

The purpose of this “Frequently Asked Questions for New Faculty Members” is to provide newly hired faculty members with information that is germane to their position. It is the hope of the Welcoming Committee that this document will assist new faculty members in becoming more familiar with the WCSU Community and WCSU policies and procedures. Throughout this document the Faculty Handbook and CELT’s New Faculty Orientation Manual are referenced because they hold a wealth of information that covers a broad range of topics. The Faculty Handbook can be accessed [here](#) and CELT’s New Faculty Orientation Manual can be accessed from the CELT website by clicking [here](#).

Frequently asked questions

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Where are the various departments located on campus and who are the points of contact (POC) in each department (Registrar, HR, Financial Aid, Student Center Restaurant, Westside Marketplace, Academic Departments, etc.)?

The locations of all academic departments and a selection of administrative departments have been included in the list below. A map of both campuses has been included as well. For a comprehensive list of all departments and links to their websites, please use the following link: <http://www.wcsu.edu/departments.asp>. For POC information, links to departmental websites have been included for each administrative department listed below.

Academic Departments (click on department name for link to website)

Accounting – Westside Campus, Classroom Building
Art – Westside Campus, Visual and Performing Arts Center
Biological and Environmental Sciences – Midtown Campus, Science Building
Chemistry - Midtown Campus, Science Building
Communication and Media Arts – Midtown Campus, Berkshire Hall
Computer Science – Westside Campus, Classroom Building
Education and Educational Psychology – Westside Campus, Classroom Building
English – Midtown Campus, Berkshire Hall
Finance – Westside Campus, Classroom Building
Health Promotion and Exercise Sciences – Midtown Campus, Berkshire Hall
History and Non-Western Cultures – Midtown Campus, Warner Hall
Justice & Law Administration – Westside Campus, Classroom Building
Management – Westside Campus, Classroom Building
Management Information Systems – Westside Campus, Classroom Building
Marketing – Westside Campus, Classroom Building
Mathematics – Midtown Campus, Higgins Hall
Music – Westside Campus, Visual and Performing Arts Center
Nursing – Midtown Campus, White Hall
Philosophy and Humanistic Studies – Midtown Campus, White Hall

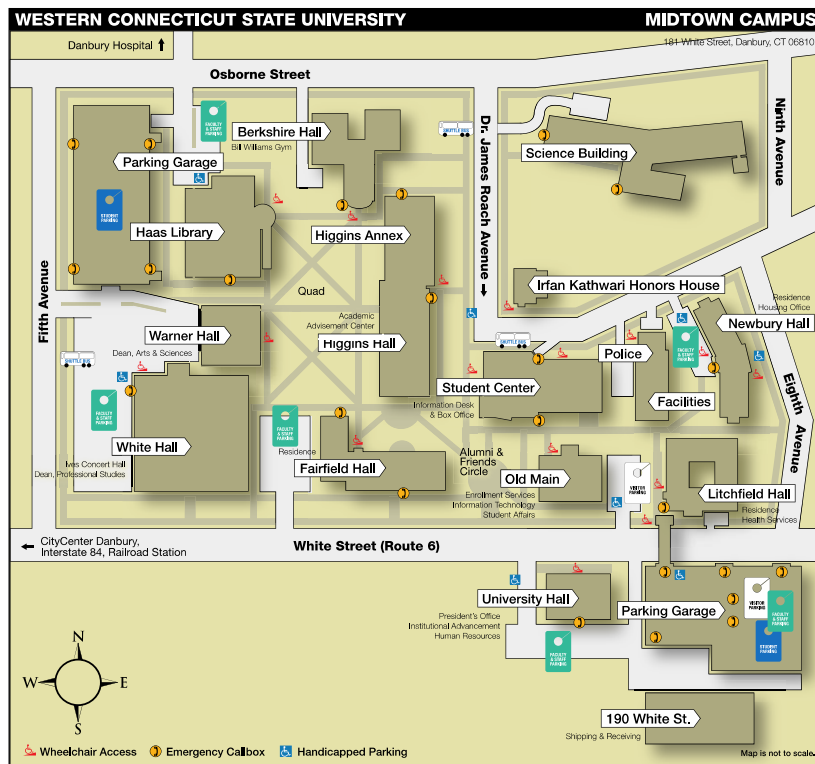
Physics, Astronomy, and Meteorology - Midtown Campus, Science Building
Psychology – Midtown Campus, Warner Hall
Social Sciences – Midtown Campus, Warner Hall
Social Work – Midtown Campus, White Hall
Theatre Arts - Westside Campus, Visual and Performing Arts Center
World Languages and Literature – Midtown Campus, Berkshire Hall
Writing, Linguistics & Creative Process – Midtown Campus, Higgins Hall

Administrative Departments (click on department name for link to website)

Academic Advisement Center – Midtown Campus, Old Main; Westside Campus, Westside Campus Center; (<http://www.wcsu.edu/aac/staff/>)
AccessAbility Services – Midtown Campus, White Hall;
(<http://www.wcsu.edu/accessability/staff.asp>)
Admissions – Midtown Campus, Old Main;
(<http://www.wcsu.edu/admissions/counselor.asp>)
Campus/Student Centers – Westside Campus, Westside Campus Center; Midtown Campus, Student Center; (<http://www.wcsu.edu/campuscenter/staff.htm>)
Career Success Center – Westside Campus, Westside Campus Center;
(<http://www.wcsu.edu/career-services/staff.asp>)
Cashier's Office – Midtown Campus, Old Main;
(<http://www.wcsu.edu/cashiers/staff.asp>)
Counseling – Midtown Campus, Student Center;
(<http://www.wcsu.edu/counseling/staff.asp>)
Environmental Services – Midtown Campus, University Hall;
(<http://www.wcsu.edu/efs/>)
Facilities Scheduling and Promotions – Westside Campus, O'Neill Center;
(<http://www.wcsu.edu/facilities/>)
Health Service – Midtown Campus, Litchfield Hall
(<http://www.wcsu.edu/healthservices/generalinfo.asp>)
Human Resources – Midtown Campus, University Hall;
(<http://www.wcsu.edu/hr/department.asp>)
Information Technology & Innovation – Midtown Campus, Old Main;
(<http://www.wcsu.edu/technology/ucstaff.asp>)
Library Services – Midtown Campus, Ruth A. Haas Library; Westside Campus, Robert S. Young Library;
(<http://libguides.wcsu.edu/c.php?g=119478&p=779559>)
Office of Financial Aid & Student Employment – Midtown Campus, Old Main;
(<http://www.wcsu.edu/finaid/contact.asp>)
Office of Grant Programs – Midtown Campus, Warner Hall;
(<http://www.wcsu.edu/grants/>)
Payroll – Midtown Campus, University Hall;
(<http://www.wcsu.edu/financeadmin/services/payroll.asp>)
President's Office – Midtown Campus, University Hall;
(<http://www.wcsu.edu/president/staff.asp>)
Registrar – Midtown Campus, Old Main;
(<http://www.wcsu.edu/registrar/staff.asp>)

WCSU Police Department – Midtown Campus;
(<http://www.wcsu.edu/police/contactnumbers.asp>)
WestConnect Card Office – Midtown Campus, Old Main;
(http://www.wcsu.edu/westconnect/about_us.asp)

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.

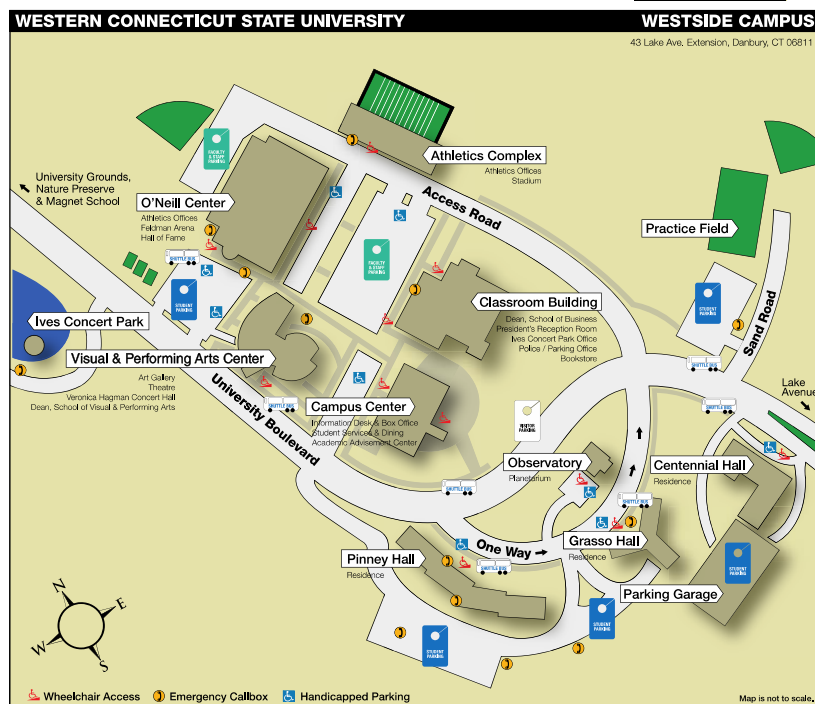
To Westside campus (43 Lake Ave. Extension)

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.



Where do I get my parking pass? How do I get my parking pass?

The following information was taken from the 2016-2017 New Faculty Orientation Manual, which is published by WCSU's Center for Excellence in Learning and Teaching. The original document can be accessed using the following link: <http://libguides.wcsu.edu/celt>

“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/.”

Where/how do I get my keys?

The following information was taken from the 2016-2017 New Faculty Orientation Manual, which is published by WCSU's Center for Excellence in Learning and Teaching. The original document can be accessed using the following link: <http://libguides.wcsu.edu/celt>

“The WestConnect Card Office is also where faculty can pick up keys for their department office or other areas on campus. 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.”

Where do I get my Banner ID?

The following information was taken from the 2016-2017 New Faculty Orientation Manual, which is published by WCSU's Center for Excellence in Learning and Teaching. The original document can be accessed using the following link: <http://libguides.wcsu.edu/celt>

“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.”

You will need your Banner ID when resetting the password for your WCSU email account. To change your password, use the following link: <https://webapp.wcsu.edu/sswpm/winpwd.jsp;jsessionid=0536D3B9FCB122C38EA7F4321DF03B03>

How do I get a computer for my office? How do I get administrative rights for my computer so that I can add approved programs to my computer?

All technology inquiries and requests can be handled via the IT Help Desk (203-837-8467) or email (requestIT@wcsu.edu). The Information Technology & Innovation department has put a wealth of information up onto their website (<http://www.wcsu.edu/technology/>). This information is invaluable for new faculty and can be accessed by following the link below: <http://support.wcsu.edu/customer/en/portal/articles/2097335-how-do-i-get-started-with-information-technology-and-innovation-faculty-and-staff>

Under certain circumstances a faculty member may need administrative rights over their laptop, desktop, device, and/or etc. so that they are able to execute the duties of their position in a timely manner. In order to be given administrative rights over your laptop, desktop, and/or device you will need to fill out an “Administrative Rights Policy.” You can either request that this document be sent to you via email or you can pick this document up from the IT&I Department.

How do I get my office phone set up?

Information on the process of acquiring an office phone can be found by clicking on the following link: http://support.wcsu.edu/customer/portal/articles/2144778-voice-telecommunications?b_id=12070

Is there a centralized location for all of the forms that we use as faculty?

Although there is not a single centralized location for all of the forms that faculty use, forms have been grouped by the department that requires their use. Follow the links below to access the form(s) that you need.

Accessibility Office: <http://www.wcsu.edu/accessability/forms.asp>

Human Resources: http://www.wcsu.edu/hr/forms/WCSU_HRForms.asp

Registrar’s Office: <http://www.wcsu.edu/registrar/forms.asp>

Table of Forms: <https://www.wcsu.edu/facultystaff/handbook/forms.asp>

What do I need to do if I use sick leave?

According to Article 13.2.1 of the Collective Bargaining Agreement if a faculty member requires the use of sick leave the following should be strictly adhered to: “Use of sick leave shall be measured and recorded in increments of half-days or blocks of 3.5 hours for teaching faculty. A member who, for appropriate reasons as identified in Article 13.1, misses one or more assigned responsibilities (classes or other primary work responsibilities, committee assignments, office hours, etc.) within one 3.5 hour span of time shall be charged one half-day of leave. A member who misses one or more assigned responsibilities in a day over a span of time longer than 3.5 hours shall be charged two half-days of leave. Members who are charged sick leave for missed responsibilities on two separate days shall also be charged sick leave for any intervening period on which they have no assigned responsibilities. Non-teaching members shall be charged sick leave in increments of one (1) hour. Members on partial medical leaves may charge sick leave in increments required by the conditions stated on the medical certificate.”

To report the use of sick leave, contact your department chair to inform them of your absence and then notify your department’s administrative assistant so that they can record the use of your sick leave.

Is there an emergency notification system on campus?

It is highly recommended that all members of the WCSU Community sign up for the Emergency and Weather Closing notifications. To do so, please use the following link: <https://www.wcsu.edu/ens/>

How do I place an order for textbooks? Who do I contact?

The phone number for the WCSU Bookstore is (203)-837-8464. The website for the WCSU Bookstore is the following: <http://www.bkstr.com/wcsustore/home>. Online order submissions can be made by using the Online Adoption tool: https://adoptions.efollett.com/OnlineAdoptionsWeb/onlineAdoptions.html?storeNumber=1801&langId=en_US (copy and paste the link into a web browser)

A tutorial on submitting an order for course materials online can be accessed using the following link:

<http://content.efollett.com/OnlineAdoptions/oademo/Online%20Adoption%20Demo%20Video.html>

What is my role as a faculty advisor?

A faculty member’s role as an academic advisor has been broadly defined in the 2007 – 2016 Collective Bargaining Agreement. <http://www.csuaaup.org/wp-content/uploads/2013/09/AAUP-2007-2011ContractWithModificationsFINAL.pdf>

“The Board and CSU-AAUP agree that all students will be given adequate advising by members during registration and throughout the school year to assure the

pursuit of sound educational objectives. Part-time faculty shall make reasonable efforts to advise and counsel their students as needed.”

In addition, the responsibilities of a faculty advisor have been delineated in the Faculty Handbook (University Policy and Procedures: Instructional Departments – Department Bylaws: Section IV. Faculty and Department Responsibility for Student Advisement). <https://www.wcsu.edu/facultystaff/handbook/WCSU%20-%20Faculty%20Handbook.pdf>

To properly advise students during their academic tenure, the Faculty Handbook states that Faculty Advisors are responsible for the following:

1. To know the program requirements and University regulations with which the student must comply.
2. To assist each student in planning his/her sequence of courses to meet graduation requirements.
3. To approve, semester by semester, the specific program of courses which the student takes.
4. To refer students to appropriate University staff in matters which are outside the area of the faculty member’s competence (e.g., Health Services, Counseling, Academic Deans, Graduate Dean, etc.)
5. To recommend to the Department Chair and to the appropriate dean any waivers or exceptions to the program requirements which he/she judges to be essential for the student’s best academic interests.
6. To advise the department on the status of each advisee as he/she reaches various stages in his/her program (e.g., admission to standing as upper class major, approval of application for independent Study or Student Developed Study, etc.).

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“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, and on the Westside Campus in the Campus Center, Room 300. The Director of the AAC is Isabel Carvalho, and 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.”

DegreeWorks was rolled out to faculty during the Fall 2016 semester and it is to be used by faculty in the advisement of their students. Keith Gauvin (Registrar) and Carla Netto (Associate Registrar) should be contacted with all questions related to DegreeWorks. Keith Gauvin and Carla Netto are willing to train new faculty members on how to use DegreeWorks.

What is the process that I must follow to give a student an “incomplete?”

A grade of incomplete can be given to any student who has reasonable justification for why they are unable to complete the course material within the confines of the normal semester timeframe. A step-by-step guide for assigning a grade of “incomplete” can be accessed via the following link:
<http://www.wcsu.edu/registrar/Faculty-Incomplete-Grades-Instructions-Undergraduate-2015.pdf>

What is the process that I must follow for “overrides?”

A student can request an override into a course section that 1) has closed and/or 2) has pre-requisites that the student does not meet by filling out an override request form and then submitting this form to the chair of the appropriate department. The override request form can be accessed via the following link:
<http://www.wcsu.edu/registrar/add-drop.pdf>

How to handle Academic Honesty Violations

In the event that an academic honesty violation has occurred, the University Senate and Administration has approved a set of guidelines so that the violation in question can be remedied in a fair and timely manner.

The policy can be accessed from the Faculty Handbook or by following this link:
<https://www.wcsu.edu/facultystaff/handbook/forms/honesty-policy.pdf>

The forms that need to be submitted by the Faculty Member, Student, Department Chair, School Dean, Senate Ad Hoc Committee, and Provost can be found by following the “Table of Forms” link above (page 7).

What are the University Senate committees and what is their function? What University committees can a new faculty member join? How do I get on a Senate Standing Committee?

The list of Senate Standing Committees can be found in the Faculty Handbook (University Senate Bylaws: Section E. Committees). The function of each Standing Committee (and their bylaws) can be found in the Faculty Handbook.

1. Academic Leave Committee
2. Assessment Committee
3. Committee on Academic Advisement and Registration
4. Committee on Distance Education

5. Committee on General Education
6. Committee on Physical Working Conditions
7. Committee on Undergraduate Curriculum and Academic Standards
8. Educational Achievement and Access Program
9. Enrollment Management Committee
10. Faculty Development and Recognition Committee
11. Graduate Council
12. Information Technology Committee
13. Media Services and Library Policy Committee
14. Mediation Committee
15. Promotion and Tenure Committee
16. Research and Development Committee
17. Student Life Committee
18. Termination and Appeals Committee
19. University Planning and Budgeting Committee

The process by which a faculty member is elected to a Senate Standing Committee has been defined in the Faculty Handbook. A portion of the Faculty Handbook that describes this process has been included below. The Nominations and Elections Committee (referred to as “Committee” below) is the committee responsible for handling the election process.

The Committee shall conduct elections in the following manner:

- a. A notice shall be circulated to all faculty members informing them of an approaching election. If the Faculty Handbook does not contain a description of the function of any committee for which elections are to be held, then the Nominations and Elections Committee shall publicize such committee’s function;
- b. There shall be no distinction in rank and tenure status of faculty for eligibility for committee service, with the exception of any committee in whose establishment rank and tenure were expressly stated to be a requirement for membership.
- c. The election shall be conducted in three steps:
 1. The Committee shall first request faculty members to inform them of those committees on which they are interested in serving.
 2. For those committees where the number of candidates is more than double the elective vacancies, the committee shall hold a preferential primary. In each such case, voters may select no more than twice as many candidates as there are elective vacancies.
 3. For each committee to which members are to be elected, the Committee shall provide the faculty with a final list of candidates containing approximately twice as many candidates for each committee as there are elective vacancies, if possible.

What are the requirements for tenure/promotion?

Article 4.11.9 of the Collective Bargaining Agreement delineates the criteria that are used to evaluate a full-time teaching faculty for renewal, promotion, or tenure.

4.11.9.1 Load credit activity for which the member receives load credit or the equivalent, e.g. one or more of the following: teaching, coaching, counseling, department chairperson, division director, library service, research, student supervision, or any other function specified in the letter of appointment or subsequent extension or modifications of such appointment (see Article 4.7), or identified in a letter of agreement (see Article 10.4).

4.11.9.2 Creative activity appropriate to one's field, such as delivering papers at professional conferences, production/performance of artistic works, research, study, and publication.

4.11.9.3 Productive service to the department and university.

4.11.9.4 Professional activity, such as attendance and participation in conferences and workshops, membership and service in appropriate professional organizations and other professional activities.

4.11.9.5 Years in rank.

When is the earliest time that I can go up for tenure/promotion?

According to Article 4.11.2.1 of the Collective Bargaining Agreement any full-time member "may be considered for tenure in any year of the probationary period if the member so requests. Denial of tenure prior to the sixth (6th) year of service shall not prejudice subsequent applications for tenure and in no case shall be construed as a ground for termination of employment, but the evaluatory material shall be available as part of the record. The DEC must evaluate a non-tenured full-time member for tenure in the member's sixth (6th) year of credited service."

According to Articles 5.3.2 – 5.3.4 of the Collective Bargaining Agreement the following criteria are used when considering a full-time member for promotion.

5.3.2 Assistant Professor, Assistant Librarian, Assistant Counselor

(A) An earned doctorate or a terminal degree appropriate to the field from an accredited college or university, or

(B) At least three (3) years of full-time service in a college or university at a rank of Instructor or above, plus

1. A master's degree, plus
2. An additional full year of study above the master's level.

5.3.3 Associate Professor, Associate Librarian, Associate Counselor

An earned doctorate or a terminal degree appropriate to the field from an accredited college or university plus at least five (5) years of full-time service in a college or university in a rank of Assistant Professor or above.

5.3.4 Professor, Librarian, Counselor

An earned doctorate or a terminal degree appropriate to the field from an accredited college or university plus at least eight (8) years of full-time service in a college or university including at least five (5) years at a rank of Associate Professor or above.

Therefore, an assistant professor who has no prior full-time teaching experience at the assistant professor level will be able to go up for promotion at the start of their 5th year, at the earliest. The promotion process for an assistant professor can be initiated at the start of their 5th year (September 15) since the result of the promotion evaluation will not be realized until the end of their 5th year (April 15). Speak with your department chairperson for accepted department-specific details for the tenure/promotion process, if any.

What is a DEC? What is the timeline for submitting my annual DEC Report?

According to Article 4.11.1 of the Collective Bargaining Agreement, the evaluation of a full-time member for promotion, tenure, and renewal is to be performed by a Department Evaluation Committee. The membership of a Department Evaluation Committee has been clearly defined in Article 4.11.4 of the Collective Bargaining Agreement. Committee membership is limited to tenured faculty members only. The full-time member who is being evaluated will submit all relevant materials that meet the evaluation criteria described in Articles 4.11.9.1 – 4.11.9.5 to their DEC according to the timeline described in Article 4.11 (Table 1) of the Collective Bargaining Agreement. The timeline for pre-tenure renewals as described in Article 4.11.9.1 is reproduced in the table below:

Starting month	1 st year renewal		2 nd or later year renewal	
	August	January	August	January
DEC receives and reviews records and notifies members	Jan. 20	Sept. 15	Mar. 1	Sept. 15
DEC chair informs candidate of evaluation process	Feb. 1	Oct. 1	Mar. 15	Oct. 1
Candidate submits relevant materials for consideration to DEC	Feb. 10	Oct. 10	Mar. 30	Oct. 20
DEC submits evaluations and recommendations to the Dean	Feb. 20	Oct. 20	Apr. 15	Nov. 15
Dean submits recommendations	Feb. 25	Oct. 25	May 1	Dec. 1
Provost takes action and informs candidate	Mar. 1	Nov. 1	May 31	Dec. 31

How do I request that my prior full-time service in another college or university be applied toward my probationary period here at WCSU?

According to Article 4.4.2 of the Collective Bargaining Agreement, “Up to three years’ full-time service in other accredited colleges and universities may be applied toward the probationary period by written agreement of the concerned parties at the time of the member’s initial appointment, or not later than the end of the first semester of a member’s probationary service. Such credit for prior service shall not affect notice requirements under Article 4.9.”

The initial request by the incoming faculty **MUST BE** submitted to the Provost’s Office before the end of the first semester here at WCSU.

What resources are available for research and other professional development activities?

CSU-AAUP Research Grant: Article 9.10 of the Collective Bargaining Agreement describes money that is available to faculty for the purpose of performing research. This money can be used to purchase equipment and supplies, fund support services, and provide a stipend (no more than \$2500 of the maximum \$5000 can be used as a stipend).

Faculty Development Funds: Articles 9.6 and 12.10.1 describe funds that are to be used for faculty development, “which shall be construed broadly to mean activities by and for members that enhance their ability to be productive and innovative professionals.”

Travel Funds: Article 9.5 of the Collective Bargaining Agreement describes funds that are available to faculty for the purpose of attending conferences and workshops.