries."

## **10. Borrowing Privileges at Other Academic Libraries**

Full-time faculty members are entitled to borrowing privileges at several academic libraries in New Jersey, including Rutgers. Application forms and a list of participating libraries can be obtained at the Library, or online at [www.middlesexcc.edu/library](http://www.middlesexcc.edu/library) under "Getting Books and Articles from Other Libraries".

## **11. Book/Journal Recommendations**

Requests for the library to purchase books or journals may be made via e-mail to [library@middlesexcc.edu](mailto:library@middlesexcc.edu). Faculty may send recommendations to any of the Reference Librarians or the Library Director with the pertinent information.

## **12. Photocopying, Scanning, and Printing**

The library no longer has photocopiers for use. Instead, the library has scanners that can digitize documents that can be saved or emailed. Saved files can be printed at an adjacent computer. To print from the library workstations, faculty first must set up a printing account. More information is at <https://middlesexcc.libguides.com/OpenLabPrinting/faculty>, including printing options.

## **13. Guidelines for the Use of Copyrighted Material**

Faculty need to be familiar with laws relating to the use of copyrighted materials. Library staff can assist faculty with the copyright questions relating to copying and scanning.

## **14. Community in Focus Initiatives**

The library seeks to engage faculty in initiatives that bridge and celebrate the creative, social, and cultural life of the MCC community. This includes partnering with departments across the college on extra- and co-curricular activities, and curating a bibliography of scholarly and creative works produced by faculty and staff.

## **B. eLearning**

The eLearning Department supports all faculty in teaching online, hybrid, remote live, and on-campus classes and all students using Canvas. The eLearning Department supports faculty in the development, design, and deployment of effective and engaging online, web-enhanced, and hybrid courses. The

Services include Canvas training, instructional design, and best practices in online pedagogy. All faculty are encouraged to complete the basic Canvas course, CT 101.

For assistance, contact eLearning Director, Michael Sullivan, or Assistant Director, Shannon Osborn-Jones, at 732-906-2514 or [elearning@middlesexcc.edu](mailto:elearning@middlesexcc.edu). The eLearning Department is located in Center III.

### C. Media Services

Media Services Department offers a range of services including:

- Audio Visual Technology
- Classroom and Event Support
- Classroom technology training
- Media Productions
- Video Conferencing
- Live Stream
- Videography

Requests may be made using the Institutional Advancement Support Panel on InfoNet. Requests should be submitted at least two business days prior to the event.

Media Services hours are:

- Monday-Thursday 7:30 am – 5 pm (open until 9 p.m., upon special request)
- Friday 7:30 am – 5 pm
- Saturday-Sunday By Request Only

### D. Printing and Communications Support

The Printing and Communications Support Department offers a wide variety of duplicating and reproducing services for faculty and staff such as: high speed copies, offset reproduction, collating, stapling (corner, saddle, or dual staple on edge), spiral binding, padding, carbonless forms (2-part, 3-part, and 4-part), color reproduction (minimum 300 sheets), perforating; and postcard reproduction. Special reproductions can also be performed. For more information, contact the department at 732-548-6000, ext. 3409. Copy work can be sent directly to Printing and Communications by email to [copycenter@middlesexcc.edu](mailto:copycenter@middlesexcc.edu). An electronic request form must accompany each order.

All requests for duplication or reproduction requires a department Chairperson's or Dean's signature on a "Request for Reproduction" form. Work is completed on first-come, first-served and machine availability basis only. Projects requiring special color inks or paper stock can be reproduced, however these projects take longer to complete.

Printing and Communications Support is located in the East Hall Annex, Department Manager ext. 4255, Assistant Manager ext. 2537, Mail Services ext. 3537, and Copy Center ext. 3409.

### E. Mail System

Mail is received on campus once each day. All incoming mail is delivered to the various buildings and is distributed within the buildings twice a day by departmental clerical staff. Faculty members who wish to have official mail posted should leave it with the department clerical staff before 1:00 p.m. each day, or it may be taken to East Hall Annex before 3:30 p.m. The postage meter is available only for official College mail. It is imperative that all interdepartmental mail be properly addressed with department as well as building designations. Please do not use College envelopes for on-campus correspondence. Also, mail going outside the United States must be indicated separately with an attached note and forwarded to East Hall Annex in an interoffice envelope. For questions about mail services, email the mailroom at [MailCenter@middlesexcc.edu](mailto:MailCenter@middlesexcc.edu)

### F. Bookstore (Barnes & Noble)

The Bookstore provides the following services for faculty: <section to be added>

## G. College Telephones

The College telephones are to be used for official College business only. The College, a public agency, is to bear no expense for personal calls.

The switchboard is open Monday through Friday from 9:00 a.m. to 5:00 p.m. (The campus will be notified of any change in the above schedule during semester breaks and the summer months.) When the switchboard is closed, the campus police handle all operator calls.

The Auto Attendant system (dial 6000 or 50 for campus access) allows you to say the name of the person or department you are trying to reach, confirms your request, and then connects you.

When calling the college from off campus (732.548.6000) say the name of the person or department you are trying to reach or say or enter the four digit extension number you are trying to reach.

Please notify [Telecommunications@middlesexcc.edu](mailto:Telecommunications@middlesexcc.edu) of any change of name, location, or telephone number. Telephone problems can be reported to the Help Desk at ext. 4251.

## H. Physical Education Center

The Physical Education Center is the campus recreation facility. The building houses racquetball courts, a swimming pool, a fitness center, saunas, and the gymnasium. The air-conditioned fitness center equipment includes Stairmasters, computerized bicycles, a Smith machine, and treadmills. Open hours are posted in the building as well as on the internet at [www.middlesexcc.edu/athletics](http://www.middlesexcc.edu/athletics). Interested faculty and staff can either call ext. 3558 or stop by Room B100 for additional information about individual and family memberships. Please be prepared to show valid College ID when obtaining membership.

## I. Bulletin Board Policy

All information for bulletin boards will be coordinated and processed through Student Life.

## J. Campus Tours

All requests for campus tours for students must be directed to the Office of Admissions, ext. 4243, which will then arrange and coordinate such tours with the various departments and areas involved.

## XI. MARKETING AND COMMUNICATIONS DEPARTMENT

### **A. Graphic Services, Writing, and Printing**

(See Printing, Publications and Mail Services section for photocopying details.)

The image of Middlesex County College as a quality educational institution is reflected in many ways. Its printed material constitutes an important vehicle for a strong, visual identification. This requires the uniform use of the Middlesex logo and the appropriate use of paper, color and graphic elements.

The Marketing and Communications Department provides on-campus design and desktop publishing services for print and digital materials requiring creative direction and graphic arts expertise. The department serves as an in-house marketing and advertising agency staffed by professional graphic artists, web developers, and marketing and communications professionals acting for you, the client, in producing your publications.

Ordinarily, most print projects other than routine photocopying must be submitted to the Marketing and Communications Department for production. Please contact the department to determine the best approach to your project and to establish a reasonable production schedule. Most graphics projects are handled on a first-come, first-served basis. Please allow at least four weeks for design and production. Complex projects will require additional time and planning. Projects sent to Printing and Communications Support for reproduction with any changes will be redirected to the Marketing and Communications Department.

To formally initiate a project, submit a completed client request form with all required signatures, a budget code and a completion date, along with approved text, supplied in both hard copy and in a Word file emailed to [Marketing@middlesexcc.edu](mailto:Marketing@middlesexcc.edu). "*Graphic Client Request*" Forms and "*Business Card Request*" Forms can be downloaded from InfoNet under the "Forms" tab. A completed client request form must be submitted before a project can be added to the design and production schedule. Clients will be required to proofread and sign off on projects during certain stages of production.

For more detailed information, please call the department at ext. 2566.

### **B. Statements to the Press**

The Marketing and Communications Department is responsible for communicating the Middlesex County College message to the public. This department responds to all media questions related to the College.

Sometimes employees are contacted directly by the media about campus activities. If this occurs, please refer the reporter to the Director of Marketing and Communications, ext. 2512. On occasion, a reporter will call the College for information on a particular subject in which a staff member may have expertise. If contacted, please advise the Marketing and Communications Department.

Visits by television, newspaper, and radio reporters must be cleared through the Marketing and Communications Department before arrival on campus or upon arrival. It is preferable that press members have escorts while at the College.

### **C. Press Releases and Media Features**

Marketing and Communications promotes the College through releases and other material designed to attract positive media attention. Timely press releases greatly advance the College's mission and recruitment efforts.

The media is often responsive to information generated by the College. When you have a project or a person to promote, contact the department and they will make arrangements for publicity. The department is always eager to hear from all areas of the College and values the support of college staff in identifying potential newsworthy stories.

### **D. Campus Events**

The Marketing and Communications Department should be apprised of all groups using campus facilities and all events taking place. When appropriate, and with adequate lead time, the department will generate publicity for these events. Contact the



department as soon as possible before an event in order to ensure adequate time to arrange for publicity and/or media coverage. Requests for photo coverage of an event must be submitted far enough in advance to plan for the photographer's time. For more information, or to request photography, email [Marketing@middlesexcc.edu](mailto:Marketing@middlesexcc.edu).

Many organizations reach out to the Marketing and Communications Department to request speakers for special events and programs. In those cases, the department will contact appropriate members of the College to present the details, determine the interest and make the arrangements with the outside group. Occasionally, an honorarium is offered, which will be made known in advance to the prospective speaker. Although this activity is strictly voluntary, it reflects favorably upon the College throughout the community and media coverage showcases the expertise of individuals employed by our College.

Members of the staff may accept personal invitations to speak before outside groups. Those doing so, however, should make it clear that their participation is a personal one, and all promotion should avoid giving the impression that they are speaking on behalf of Middlesex County College. Only when arrangements are made through the Marketing and Communications Department should it be indicated that the speaker is representing the College. Those making such personal speaking arrangements, while using the College's name as their affiliation, are requested to inform the department as a courtesy.

#### **E. Photographic File**

The Marketing and Communications Department maintains files of selected College photographs. Please contact the office via email at [Marketing@middlesexcc.edu](mailto:Marketing@middlesexcc.edu) for details.

#### **F. College Internet Presence**

The College maintains a public website at [www.middlesexcc.edu](http://www.middlesexcc.edu) for the purpose of providing current information about the College to the general public as well as to faculty, staff, and students. The website contains a wide variety of information about the College, including course offerings, academic programs, departmental pages, application and enrollment procedures, and a calendar of current events. The appearance and content of the website is always evolving to increase its effectiveness as an information tool and to make it more user friendly. Responsibility for maintaining and upgrading the website is shared by the Department of Information Technology for server, related hardware, software and technical issues, and the Marketing and Communications Department for webpage design, content, maintenance of existing webpages, and updating of college-wide information.

#### **G. College Intranet**

Information helpful to the internal work of the College can be found on InfoNet, the College's intranet, accessible from the myMCC tab on the MCC website. The homepage for InfoNet is the default installed on College PC's so this it be the screen that first appears on a computer when it is connected to the network. Faculty should check InfoNet daily to access internal communications and stay informed about the latest College news. Policies and procedures, forms, staffing changes, special events, accomplishments of faculty and staff, and e-mail/phone directories are among the helpful kinds of information posted on InfoNet. Like the College website, InfoNet is continually evolving.

Each department on campus is encouraged to be represented on the intranet. For assistance in doing so, please contact the Marketing and Communications Department at [Marketing@middlesexcc.edu](mailto:Marketing@middlesexcc.edu)

#### **H. Social Media**

Follow MCC on Social Media:

- Facebook: Middlesex-County-College
- Twitter: MiddlesexCounCo
- Instagram: middlesexcountycollege