

Part-Time Faculty Orientation Manual

Fall 2017



Aspire.



Western Connecticut State University
Part-Time Faculty Orientation Manual

Fall 2017

**WCSU Center for Excellence in Learning
and Teaching**

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This manual was compiled by Leslie Lindenauer, CELT Director, and Dan Barrett, previous CELT Director, with the assistance of Ann Atkinson, Associate Vice President for Academic Affairs. It borrows heavily from the excellent Adjunct Manual created by Elise Silkowski, WCSU-AAUP.

**Welcome to Western Connecticut State University.
The purpose of this manual is to provide you with
resources and information to assist you during your
employment at WCSU. This manual is meant to
supplement, not replace, the collective bargaining
agreement, the faculty handbook, and the
www.wcsu.edu webpage.**

Equal opportunity is employment of individuals without consideration of race, color, religion, age, sex, marital status, sexual orientation, genetic information, national origin, ancestry, past or present history of mental disability, physical disability, including but not limited to blindness, learning disability, veteran status, or criminal record (Section 46a-60(a)(11) of the Connecticut General Statutes, unless the provisions of section 46a-60(b), 46a-80(b) or 86a-81(b) exclude persons in one or more of the above protected groups. Equal employment opportunity is the purpose and goal of affirmative action.

University Mission Statement

Western Connecticut State University changes lives by providing all students with a high-quality education that fosters their growth as individuals, scholars, professionals, and leaders in a global society.

To achieve this, we

1. Offer undergraduate and graduate programs that weave together liberal arts and professional education and instill a desire for life-long learning.
2. Sustain a vibrant, inclusive campus that connects individuals through co-curricular programs, cultural events, and service to the community.
3. Attract student-centered faculty who are passionate teachers and accomplished scholars.
4. Establish partnerships that create opportunities for internships, research, and experiential learning.

Values

Excellence. We value outstanding achievement realized through persistence, effort, honest feedback, and self-reflection.

Curiosity. We value the questions that drive learning, innovation, and creativity, which serve as the beginning and the desired outcome of education.

Dialogue. We value the conversations that explore diverse perspectives and encourage shared understanding.

Engagement. We value the interactions with ideas, peers, and community that are essential to a vibrant university environment.

Opportunity. We value the possibilities created by affordable, accessible educational environments in which students can grow into independent thinkers and confident leaders.

Respect. We value the right of all people to be treated with dignity and fairness and expect this in our policies, classrooms, and community.

Fulfilling the Mission

Principles

Empowering students to attain the highest standards of academic achievement, public

and professional services, personal development, and ethical conduct is the university's fundamental responsibility.

Facilitating learning is the university's primary function, and it requires that the faculty be active scholars who have a lasting interest in enhancing instruction and that the curriculum be dynamic and include advanced instructional technologies.

Preparing students for enlightened and productive participation in a global society is the university's obligation and is best fulfilled by developing the best possible academic programs and learning experiences.

Promoting a rich and diverse cultural environment that allows freedom of expression within a spirit of civility and mutual respect is the university's abiding commitment.

Strengthening the partnership with the people and institutions of Connecticut is a benefit to both the University and the state and endows the university's teaching and scholarship with a special vitality and dedication.

NOTE: This manual for part-time faculty is designed to complement the Collective Bargaining Agreement, available at <http://www.wcsuaaup.org> and the Faculty Handbook, available at <http://www.wcsu.edu/facultystaff/handbook/>. If there is any discrepancy, the CBA and Faculty Handbook will always take precedence. This manual is intended only as a quick reference.

Getting Established

Badges

The WESTCONNect card is your faculty ID card. Western photo ID cards (badges) can be obtained in the WESTCONNect office. Your card grants you authorized access to gated faculty parking lots, and approved buildings or classrooms. You may also deposit money onto the card (CONNect Cash) for local spending. The card additionally serves as a library card and provides check-in access at the fitness facilities. Please see the WESTCONNect Card and Office Information entry near the end of this manual for information on how to obtain your card.

Western/Banner ID Number

This number is created by the Human Resources department at the time of hire. Your Western or Banner ID number is an eight-digit number beginning with a five, and it is used by the university in place of your social security number.

Benefits

Please go to <http://www.wcsu.edu/hr/benefits/> for information about benefits for part-time faculty. The Collective Bargaining Agreement provides further information about benefits available to part-time faculty at <http://www.wcsuaaup.org>.

Class Cancellations and School Closures

WCSU has a system in place for notifying students, faculty and staff of delays, closures and cancellations. In case of inclement weather or other emergencies, faculty can call the Emergency Dispatch (Snow) number which is (203) 837-9377, check the WCSU homepage, or listen to or watch the media outlets listed below for information on delays, cancellations, or closings. If you sign up for the Emergency Notification System at www.wcsu.edu/ens, you will receive an email and/or phone call announcing delays and closings. Students may also sign up for these notifications. You should not feel obligated to transmit notifications of official delays, cancellations, or closures.

If the university announces a delayed opening, students will be responsible for the information that would have been covered in class. Delayed openings mean that activities beginning before the announced start time are delayed in terms of when the activity will begin. **A delayed opening does not mean that the activity is cancelled**, but rather that the activity will begin at the announced start time and conclude at the time it would normally end. For example, if classes are delayed until 9 am, a class scheduled to begin at 8 am and run to 11 am would now begin at 9 am but still conclude at 11 am. With early closings, activities that would normally run past the early closing time will cease at the set early closing time, and activities that would normally begin after that time are cancelled. For example if the early closing was set for 3 pm, a class normally running from 2 pm to 5 pm would end at 3 pm; a class scheduled to begin at 4 pm and end at 7 pm would be cancelled.

If you need to cancel a class for any reason, you are required to notify WCSU. Please contact your department secretary and/or the department Chair. If possible, an email message should be sent or phone calls made to the students in your class (See Banner section of this document for instructions for how to email your class; email and announcements can also be sent via Blackboard Learn).

Closings and Delays are also broadcast on the following:

TV Stations:

- WVIT TV 30 Hartford, CT
- WFSB TV 3 Hartford, CT
- WTNH TV 8 New Haven, CT

- WTIC-TV Fox 61 Hartford, CT

AM Radio Stations:

- WLAD 800 Danbury, CT
- WCBS AM 880 New York, NY

Website:

- CTWeather.com

FM Stations:

- WXCI FM 91.7 (WCSU)

Parking

If you visit either campus and wish to park a motor vehicle on university property, you must obtain and display a hangtag. Parking permits are available from the University Police Department Parking Office located at the Westside Classroom Building Room 247D. The telephone number is (203) 837-3289. Office hours are Monday through Friday from 9 am to 5 pm. **Permits may also be provided by your Department; check with Chair or Secretary.** Faculty parking on Westside is located next to the Classroom Building and the Visual and Performing Arts Center, and across from the athletic fields. The faculty lot on Westside is gated and will open when you scan your campus ID card. Faculty parking on the midtown campus is located in the White Street Garage, Haas Library lot, White Hall (5th Avenue side lot) and the White Hall/Fairfield lot. For more information, see www.wcsu.edu/parking/.

Technology

What follows is some of the information essential for getting you started. If you have any questions about technology at Western or experience problems with University equipment, please visit support.wcsu.edu, call the ITI Help Desk at (203) 837-8467 or send an email to "Request Information Technology & Innovation" at requestIT@wcsu.edu. The website provides you with a wealth of additional useful information and instruction regarding email, WIFI, Blackboard, and other services.

WCSU User Account

Your WCSU User Account consists of a username and password. In most cases, your username is your last name followed by your first initial. Your WCSU User Account can be used to log in to a university computer on campus and provides access to a number of services (Blackboard Learn, Remote Access, etc.). Accounts are created upon notification from Human Resources.

Western Email Account

The university email system is used for all university business. University email can be accessed via the web at <https://mail.wcsu.edu/>. Your email is activated once your WCSU User Account has been created.

We cannot recommend highly enough that you frequently access your email account for university communications. Information regarding entering grades, deadlines, training, University events, and other opportunities are frequently sent out to university email patrons. The format of this email address is username@wcsu.edu. **You are required to use and to require your students to use WCSU email when contacting you, particularly about grades or other matters for which privacy should be respected. Email is the preferred method of communication at WCSU.**

About Your Western Email Password

For **Outlook**, your password is automatically synched with your WCSU User Account password. Windows passwords expire every 60 days.

If you forget your password, you may automatically reset it at wcsu.edu/password. If you need further assistance please contact the Information Technology & Innovation Help Desk at 203 837-8467.

Web Login URL

All faculty and staff using **Outlook** can access their mail with a web browser by going to <https://mail.wcsu.edu/>.

WestConnduit

WestConnduit is the university portal. Faculty can access WestConnduit from the WCSU homepage at <http://www.wcsu.edu> by clicking the WestConnduit link in “Essentials” or on the bottom of the page below “contact us.”

1. WestConduit allows access to key resources such as:
 - University Announcements
 - Banner Self-Serve
 - Blackboard Learn
2. It provides anywhere, anytime access to these key resources - as long as you have access to the Internet, you can get to WestConduit.
3. It also provides targeted, up-to-the-minute information, including personal announcements so that you see information that applies only to you, eliminating e-mail clutter.

When you access WestConduit, you will see different tabs depending on your role on campus.

Banner

The Banner tab in WestConduit gives you access to class rosters, student information (including transcripts and degree audits), the screen for recording attendance and grades, and other information. You must select a term before selecting your section. Midterm and final course grades are also entered via Banner. Department chairs, secretaries and program coordinators, if applicable, can provide assistance in using Banner. The registrar's office sends reminders and instructions for grading, including grading deadlines.

Banner allows you to create an email list for your entire class using cut and paste. You can email one student at a time via the button on the right side of the page, but you can obtain a list for all students by scrolling down and clicking on the button labeled "class emails." For more detailed help with the banner system, please see: <http://www.wcsu.edu/technology/banner/>.

OneDrive/Office 365

Store and access your files on the web anywhere, anytime, via OneDrive. Also access Office 365 applications online (Word, PowerPoint, Excel, etc.). Access Office 365 through the following Outlook link: <https://outlook.office.com/owa/> or <https://login.microsoftonline.com>.

Remote Access

Remote access is provided via a Virtual Private Network (VPN). The VPN allows students, faculty, and staff to connect to authorized network drives. In the future, other University networked resources will be available.

It is very easy to connect to Western's Remote Access:

1. You will need a university-issued WCSU User Account (see above).
2. Open a web browser and go to <https://remote.wcsu.edu>.
3. Log into Western's Remote Access using your WCSU User Account username, password, and domain.
4. To download and upload documents, please refer to Western's Remote Access User Guide for Students, Faculty, & Staff.

You will then have access to the authorized networked drives:

- For Faculty: the H, K, N, & X drives are displayed. **Please note:** Faculty also have access to OneDrive through Office 365 via Outlook (see above). Until the transition to OneDrive has been completed, faculty will continue to have access to the above networked drives.

E-Learning

Blackboard Learn is Western's course management system that allows faculty to enhance their on-ground, online, and hybrid/blended courses with online components or to use for fully online or hybrid courses. It provides a state-of-the-art teaching and learning environment that streamlines course management for faculty, offers capabilities to help improve student outcomes, and creates powerful efficiencies institution-wide. An empty Blackboard course shell with registered students is generated automatically for all courses. Course shells are typically available before the semester begins to give faculty time to customize by adding course materials, activities, and tools. To access Blackboard, use the same account credentials as Banner, or when logging onto the computers on campus.

Computer Access

Part-time faculty members have access to computer facilities on campus (computers, printers, scanners, etc.). Here is a list of available computer labs: Westside Classroom Building (Room 117), Westside Classroom Building 24-Hour Computer Lab (Room 247), Westside Campus Center third-floor Computer Lab, Midtown Computer Center in the Ruth Haas Library main level, Student Technology Training Center (Midtown Student Center Room 225), Student Center 24-hour computer lab (Midtown Student Center Room 214) and the Science Building 24-hour computer lab (Science Building Room 127). You can view additions or information about this list at <http://www.wcsu.edu/technology/computers.asp>.

Copiers and Scantron Machines

During regular working hours copiers are available for each academic department. After hours, part-time faculty may access copiers and Scantron machines listed below.

Adjunct faculty are allocated a specific number of copies per semester. Copies that are made by the department secretaries are not included in this cap.

Faculty are encouraged to submit their copying/printing orders to University Publications and Design on the Westside campus, WS 119; however, a printing requisition must first be completed. Jobs may either be picked up or you may opt to have them mailed to a campus address. Please allow three business days for your job to be completed (also allow an additional 2 to 3 days for mail if electing that option). As a rule, all jobs are printed double-sided unless otherwise indicated on the requisition sheet. More details and the requisition form can be found online at <http://www.wcsu.edu/upd/>.

Code Access copiers on campus as follows:

LOCATION	Model Series
Business School Rm 246	Xerox C60 Color Copier
Business School Rm 246	Canon IR 6000 Series
Business School Rm 246	Canon IR 6000 Series
Robert Young Library	Xerox 5945
Haas Library 3d floor	Xerox 7845 Color Copier
Haas Library Main Level	Canon IR 6000 Series
White Hall Basement	Cannon IR 6000 Series
Warner Hall 2d floor	Xerox 7845 Color Copier
Berkshire Rm 122G	Canon IR 6000 Series
Science Center Rm 346	Canon IR 6000 Series
Science Center Rm 262	Canon IR 6000 Series
Higgins 204	Canon IR 6000 Series
Athletic Complex (WAC)	Canon IR 4000 Series

To obtain the copier code please contact your department secretary.

MT Scantron Machines:

- 1 @ Media Services office (White Hall 013)
- 1 @ Warner Hall 2nd Floor copy room
- 1 @ Science Building 3rd Floor copy room

WS Scantron Machine:

- 1 @ 2nd Floor Classroom Building copy room

Fax Machines

A fax machine is available for use in your department or building. Please ask the department secretary for its location and directions for its use.

Instructional Technology

WCSU has many tools to support teaching and learning in the physical classroom and online. For a full list and support details visit <https://celtwcsu.wordpress.com/instructional-technology/>. If your teaching needs are not met by any of these resources (or you aren't sure whether a teaching tool will work for you), please email Instructional Designer Aura Lippincott at RequestInstructionalDesign@wcsu.edu to discuss your project.

Instructional Design

Instructional design consulting is available for WCSU faculty who wish to design, redesign, or modify an online or hybrid course. Instructional design consulting engagements range from offering occasional suggestions and guidance to fully collaborating in the instructional design process (from course goals/outcomes, writing learning objectives, designing assessments and activities, procuring/developing instructional material (including media), identifying appropriate instructional technology, and technical consultation for the final course build). If you are planning to design a new course or fully redesign an existing course, please start early. A good rule of thumb is to start your project 3-6 months in advance of when you are scheduled to teach the course. While this may seem like a lot, it allows time to discuss course goals, brainstorm strategies, design the learning experience, draft/feedback/revise, and build the course in Blackboard. It also allows for time to produce or procure any necessary media and instructional materials. Lastly, this timeframe assumes that you are engaged in other activities while you are working on your course design. If you are primarily devoted to your course design project or if your project is a partial design, a shorter schedule is possible. Early in the consultation, the instructional designer will discuss a reasonable schedule that meets your teaching needs.

For assistance email: RequestInstructionalDesign@wcsu.edu or call Aura Lippincott 203-837-3287. School of Professional Studies faculty: please contact Instructional Designer Colleen Cox at CoxC@wcsu.edu.

Media Equipment Use

Faculty and staff may sign out equipment from the Midtown (WH 013) Media Center. Equipment available for distribution includes: LCD projectors, flat panel displays, digital camcorders and tripods, portable screens, PA systems, and digital audio recorders.

Reservations should be made at least 24 hours in advance by calling (203) 837-8757. Announcements can be added to the campus digital signage system by emailing requestmediaservices@wcsu.edu

Technology-Equipped Classrooms

All of Western's classrooms are equipped with instructional technology, offering the ideal technology-enhanced learning environment for both students and instructors. Most campus classrooms have instructor workstations that are generally identically configured. All technology-equipped classrooms have laptop connections for a projector. If you need to use your own laptop, simply connect the cable provided at the instructor's station to your laptop's video port and you will be able to use the projector. The majority of the University's DVD collection is available via streaming at media.wcsu.edu. Use your WCSU User Account to log in. If faculty members have VHS material they need converted, Media Services can provide assistance. Please allow two weeks for completion of the transfer.

Academic Policies and Procedures

Absolutely Critical Course Information!

The Registrar's Office is responsible for enforcing many of the university's academic policies such as:

- Add/drop
- Course withdrawals
- Incomplete deadlines
- Repeats
- Degree requirements
- Family Rights and Privacy Act (FERPA)

The academic deadlines for many of these policies as well as related forms can be found on the Registrar's Office website at www.wcsu.edu/registrar.

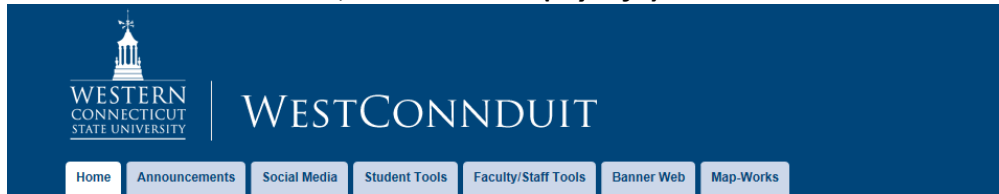
We do not expect that you will become an expert in this area; however, it is very important to be familiar with the University's policies and procedures. If issues arise and you do not know the answer, do not hesitate to consult your department chair. When in doubt, give a shout!

Class Roster:

Please check your roster to make sure that every student in your class is actually registered. To view your up-to-the-minute class roster for summer session, you will need to use your WestConn username and password to log into Banner. If you do not have one or have forgotten them, e-mail: RequestIT@wcsu.edu and they will assist you, or you can

change your password online at <http://wcsu.edu/password>. If you have any problems logging on, please contact Information Technology & Innovation at 203-837-8467.

- Go to <http://westconnduit.wcsu.edu>
- Click the **Banner Web** tab, or the **Banner (my info)** icon



Dashboard

- Click on Secure Log-on
Use the [Secure Login](#) link below to access your Banner information.

Secure Login

- Enter your WestConn (Windows) user name and password, click **Login**

Username:

Password:

Login

- Click the **Faculty & Staff Services** link
- Scroll down, click **Class List Summary**

When a student adds your course, he/she will immediately be given a new schedule which will include your course and will indicate the date on which it was printed. The student's name will appear on the class roster at the moment he/she registers. A student should be considered registered for your course only if his/her name appears on your class roster.

If a student's name does not appear on your class roster, the student is NOT registered for your course and should be asked to leave your class. Students will only be added back to the roster with the permission of the Professor or Department Chair.

Attendance Policy

WCSU has no official policy regarding student attendance in classes. However, there are *federal requirements* for attendance tracking by faculty.

Attendance Tracking Procedure

Faculty must track attendance in their classes (including on campus, online, and hybrid courses) and report when a student either:

- A) Never attends a registered class, or
- B) Stops attending a registered class

This allows the University to process an administrative withdrawal for the student. If this procedure is not followed, and the University fails to report unofficial withdrawals, **it will be out of compliance with federal regulations and face severe financial penalties**. The Registrar's Office and Student Financial Services have developed the following procedures to meet Federal Regulations for reporting unofficial withdrawals.

All Professors must access the **Faculty Mid Term Grade Worksheet** on Banner Self-Serve, which is where they would normally post midterm grades. This form will be available on the first day of the semester and run through the third week of the term. **For the Fall 2017 semester, this form will be available beginning August 29, 2017 through September 19, 2017.**

The following classifications and time frames will be used by Faculty for this procedure:

- A) **NA** code: Never attended. The NA grade should be entered if the student has not attended:
 - 1) the **first three scheduled meetings** for a course that meets three times a week
 - 2) the **first three scheduled meetings** for a course that meets twice a week
 - 3) the **first two scheduled meetings** for a course that meets once a week.

If a student does not attend your course based on the above, then the code of **NA with a LAST ATTEND DATE** must be entered for that student on the Faculty Mid Term Grade Worksheet. This code should be used for the reporting timeframe for the Fall 2017 semester from August 29, 2017 through September 19, 2017. The date that should be entered next to the code is the first day that the class meets or the first day of the semester.

- B) **SA** code: Stopped attending. If a student has stopped attending your course for an extended period of time during the semester, instructors must issue a faculty initiated withdrawal by entering SA on either the Mid Term Grade Worksheet or Final Grade Worksheet.

An SA grade should be entered if a student:

- 1) has **three consecutive** unexcused absences in a course that is scheduled to meet three times a week
- 2) has **three consecutive** unexcused absences in a course that is scheduled to meet twice a week
- 3) has **two consecutive** unexcused absences in a course that is scheduled to meet once a week

Should a student fail to attend based on the above criteria, the code of SA with a LAST ATTEND DATE should be entered for that student on the faculty Mid Term Grade Worksheet.

Following the 3rd week date (September 19, 2017), a professor would simply post an SA on the Faculty Mid Term Grade Worksheet to certify that a student on their roster stopped attending after this date. Point of clarification: if a Professor has chosen to post either a Mid Term Grade or Final Grade of SA, a grade of W will appear on the student's transcript.

The Registrar's Office will run a report on a weekly basis that will identify students who have either an NA code or SA code for a class. The Registrar's Office will then process the administrative withdrawal which will result in a non-punitive notation of W assigned to the student's permanent record. The faculty member and student will be notified of this action. Step-by-step instructions for entering attendance information in Banner may be found here <http://wcsu.edu/registrar/>.

Course Withdrawal Policy

Students may withdraw from a full-semester course, without penalty, until the last day of class before the beginning of finals week each semester. For eight-week courses, it is the last day of the fifth week; for five-week courses, it is the last day of the third week; for three-week courses, it is the last day of the second week. Contact the Registrar's Office for specific dates for each semester. Withdrawals are recorded on the transcript with a grade of "W." There is no penalty attached to this grade.

Part-time students pay tuition for each credit for which they are registered. If they drop/withdraw from a course within the refund deadlines, they will receive the appropriate refund as indicated on the academic calendar inside the front cover of the registration booklet. Full-time students are eligible for a refund only if they withdraw from school. The refund deadlines for full-time students can also be found in the academic calendar.

It is possible to withdraw without penalty from a course through the withdrawal deadline by coming to the Registrar's Office and completing the necessary procedure. Withdrawal "without penalty" refers only to academic penalty (i.e., failure). Withdrawal may affect the attainment of satisfactory progress as defined by financial aid, housing, athletic eligibility, and other policies.

Students may not withdraw from a course after the beginning of finals week. If a student did not withdraw from the course and has attended through the last week of class, instructors must issue an earned grade.

Mid-Term Grades (due October 23, 2017)

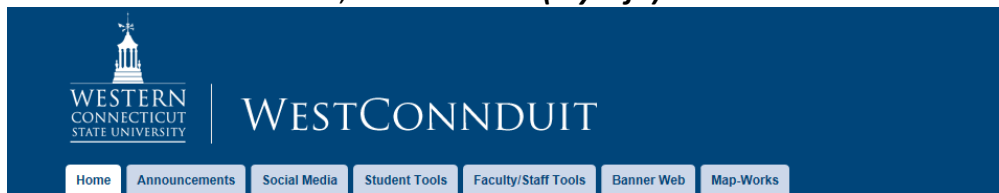
All first year students, as well as any upperclassmen with a grade of C- or lower at the time of grading **MUST** be issued a mid-semester grade. "Class" is indicated to the left of the Grade Column. Enter the mid-term grade in the Grade column. Not entering grades for a course means the student is attending and doing satisfactory work.

Final Grades (due December 20, 2017)

Please note that **grades not submitted by the deadline** adversely affect those students. Eligible students will **not be on the Dean's list**, the awarding of degrees will be delayed, and there may be a delay in the processing of official transcripts necessary for job and graduate school applications, and transfers.

Entering Grades On-Line:

- Go to <http://WestConduit.wcsu.edu>
- Click the **Banner Web** tab, or the **Banner (my info)** icon



Dashboard

- Click on Secure Login
Use the [Secure Login](#) link below to access your Banner information.

Secure Login

- Enter your WestConn (Windows) user name and password, click **Login**

Username:

Password:

Login

- Click **Faculty & Staff Services** link
- Scroll to the bottom of the menu, Click **Mid-term or Final Grades**
- Select the corresponding **Term** from the dropdown list and click **Submit**
- Select the course (**CRN**) from the dropdown list, and click **Submit**

Detailed instructions for entering grades on line may be found by clicking <http://www.wcsu.edu/iti/training/Docs/Entering%20Grades%20Online.pdf>

Syllabus

Your syllabus is a very important document as it will let students know your expectations of them and expectations for the course. Important parts of a syllabus include: name of university and school, course number, section number, course title, instructor's name and contact information (which can be limited to your WCSU email account), attendance requirements, cell phone/lap top/tablet policy, grading policies, late policy, exam and make-up policies, required textbooks (including the ISBN for each required book), course prerequisites, course objectives and course outline. Finally, it is helpful for both you and your students to include expected learning outcomes for the course, and/or your rubrics. **Each semester, you must email your department secretary a copy of your course syllabus for every course section you teach.**

Common Syllabus

Note: This document focuses on elements that, ideally, should appear on all syllabi. This is not an official policy and has not been approved through university governance. The one exception is the Disability Accommodation statement; see below.) It is strongly recommended that you consult with your department chair as your department may have different and/or additional requirements.

Core Components

- I. Basic Course Info
 - a. Course prefix, number, section, title, when and where it meets, credit hours
 - b. Instructor name, email, phone, office #, office hours
- II. Course Description (from the catalog—can be found online)
- III. Student Learning Outcomes
 - a. These are what you want your students to be able to do at the end of the course
 - b. Should be measurable
- IV. Required Texts
 - a. Full citation information: Title, author(s), ISBN, publication year, publisher
 - b. Where books can be obtained (listing the bookstore is adequate)
 - c. Cost of the books (new)
 - d. Optional texts don't require the same information, but it would helpful to include

- V. Grading System
- How grades are apportioned across assignments, exams, etc. (e.g., final paper is worth 20%, exams 30%...)
 - The cutoffs for grades (e.g., 93-100 = A, 90-92 = A-)

- VI. Course Outline
- Meeting dates
 - Dates assignments are due, exam dates
 - Date for the final (if there is one)

- VII. Academic Honesty Policy
- You can use your own wording, but faculty often use something like this:

Cheating and other violations of the University Policy on Academic Integrity (including, but not limited to, fabrication, tampering, plagiarism, and facilitating such activities) will not be tolerated. Failure to abide by the University academic standards may result in no credit for the submitted work, an F for the course, suspension or expulsion from the University and/or other sanctions. I will pursue suspected violations aggressively.

- You may also want to include the URL for the university honesty policy:
<http://www.wcsu.edu/facultystaff/handbook/forms/honesty-policy.pdf>

- VIII. Other Class Policies
- Attendance Policy (most faculty recommend including one)
 - Policy on late work, missed exams, etc.
 - Tardiness Policy (if you have one—many faculty do)
 - Policy on Use of Technology in the classroom (cells, laptops, etc.)
 - Some instructors comment on class etiquette

- IX. Disability Accommodation
- WCSU **requires** all syllabi to include a disability statement. Please include the following on your syllabus:

Students with Disabilities: AccessAbility Services engages in an interactive process with each student and reviews requests for accommodations on an individualized, case-by-case basis. Depending on the nature of the functional limitations of the student's documented disability, he/she may be eligible for academic accommodations. AAS collaborates with students and their faculty to coordinate approved accommodations and services for qualified students with disabilities. If you have a documented disability for which you are or may be requesting an accommodation, you are encouraged to contact AccessAbility Services (AAS) as soon as possible. You may contact AAS by calling (203) 837-8225 (voice), (203) 837-

3235 (TTY) or by e-mailing aas@wcsu.edu. Detailed information regarding the process to request accommodations is available on the AAS website at www.wcsu.edu/accessability. If your request for accommodation(s) is approved and you request accommodation letters, an accommodation letter will be emailed to faculty members. (Note: Student request for accommodations must be filed each semester and accommodations are not retroactive.)

X. Addendum for Education students

Departments that offer degrees in combination with the Education Department (e.g., Secondary education/history) may have additional syllabus requirements. Please see your department chair for these.

Academic Honesty Policy

Faculty members are responsible for knowing the principles and procedures of the Academic Honesty Policy and for enforcing the policy when academic honesty violations occur. Faculty members must also remind students of the Academic Honesty Policy and help them comply with it. Please read the entire policy at <http://www.wcsu.edu/facultystaff/handbook/pages/AH-pol.asp>.

Grade Appeals

Academic grading reflects careful and deliberate judgment of the course instructor. Academic evaluation of student performance requires expert consideration of cumulative information and is, to some extent, subjective.

The university recognizes that in rare instances there may be “palpable injustice(s)” in the determination of a final grade. Students may use the appeals process when they believe there is evidence to show that 1) a final grade was determined by methods and criteria different from those used for determining final grades for others in the same class; or 2) the evaluation was made as the result of bias or caprice. The student shall first confer with the instructor who awarded the grade no later than the end of the fourth week of the next regular semester. In the case of half semester courses, students shall have the right to begin the appeal process at the conclusion of the course. Students have the right to appeal a grade they feel was unfairly granted. Please visit <http://www.wcsu.edu/facultystaff/handbook/pages/std-app.asp> in the Faculty/Staff Handbook to view the entire process.

Student Services

Academic Advisement

WCSU has two systems for providing academic advisement to students. Students who have declared a major are assigned to a full-time faculty member in their department. Students who have not declared a major receive advisement from the Academic Advisement Center. The AAC is located on the Midtown Campus in Higgins Hall, Room 214. The Director of the AAC is Isabel Carvalho. She can be reached at 203-837-8411 or carvalhoi@wcsu.edu. All students should meet with their advisor at least once per semester to discuss their academic progress and plan for the following semester(s). Students must obtain their PIN (the 6-digit number needed to register) from their advisor. Students who do not know who their advisor is can find this information in their Banner account. For more information, please go to <http://www.wcsu.edu/advising/> for information about the Academic Advisement Center.

AccessAbility Services (formerly Disability Services)

The mission of the Office of AccessAbility Services is to ensure educational equity for students with documented disabilities by providing reasonable and appropriate accommodations and services. The primary goal of AccessAbility Services is to ensure equal access to programs and activities at Western. Discrimination in programs and services due to a disability is prohibited at Western and is a violation of state and federal law. AccessAbility Services calls upon the entire community to facilitate and advocate for the best university environment possible for individuals with disabilities.

Qualified students with documented disabilities who are in need of disability services or reasonable accommodations are encouraged to contact AccessAbility Services early in the academic semester, however a student can request accommodations at any time. The university respects a student's right to disclose or not to disclose a disability; however, the university is not responsible for providing services or accommodations for students who do not disclose a disability to AccessAbility Services. Students must complete an Accommodation Intake Form and provide appropriate documentation in order to receive services. Students who are approved for accommodations will request accommodation letters for their faculty members. Accommodation letters are sent through the WCSU email system. Should you believe the approved accommodations fundamentally alter the essential nature of your course, please contact, Elisabeth Werling Morel, AccessAbility Services Director, at (203) 837-8225 or through email at aas@wcsu.edu

Please note: WCSU **requires** that all syllabi include a disability statement. Please consult the section of this manual on the common syllabus, above, for the required statement.

Career Success Center

Your students' career readiness must start early in their academic career and will continue throughout their lives! Please refer students to the Career Success Center (CSC) as early as possible in their college careers, in the first year. The CSC at Western Connecticut State University engages all students and alumni to help them explore and pursue their career aspirations, helping them to progress confidently toward graduation. The staff provides a full range of career and employment-related products, tools, and services (<http://www.wcsu.edu/career-services/>), while working extensively with businesses, employers and other regional resources. They provide many important workshops and engaging career events throughout the year that can help students meet their goals. Please encourage your students to integrate experiential education into their academic plan. An internship plays an essential role in meeting career goals and CSC will help students navigate the process as they near the 45-credit mark. Your students should also be encouraged to use the several creative online career resources which can be found at <http://www.wcsu.edu/career-services/students/resources.asp>.

The Career Success Center has recently relocated to the Westside Campus in the Campus Center, 3rd Floor, Suite 300 and is open Monday through Friday, 8:30 a.m.-4:30 p.m. The staff is also available for after-hours support to faculty, classes, and student clubs, through specialized workshops and programs. Students can also take advantage of "walk-in" hours for 15-minute meetings to review a résumé or get an answer to a quick question. Walk-in hours will be held during Fall 2017 as follows (likely the same in Spring 2018): Mondays and Tuesdays, 2-4 p.m. and Wednesdays, 9-11 a.m. on the Midtown campus, Haas Library, next to Einstein's Bagels; Thursday, 9 -11 a.m. and Fridays 10 a.m.-12 noon, at their new, permanent Westside location, Campus Center, 3rd. Floor, Suite 300.

Counseling Center

The Counseling Center provides a wide range of services including free confidential individual and group counseling, psycho-educational workshops, training and consultation to students, administration, faculty, staff, and parents.

Counseling is available to matriculated undergraduate and graduate students at Western Connecticut State University. Students can contact the Counseling Center at (203) 837-8690 to make an appointment. The Counseling Center is located in the Midtown Student Center, Room 222. Hours of operation are Monday through Friday between 8:30 a.m. and 4:30 p.m.

Tutoring Resource Center

The Tutoring Resource Center offers free one-on-one and group tutoring to students from all majors. Faculty can refer students for tutoring services, and may also be asked to recommend students as tutors. Tutoring requests can be made online or in person. The center is located on the second floor in Haas Library, and can be reached at (203) 837-9245. Hours may vary. For more information, go to <http://www.wcsu.edu/trc/>.

Veteran Students/Office of Veterans Affairs

As an increasing number of veterans pursue higher education, WCSU acknowledges the important contributions made in service to our country by these young men and women. The mission of the Office of Veterans Affairs is to make the transition from service member to student to workforce leader as seamless as possible. For more information about services for veterans at WCSU, see www.wcsu.edu/veterans, or contact the Veterans Affairs Coordinator, Lt. Matthew Kuchta, at kuchtam@wcsu.edu or 203-837-8840.

Some veterans need help transitioning back to campus but many who are already here will need guidance and assistance as they are ordered to Active Duty, Inactive-Duty Training and other Military Obligations (MO). Those veteran students who are called to duty typically have the following possible options:

- They may have to reduce their credit load but can stay in school.
- They may be activated for a short period of time throughout the academic year.
- They may be activated and return close to the end of the semester or they may be unable to finish the semester.
- They may be activated late in the semester and not return until intersession or the summer.

Student Services strongly urges the faculty to work with each student veteran on a case-by-case basis to determine any possible solutions for potentially missed work. This might include, but is not limited to: providing an alternative assignment which would be comparable to class work, extension of assignment due date(s) and/or rescheduling exams. Often, there may be little time between a student's receipt of activation orders and his or her reporting date. Additionally, these students may not be able to return to campus. Because this is frequently a highly stressful time for student veterans and their families, we are asking faculty members to be as flexible and helpful as possible.

As Student Services determines each student's set of circumstances, faculty members are encouraged to consider and approve whatever options may be possible and/or reasonable. In order to ensure that student veterans complete all required procedures (especially if they are to be deployed), faculty should encourage students to email

vetinfo@wcsu.edu or contact Lt. Matthew Kuchta, Veterans Affairs, Coordinator, OM 206C; Tel. (203)837-8840; Email kuchtam@wcsu.edu

If a withdrawal does become necessary, the staff members mentioned above will work with the students to make sure they follow through with the appropriate offices. Once it is clear that the deployment is imminent and all paperwork on campus has been completed, professors will be notified. In most cases we strongly suggest professors put into writing what exceptions, if any, are being made for these students.

Writing Center

The mission of the Western Connecticut State University Writing Center, located in Haas Library 302, is to be the center of support for writing at WCSU, with the understanding that students at all levels of preparation and development will become stronger, more effective, and more competent writers through actively engaging with their own writing at all stages of the composing process. The Writing Center fulfills this mission for students through providing individual and small group tutoring sessions with trained peer tutors in a centrally accessible, comfortable environment. The Center also supports faculty through class visits, workshops, and individual consultations regarding effective writing instruction. For more information and faculty resources, visit the Writing Center website at <http://www.wcsu.edu/writingcenter/> or contact the Writing Center Coordinator, Dr. Kelli Custer, at custerk@wcsu.edu or by calling 203.837.3941.

American Association of University Professors (AAUP)

As a faculty member, you are automatically designated a member of the Connecticut State University American Association of University Professors (CSU-AAUP) bargaining unit, and dues will be deducted from each paycheck. In order to take advantage of your rights and privileges as a member, there is one additional step you must take: you must fill out a membership form online at [WCSU-AAUP membership form](#). These rights and privileges include the right to vote in local and national elections, a subscription to Academe, and discounts for various products and services.

It is important that you take the opportunity to review the Collective Bargaining Agreement (CBA) given to you at the time of hire or available at [CSU-AAUP CBA](#). This document provides information about pay scales and faculty benefits such as available travel funds, faculty development funds, tuition waivers and health insurance options. For all AAUP information, go to our website at <http://www.wcsuaaup.org>. You may also call the AAUP office at (203) 837-9235 or send an email to aaupw@wcsu.edu. The office is located in White Hall Room 118 on the Midtown campus, and is staffed on a part-time basis.

The AAUP publishes several e-newsletters to help you keep up to date on political issues related to higher education, university news, and events that may affect the collective bargaining unit.

Travel and Development Funds

Ten percent of the funds allocated for faculty travel and faculty development are reserved exclusively for part-time faculty. Faculty travel money can be used to attend a professional conference, seminar or workshop. Faculty development funds can be used to attend a program or workshop to learn a new skill and/or enhance your abilities as a university professional. For deadlines and submission information, please contact the office of Academic Affairs at 837-8400.

CSU Travel Authorization forms are available from and submitted to your department chair or dean of your school (depending on the school). It is important that you request a CSU travel Authorization form from your department as early as possible if you are planning on using travel money. Forms are also available online at <https://wcsu.edu/travel/guide/travel-authorization.asp>.

Center for Excellence in Learning and Teaching (CELT)

The purpose of CELT is to provide the WCSU community with a nexus for the collection and dissemination of information and scholarship in order to facilitate the delivery of high quality education to our students. We offer teaching faculty and staff both formal and informal opportunities to increase their knowledge of best practices, current research on teaching, learning, and student assessment, and strategies for enhancing the educational experiences of students. If you have questions and/or would like to suggest workshop topics or request assistance, please contact Dr. Leslie Lindenauer, CELT Director, Department of History and Non-Western Cultures, Warner 218, 203-837-9046 or lindenauerl@wcsu.edu. For more information, go to <https://celtwcsu.wordpress.com/>

Safety

Emergency Evacuation Plan for Persons with Physical Limitations

Please review the policy at <http://www.wcsu.edu/efs/emergencymanagement.asp>

- Remember that as a faculty member, you may elect to remain in a protected area with the individual with a disability.
- A list of all students and their buildings/room numbers has been given to the police department. This list will assist police officers in quickly advising fire personnel as to the location of these students.
- In the event of an alarm, individuals with disabilities (or others knowledgeable of the situation) shall call the Police Department at 911 from a campus phone, or dial 203-837-9300 from a cell phone and provide the location of the person with a disability.

Emergency Procedures Guide

The University has adopted an Emergency Operations Plan which serves as a response guide for times of unexpected occurrences or unplanned events. The University is actively planning and preparing with an all-hazards approach. Please see <http://www.wcsu.edu/police/> and <https://www.wcsu.edu/efs/Attachments/EOP%20Saved%202014%20%2004-09%20Section%201.pdf> for more information.

Behavioral Intervention Team

The mission of Western Connecticut State University's Behavioral Intervention Team (BIT) is to provide a coordinated and rapid response to students whose actions may be early warning signs of disruptive or violent behavior to self and/or others. Team members will implement a response to provide assistance to the individual student while mitigating risk in an effort to keep the Western community healthy and safe.

Faculty or others with concerns for student behavior should notify their respective chairperson or Dean who can convey the concern. ***However, in more serious emergencies, faculty/staff are instructed to immediately call the University Police Department.***

Fire Drills/Alarms

Whenever a fire alarm sounds, normal evacuation procedures must be followed. All occupants must leave the building and may not re-enter the evacuated building until told to do so by authorized personnel. The authorized personnel include members of the Fire

Department of the City of Danbury, Police Officers, and University Fire Safety Professionals.

- These procedures are necessary to maintain and enhance our ability to quickly and effectively respond to public safety emergencies. Failure to evacuate a building during an actual fire alarm or evacuation drill can result in disciplinary action.
- If there is an emergency on campus and you are with a student who has a disability which makes it difficult for them to evacuate a building, please see the policy notes, above.

Please consult the Fire Safety Brochure for more information at <http://www.wcsu.edu/efs/Attachments/FireSafety-Brochures-Academic-Admin-2017.pdf>

Western Emergency Notification System

The Western Emergency Notification System is used to convey important information to the campus community. Emergencies, weather-related closing/delays, and other hazardous situations are announced via this system. Each part-time faculty member needs to register for this service. To access the registration page, go to <http://www.wcsu.edu/ens>. Notifications will then be sent to your home phone, cell phone, and/or email account.

Additional Information, Services, and Resources

Bookstore

The campus bookstore is located in the Midtown Student Center. Products offered at the bookstore include but are not limited to: textbook rentals, books for purchase, school supplies, health & beauty aids, postage stamps and WCSU merchandise. Part-time faculty who need to order textbooks for their course(s) can place textbook orders online via the bookstore website. You can also review books that were used for your course in previous terms. The number for the Midtown bookstore is (203) 837-8464 or you can explore their website and order textbooks online at www.wcsu.edu/bookstore.

Campus Directory

A campus telephone directory is available at www.wcsu.edu/directory/. There is an automated directory at WCSU that can be accessed by telephone at (203) 837-9411. Both faculty and students are listed in a university email directory. You can create an email

distribution group for your class in order to simplify sending emails. If you want to find someone's email address, from your email account, click on "To" on a new email page and the full directory will be displayed. By default the directory is alphabetized by first names. By clicking "more columns," searches by last name can be performed.

Faculty Handbook

All part-time faculty should review the Faculty Handbook, which is full of useful and important information. The handbook includes information about the Family Educational Rights and Privacy Act (FERPA), guidelines for faculty in the classroom, administrative procedures, and information regarding school closings due to inclement weather. The Faculty Handbook is available online at <http://www.wcsu.edu/facultystaff/handbook>.

Faculty Homepage

An excellent resource for information regarding all things WCSU is the faculty/staff home page at <http://www.wcsu.edu/facultystaff/>.

Faculty Mailboxes

Each part-time faculty member will have a mailbox; please check with your department secretary as to the location and availability of your mailbox. Faculty can instruct students to leave materials in your mailbox, but be aware that the mailroom may not always be locked. Campus mail will also be delivered to your mailbox. If you would like your campus mail to be sent to your home, please contact your Department Secretary to request this.

Food Services

Food service can be found on the Midtown campus at the Student Center, and on the Westside campus at the Campus Center. Both offer a cafeteria, and vending machines. For detailed information regarding food service on campus, please visit <http://www.wcsucampusdining.com/index.html>. In addition, you will find various vending machines selling food or drink scattered throughout the campus.

Library Services

There are two libraries at WCSU: The Haas Library, on the Midtown campus, is the main library, and the Young Library, in the Westside Classroom Building, is a business library. Both libraries offer services and resources designed to support the university curriculum and enhance student success. Services include research assistance, library and information literacy instruction, course reserves, interlibrary loan, and collection development. Resources include extensive book and journal collections (both electronic

and print), online databases, and meeting and study space. You can access information about library services at <http://library.wcsu.edu/> or call (203) 837-9100 to speak directly to one of our staff members.

Maps

A map of both campuses can be found on the back cover of this document or at <http://www.wcsu.edu/campustour>.

Motorist Assistance Program

The Motorist Assistance Program (MAP) is free of charge and will offer help to stranded motorists on either of WCSU's campuses, particularly at night or in adverse weather. Services available under this program include retrieving keys from a locked car and jump-starting dead batteries. MAP does not employ trained mechanics but will help you get on your way or find someone who can help you. To summon the services of MAP, call the university police department at (203) 837-9300.

Office Supplies

A variety of office supplies is available from the department secretaries. Please let your department secretary know what you need so that supplies can be provided to you.

Paychecks

All faculty and staff are paid bi-weekly. The adjunct pay calendar is included in the adjunct contract. You can check the pay and holiday schedule and access important forms and information at <http://www.wcsu.edu/hr/>. Direct deposit is available for all employees. You must fill out a direct deposit form. For more information, go to http://www.wcsu.edu/hr/forms/FrequentlyUsedForms/Direct_Deposit_FillableForm_0616.pdf

Recreational Facilities

As a member of the part-time faculty, you may take advantage of the free fitness classes and recreational facilities on campus including the cardio room in the Campus Center and pool at the O'Neill Center. Both of these facilities may be open after the end of 5:25-7:55 pm classes, so if interested, it pays to check. The Campus Center cardio room has treadmills, elliptical machines, mats and limited free weights. There is no locker room in the Campus Center but lockers are available in the O'Neill Center. Visit <http://www.wcsu.edu/recreation> for more information on available services and class times. All programs are free to students and staff.

Sexual Harassment Policy

All members of the WCSU community shall conduct themselves in an appropriate manner with concern, dignity and respect for others. The WCSU community includes students, employees, and non-employees when they conduct business on WCSU property.

Sexual and other illegal harassment may occur among staff members, staff members and students and between students. Complaints of sexual and other illegal harassment within the Connecticut State University System are taken seriously and investigated. Any member of the CSU community who violates this policy is subject to the full range of disciplinary action. While there is a difference between illegal conduct and unprofessional or inappropriate conduct in the WCSU community, sexual or other harassment in some instances need not be intentional to violate this policy. In the event of a charge of sexual harassment, a defense based upon consent will be given little weight when the facts establish an employee/student or supervisor/employee relationship existed. Since any significant power differential between members of the WCSU community makes voluntary consent questionable, members of the faculty and staff are expected to be aware of their professional responsibilities and avoid apparent or actual conflict of interest. For the full policy, please see the WCSU website at <http://www.ct.edu/files/pdfs/hr-policy-sexual-misconduct.pdf>.

Student Meetings

At present, the university does not typically provide part-time faculty with individual office space; however, some departments do provide shared offices (check with your Department Secretary), and some buildings have common areas that work well for student meetings. In addition, the Midtown Student Center and the Westside Campus Center are good places to meet.

Student Privacy Rights (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U. S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." You may not discuss any aspect of a student's education with a parent without the student's express permission. Please check with your department chair before attempting to do so.

Students can sign a waiver that will allow you to speak to parents regarding specific matters. You can tell parents that the waiver is available. You can check online by

accessing the “K” drive and then “common areas” and then “FERPA” to see which students have already signed either a waiver or a non-disclosure form. The forms are good for one year.

For more information on FERPA, please visit the U. S. Department of Education’s website at <http://www.ed.gov>.

WestConnect Card and Office

The WESTCONNect card is your faculty ID card, your parking access card to gated lots available to faculty, and your card access into approved buildings or classrooms. You may also deposit money onto the card (CONNect Cash) for local spending. The card additionally serves as a library card and provides check-in at fitness facilities. Faculty may obtain their WESTCONNect card at the WESTCONNect Card Office on the Midtown Campus in the Old Main building, facing the Student Center. Your photo will be captured when you obtain your card. In order to obtain an identification card you must: 1) verify with the Human Resources Department that all hiring paperwork has been finalized; 2) present a valid photo ID; and 3) create a four-digit door security PIN. The WESTCONNect Card Office is also where faculty can pick up keys for their department office or other areas on campus, provided keys have been requested on their behalf. Access to department offices and other areas is requested by your department chairperson and/or secretary, and is sent directly to the WESTCONNect Office via an Access Request form.

Please note that all keys issued are inventoried to your personal key inventory record. All keys must be returned to the WESTCONNect Office directly upon the expiration of your university employment contract. A return of property receipt will be provided for your records. Failure to return university property will result in a delay in receipt of your final paycheck.

Please visit <http://www.wcsu.edu/WESTCONNect/> for more information.

2017-2018 Academic Calendar

Fall Semester 2016

August 28	Academic Year Begins
August 29	First Day of Classes, Enrollment Reporting Begins
<i>September 4</i>	<i>Labor Day--No Classes</i>
October 9	Columbus Day; Classes in Session
October 23	Midterm Grades Due
<i>Nov. 23-26</i>	<i>Thanksgiving Recess--No Classes</i>
December 11-17	Final Exams
December 17	Semester Ends
Dec. 20	Fall Final Grades due

Winter Intercession 2017-8

December 18, 2017	Intercession Begins
<i>December 25</i>	<i>Christmas Holiday--No Classes</i>
<i>January 1, 2017</i>	<i>New Year's Day--No Classes</i>
January 13	Intercession Ends
January 17	Intercession Final Grades Due

Spring Semester 2018

<i>January 15</i>	<i>Martin Luther King, Jr. Holiday, University Closed</i>
January 16	Semester Begins
January 17	First Day of Classes
<i>February 16-19</i>	<i>President's Holiday -- No Classes, University Closed</i>
March 9	Midterm Grades Due
<i>March 10-18</i>	<i>Spring Break No Classes</i>
<i>March 30</i>	<i>Day of Reflection No Classes, University Closed</i>
<i>March 31</i>	<i>No Classes, University Closed</i>
May 4-5	Make-up/Reading Day
May 7-13	Final Exams
May 16	Spring Final Grades Due
	Undergraduate and Graduate Commencement (Tentative)
May 20	
May 31	Semester Ends

Important Contact Information
www.wcsu.edu
Area code is 203 unless otherwise noted

Campus Police:

Emergency: 911 on any campus phone

Main: 837-9300

Computer Help Desk: 837-8467 or email: requestIT@wcsu.edu

Haas Library (Midtown):

Main: 203-837-9100

Reference Desk: 203-837-9110

Reserve Desk: 203-837-9101

Human Resources: Main Number: 203-837-8678

Sarah Davin: 203-837-8661 (creates Banner ID number and adjunct contracts)

HR Assistant: 203-837-8631 (processes adjunct contracts for payment)

Michelle Cazorla: 203-837-8497 (benefits)

Payroll: Sarah Baywood: 837-8366

Snowline: 837-9377 or www.wcsu.edu/weatheralert

Telephone directory: 837-9411

Union Information:

AAUP at WCSU (website is www.wcsuaaup.org)

President: Patricia O'Neill, Psychology, 837-9383 oneillp@wcsu.edu

Grievance Officer: George F. Kain, JLA, 837-8514 kaing@wcsu.edu

Staff: Tosha Gordon, 837-9235 aaupw@wcsu.edu

CSU-AAUP (website is www.csuaaup.org)

CSU-AAUP Member Services: Caryl Schiff-Greatorex, 860-832-3791

CSU-AAUP Business Manager: Steve Greatorex, 860-832-3792

CSU-AAUP Communications Associate, Elizabeth Newberg, 860-832-3793

CSU-AAUP President: Elena Tapia, at ECSU, 860-465-5078

University ID Office (WESTCONNECT): 837-9311

University Parking: 837-3289

Young Library (Westside): Main: 837-9139; Reference Desk, 837-9139

WCSU Community Response Checklist

How to Contact WCSU Police

- **Emergency Situations: Dial 911** from any university phone
- Non-emergency: Dial 837-9300

Fire or Fire Alarm

- Evacuate building immediately
- DO NOT use elevators
- Dial 911

Medical Emergency

- Dial 911: Identify yourself, your location, nature of injury and how many injured or ill
- Stay on the phone with the 911 operator

Bomb or Suspicious Package

- Dial 911
- DO NOT touch or try to move device
- Evacuate the immediate area and do not let anyone enter

Shooting or Sighting of Armed Person

- If you are in or near the affected building — escape if you can do so safely
 - If unable to escape, shelter in place by securing your immediate area; and:
 - DO NOT activate fire alarm
 - Lock and barricade doors, turn lights out, cover vision panels in doors
 - Turn off media sources and computer monitors and remain quiet
 - Find cover near/behind concrete walls, behind/under desks, filing cabinets, etc.
 - Stay calm, quiet, and out of sight
 - Silence cell phones
 - Contact and maintain connection with 911
- Report the following information, if available:
- Your location, building name, floor, room number
 - Number of people at your location
 - Number of injured and their injuries

(continues)

- Identity of assailant(s), if known
- Location and number of assailant(s)
- Assailant(s) description: race, gender, appearance, clothing, bags/backpacks
- Weapons used
- Follow instructions sent via the WCSU Emergency Notification System

Leaving a Secured or Safe Area

- An "All Clear" message will be broadcast over the University's Emergency Notification System
- Keep area secured until the police direct you to evacuate
- Wait in place until an officer makes entry into your area
- Follow the evacuation instructions of officers contacting you to leave the building

Join the WCSU Emergency Notification System!

The University utilizes an emergency notification system that allows individuals to receive phone messages, emails, or text messages regarding emergency situations and weather related announcements (closings, delays, and dismissal). Opt in to this system for added safety now. Additional information is available at www.wcsu.edu/ens.

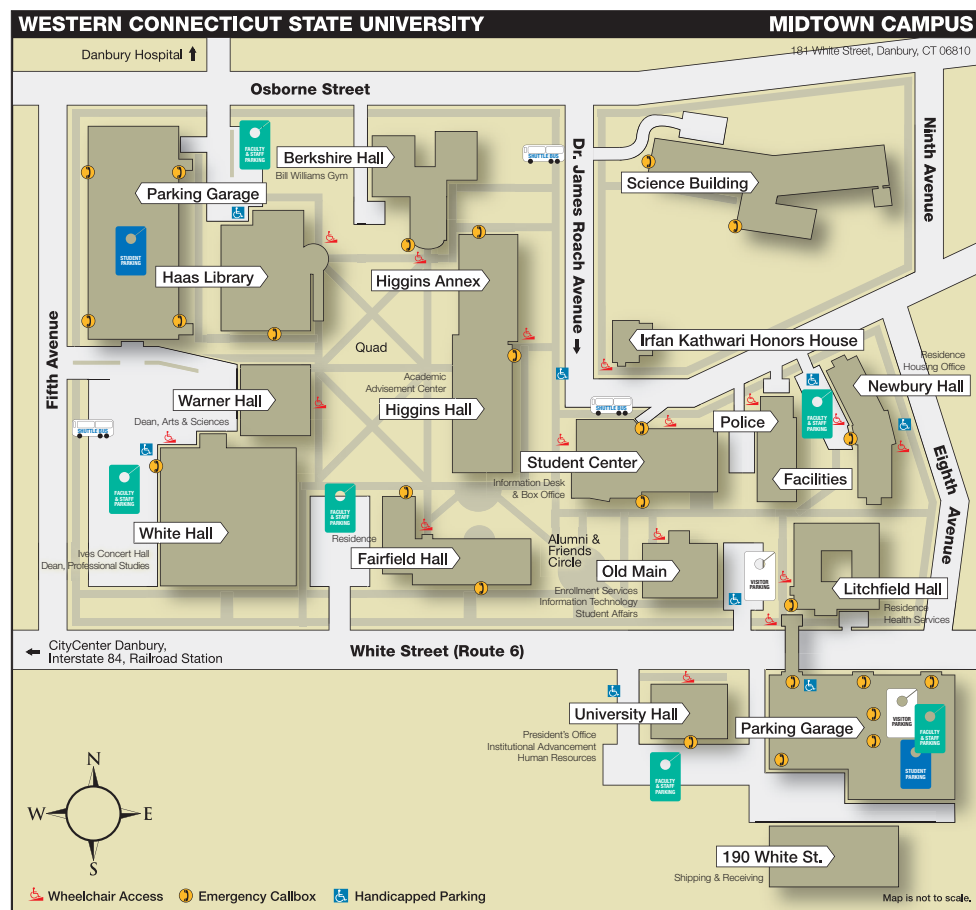
Get additional information about WCSU's Emergency Management Procedures

Faculty and staff may receive additional information regarding WCSU's Emergency Management Procedures from the appropriate dean or the Police Department. Training sessions given by the police may be arranged by calling 837-9304.



**WESTERN
CONNECTICUT
STATE UNIVERSITY**

Campus Maps & Directions



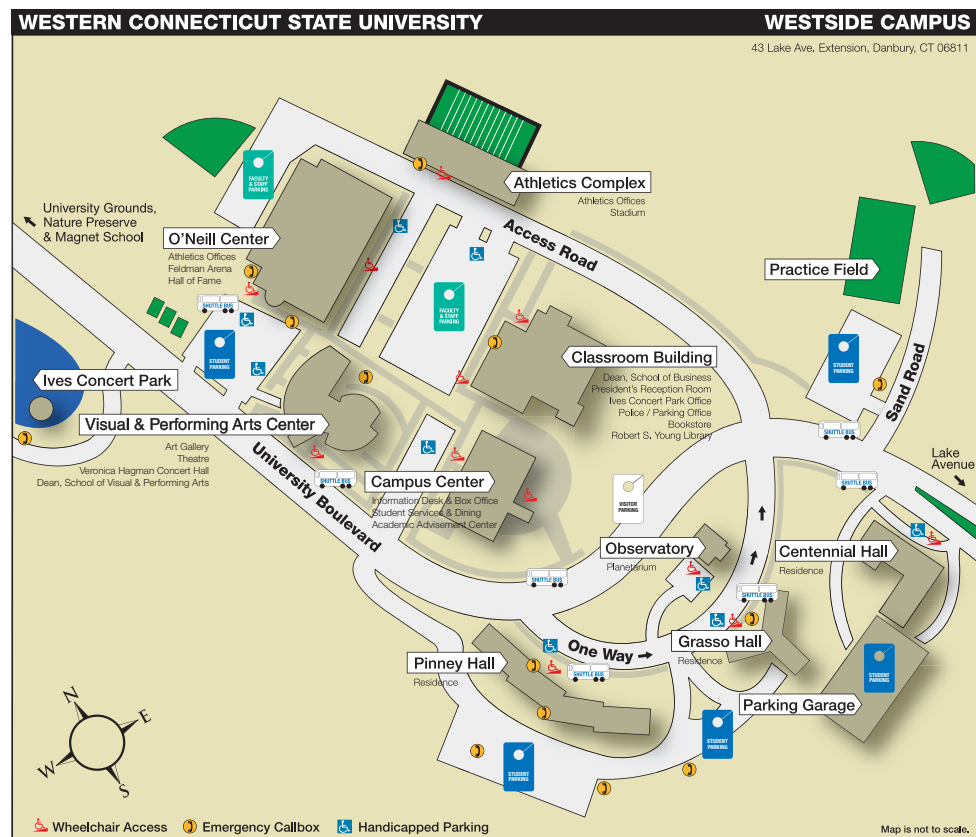
To Midtown campus (181 White Street)

From the East: Take Exit 5 off I-84 to first traffic light (Clapboard Ridge Road); turn right and continue on Main Street to White Street (fifth traffic light); turn left onto White Street and continue one half mile to campus on left.

From the West: Take Exit 5 off I-84 to first traffic light (Main Street); turn right and continue on Main Street to White Street (fourth traffic light); turn left onto White Street and continue one half mile to campus on left. Visitor parking is available in the lot adjacent to Old Main on the Midtown campus.

To Westside campus (43 Lake Ave. Extension)

Take Exit 4 off I-84; turn right onto Lake Avenue. Travel approximately one mile to campus entrance on right.



Campus-to-Campus

Midtown to Westside: Follow White Street and take a right onto Main Street (third traffic light). Follow Main Street to third traffic light (Main Street becomes Clapboard Ridge). Turn left onto I-84 West. Take Exit 4 off I-84. Turn right onto Lake Avenue. Travel approximately one mile. Campus entrance is on the directly across from Stop & Shop. General parking is available along University Boulevard.

Westside to Midtown: Turn left onto Lake Avenue for approximately one mile. Turn left onto I-84 East (third traffic light). Take Exit 5 off I-84 to first traffic light (Main Street). Turn right and continue on Main Street to White Street (fourth traffic light). Turn left onto White Street and continue one half mile. The campus is on the left.