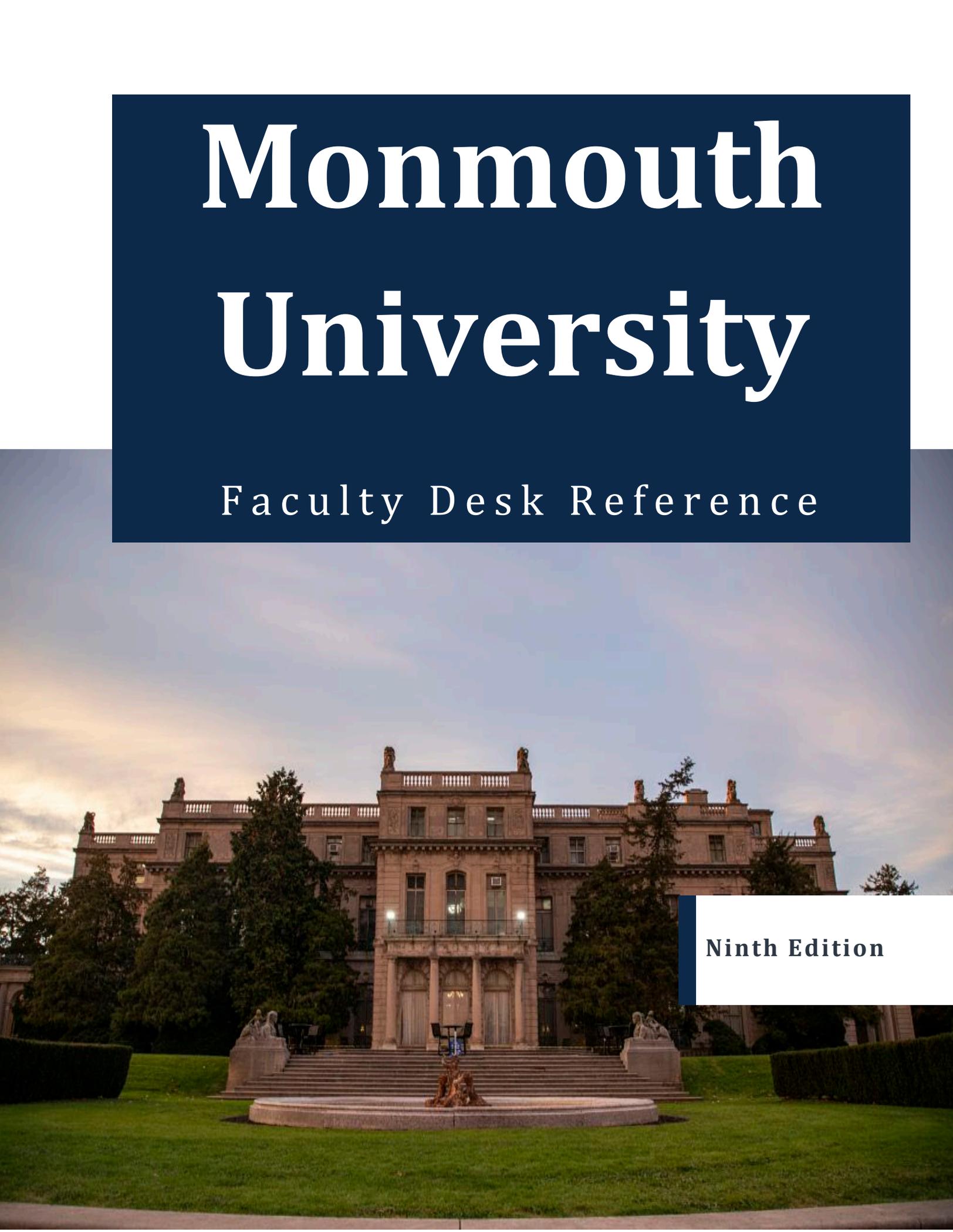


Monmouth University

Faculty Desk Reference

A photograph of Monmouth University's main building at dusk. The building is a large, multi-story stone structure with a central portico supported by columns. In front of the building is a large, circular fountain with a central sculpture. The sky is a mix of blue and orange, suggesting sunset or sunrise. The foreground is a well-maintained green lawn.

Ninth Edition

PROVOST'S MESSAGE

On behalf of Monmouth University, I want to welcome all new and returning full-time faculty!

Your commitment to helping our students achieve their full potential through your professional and scholarly expertise, hard work and dedication, is profoundly appreciated.

We will continue our work together to provide our students with an intellectually challenging and rigorous academic experience, with opportunities for high impact and immersive experiences that go beyond the classroom. More importantly, we will prepare students for life after Monmouth, ready for responsible citizenship and civic engagement.

This Faculty Desk Reference handbook will familiarize you with the University, and the ways we realize our core values. It will also help you meet your responsibilities as a member of the Faculty at Monmouth, through the resources and services available to you and your students, special programs that support students, and policies/practices that facilitate effective classroom management and engagement. If you have any questions or concerns, please do not hesitate to contact your Department Chair or School Dean.

I wish you all the best as you pursue your important teaching, scholarship, and service in support of Monmouth University.



Richard Veit, Ph.D., RPA
Provost and Senior Vice President for Academic Affairs

PREFACE

This *Faculty Desk Reference*—together with the current on-line university catalogs (undergraduate and graduate), *MU-FAMCO Agreement*, and *Student Handbook*—provided critical information for your work as a faculty member. All faculty are urged to read this handbook thoroughly and to become familiar with the material, since they will be responsible for having knowledge of the contents.

These policies, regulations, and procedures are reviewed periodically and are subject to change. This document is not to be construed as a contract nor as an offer to make a contract; nothing is intended to create rights of employment security. Written notification of any errors, omissions, or comments should be directed to the Office of the Provost and Senior Vice President for Academic Affairs.

Faculty Desk Reference last revised summer 2021.

CONTENTS

| | |
|---|----|
| CHAPTER 1: AN OVERVIEW OF MONMOUTH UNIVERSITY | 11 |
| 1.1 HISTORY..... | 11 |
| 1.2 MISSION STATEMENTS..... | 11 |
| Mission Statement of Monmouth University | 11 |
| Mission Statement for the Academic Affairs Division at Monmouth University..... | 11 |
| 1.3 STRATEGIC PLAN | 12 |
| Monmouth University Core Values..... | 12 |
| 1.4 LIBERAL EDUCATION AND THE MONMOUTH UNIVERSITY EXPERIENCE..... | 12 |
| 1.5 ACCREDITATION | 13 |
| 1.6 STUDENT PROFILE..... | 13 |
| 1.7 HUMAN RELATIONS PHILOSOPHY AND POLICY STATEMENT..... | 13 |
| 1.8 CAMPUS FACILITIES | 14 |
| Main Campus..... | 14 |
| Off-Campus Facilities | 16 |
| CHAPTER 2: ORGANIZATION AND ADMINISTRATION | 17 |
| 2.1 THE UNIVERSITY STRUCTURE..... | 17 |
| 2.2 THE BOARD OF TRUSTEES..... | 17 |
| 2.3 THE ADMINISTRATION | 17 |
| CHAPTER 3: THE FACULTY | 20 |
| 3.1 INTRODUCTION..... | 20 |
| 3.2 RANK, PROMOTION, AND TENURE..... | 20 |
| 3.3 FACULTY BYLAWS..... | 21 |
| 3.4 FACULTY RECOGNITION..... | 21 |
| Author’s Reception | 21 |
| Commitment to Teaching | 21 |
| Distinguished Teacher Award | 21 |

| | |
|--|----|
| Endowed Chairs & Endowed Professorships | 23 |
| Faculty Emeritus Status..... | 24 |
| Travel Fellowship | 24 |
| 3.5 FACULTY PERSONNEL FILES | 25 |
| 3.6 FACULTY PROFESSIONAL DEVELOPMENT..... | 25 |
| CHAPTER 4: RESOURCES FOR FACULTY AND STUDENTS..... | 26 |
| 4.1 ACADEMIC ADVISING..... | 26 |
| 4.2 ACADEMIC SKILLS SERVICES | 26 |
| 4.3 CENTER FOR EXCELLENCE IN TEACHING AND LEARNING (732-923-4676)..... | 27 |
| 4.4 CENTER FOR STUDENT SUCCESS (732-571-3487)..... | 27 |
| First Year Advising (732-263-5868)..... | 28 |
| Advising for Undeclared Sophomores (732-571-3588)..... | 28 |
| Advising for Transfers (732-571-3588) | 28 |
| Academic Transition & Inclusion (732-263-5668)..... | 29 |
| Disability Services (732-571-3460)..... | 29 |
| Educational Opportunity Fund (732-571-3462)..... | 30 |
| Monmouth’s Early Warning SYSTEM (MEWS) | 30 |
| Service Learning (732-571-4411) | 31 |
| Tutoring (732-263-5721) and Writing Services (732-571-7542) | 32 |
| 4.5 CENTERS OF DISTINCTION | 33 |
| Center for the Arts | 33 |
| Monmouth University POLLING INSTITUTE (732-263-5860) | 33 |
| Kislak Real Estate Institute..... | 34 |
| Institute for Global Understanding..... | 34 |
| Urban Coast Institute..... | 35 |
| Bruce Springsteen Archives & Center for American Music..... | 36 |

| | |
|--|----|
| 4.6 THE OFFICE OF RESEARCH COMPLIANCE - THE HUMAN RESEARCH PROTECTION PROGRAM (HRPP)/INSTITUTIONAL REVIEW BOARD (IRB) AND INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC) (732-263-5726) | 36 |
| 4.7 FACULTY ACCESS TO THE <i>CHRONICLE OF HIGHER EDUCATION</i> | 37 |
| 4.8 HONORS SCHOOL (732-263-5308)..... | 37 |
| Honors Credit by Contract | 38 |
| 4.9 INFORMATION MANAGEMENT-CAMPUS TECHNOLOGY (732-923-4357)..... | 38 |
| myMU | 39 |
| Instructional Support | 39 |
| Media Operations | 40 |
| 4.10 INTERCULTURAL CENTER (732-263-5505)..... | 40 |
| 4.11 LIBRARY SERVICES (732-571-3450)..... | 41 |
| Library Hours..... | 41 |
| Location and Resources | 41 |
| Periodicals and Electronic Resources..... | 41 |
| Reference & Information Services | 41 |
| Interlibrary Loan/Document Delivery | 42 |
| Library Instruction..... | 42 |
| Collection Development | 43 |
| Special Collections | 43 |
| Reserves | 44 |
| 4.12 SOCIAL MEDIA FOR PROFESSIONAL AND PERSONAL USE | 45 |
| 4.13 SPECIAL STUDENT PROGRAMS | 45 |
| Athletics (732-571-3415) | 45 |
| CareConnect MU (732-263-5258)..... | 46 |
| Counseling and Psychological Services (732-571-7517) | 47 |
| Campus Intervention Team (732-571-7517)..... | 48 |
| Disability Services (732-571-3460)..... | 48 |

| | |
|--|----|
| Student Employment (732-263-5381) | 48 |
| Study Abroad (732-923-4768)..... | 48 |
| Veteran Services (732-263-5258) | 49 |
| 4.14 WEBFACULTY FOR FACULTY..... | 50 |
| 4.15 CLASSROOMS AND CLASSROOM CHANGES..... | 50 |
| CHAPTER 5: ACADEMIC POLICIES AND REGULATIONS..... | 52 |
| 5.1 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)..... | 52 |
| 5.2 UNIVERSITY POLICIES AND REGULATIONS | 53 |
| 5.3 ACADEMIC CALENDAR | 53 |
| 5.4 COURSE PRACTICES AND PLANNING..... | 54 |
| 5.5 CLASS ROSTERS AND WHO MAY ATTEND YOUR CLASS | 54 |
| Faculty Roster Verification..... | 55 |
| 5.6 CLASS ATTENDANCE | 55 |
| Religious Holidays | 55 |
| Weather Emergencies/University Closing | 56 |
| Medical Absences | 56 |
| 5.7 ABSENCE OF THE INSTRUCTOR | 57 |
| 5.8 AUDITING COURSES..... | 57 |
| 5.9 WITHDRAWAL FROM COURSES | 57 |
| 5.10 THE 14 TH WEEK AND FINAL EXAMINATIONS..... | 58 |
| 5.11 CLASS SYLLABUS..... | 58 |
| 5.12 CLASSROOM CIVILITY..... | 61 |
| 5.13 GRADING UNDERGRADUATE COURSES..... | 62 |
| 5.14 GRADING GRADUATE COURSES | 64 |
| 5.15 GRADE REPORTS..... | 65 |
| Mid-term Grades | 65 |
| Final Grades | 65 |

| | |
|--|----|
| Student Complaints About Grades | 66 |
| 5.16 CHANGE OF GRADE REQUEST | 66 |
| 5.17 ENHANCING ACADEMIC HONESTY | 67 |
| Definitions of Academic Dishonesty | 67 |
| Establishing an Environment of Academic Honesty | 68 |
| Reducing the Temptation to Cheat..... | 68 |
| Tests | 69 |
| Turnitin Plagiarism Detection Resource..... | 70 |
| Encouraging Academic Integrity on Homework Exercises..... | 70 |
| Encouraging Academic Integrity on Research Papers..... | 71 |
| Confronting Academic Dishonesty..... | 72 |
| Student Disciplinary Procedures | 73 |
| 5.18 SUBMISSION OF THE SAME WORK FOR TWO COURSES | 73 |
| 5.19 INTERDISCIPLINARY PERSPECTIVES ON THE HUMAN EXPERIENCE | 73 |
| 5.20 WRITING-INTENSIVE COURSES..... | 74 |
| 5.21 EXPERIENTIAL EDUCATION | 75 |
| 5.22 UNDERGRADUATE INDEPENDENT STUDY, INTERNSHIP, SERVICE LEARNING, AND COOPERATIVE EDUCATION COURSES | 75 |
| 5.23 STUDENT CHANGE OF CURRICULUM | 75 |
| 5.24 SUBSTITUTION OF DEGREE REQUIREMENTS..... | 76 |
| 5.25 ACADEMIC AUDITS | 76 |
| 5.26 STUDENT LEAVE OF ABSENCE | 76 |
| 5.27 ORDERING LIBRARY MATERIALS (PROCEDURES FOR ACQUISITIONS)..... | 76 |
| 5.28 ORDERING TEXTBOOKS AND DIGITAL MATERIALS..... | 77 |
| Selection and Cost of Textbooks | 78 |
| 5.29 USING CUSTOMIZED COURSE MATERIALS IN THE CLASSROOM | 79 |
| Sources of Material | 80 |

| | |
|---|-----|
| Copyright Clearance Center | 80 |
| Pricing | 80 |
| Further Information | 81 |
| 5.30 MASTER COURSE SYLLABUS..... | 81 |
| 5.31 APPROVAL PROCESS FOR NEW COURSES | 82 |
| 5.32 APPROVAL PROCESS FOR NEW ACADEMIC PROGRAMS AND SUBSTANTIAL CHANGES TO EXISTING PROGRAMS..... | 83 |
| CHAPTER 6: OTHER POLICIES AND PROCEDURES..... | 84 |
| 6.1 AFFIRMATIVE ACTION/EQUAL OPPORTUNITY POLICY | 84 |
| Faculty Search Procedures..... | 84 |
| 6.2 ETHICAL PRINCIPLES | 85 |
| Ethical Principles for Teaching | 85 |
| Conflict of Interest/Code of Ethics..... | 85 |
| 6.3 UNIVERSITY MARKETING & COMMUNICATIONS | 90 |
| 6.4 COPYRIGHT POLICY – RELATED TO LIBRARY USE..... | 92 |
| Classroom Copying Guidelines For Books and Periodicals..... | 93 |
| 6.5 DRUG FREE WORKPLACE ACT OF 1988..... | 95 |
| 6.6 EMERGENCY PROCEDURES AND CLOSING..... | 95 |
| Fire Evacuation..... | 98 |
| 6.7 EXIT INTERVIEW PROCEDURES | 100 |
| 6.8 FACILITIES USE | 100 |
| 6.9 FACULTY IDENTIFICATION CARDS | 101 |
| 6.10 GRANTS AT MONMOUTH UNIVERSITY..... | 101 |
| 6.11 PERSONAL INFORMATION CHANGES | 102 |
| 6.12 PURCHASING POLICY..... | 102 |
| Functions and Authority | 102 |
| Unauthorized Purchases | 102 |

| | |
|--|-----|
| Unauthorized Signing of Contracts | 102 |
| Conflict of Interest | 103 |
| Procedures and Form Use..... | 103 |
| 6.13 DISCRIMINATION AND HARASSMENT POLICY AND PROCEDURES..... | 103 |
| 6.14 SMOKING POLICY | 104 |
| CHAPTER 7: HUMAN RESOURCES INFORMATION | 105 |
| 7.1 SALARY AND PAY CHECKS | 105 |
| 7.2 FRINGE BENEFITS | 105 |
| Acts and Limitations..... | 105 |
| Absences Due to Illness, Temporary and Long-Term Disability..... | 106 |
| Adult Child Up To Age 31 Continuation of Medical Coverage | 107 |
| Back-Up Care Advantage Program – Bright Horizons Family Solutions..... | 107 |
| Bereavement..... | 107 |
| Child Care Services | 107 |
| Dental Insurance Program | 108 |
| Employee Assistance Program..... | 108 |
| Family and Medical Leave..... | 109 |
| First Financial Federal Credit Union | 110 |
| Flexible Spending Accounts | 110 |
| Health Insurance Programs..... | 110 |
| Jury Duty | 111 |
| Life Insurance/Accidental Death and Dismemberment..... | 111 |
| Long Term Care Insurance Plan | 112 |
| Maternity/Child Rearing Leave | 112 |
| Military Leave | 112 |
| New Jersey Family Leave Insurance..... | 113 |
| New Jersey Safe Act | 113 |

| | |
|---|-----|
| New Jersey Unemployment Insurance | 114 |
| Prescriptions | 114 |
| Travel Accident Plan..... | 114 |
| Retirement | 115 |
| Tuition Exchange Program | 115 |
| Tuition Remission..... | 117 |



CHAPTER 1: AN OVERVIEW OF MONMOUTH UNIVERSITY

1.1 HISTORY

Monmouth University was founded in 1933 with federal assistance as Monmouth Junior College, largely to provide opportunity for higher education to area high school graduates who -in those Depression days-could not afford to go away to college. It was a two-year institution, holding classes only in the evening. For a time, it appeared uncertain whether the College would have adequate funds to continue. With support from students and the community, however, the fledgling College survived the economic crisis and quickly assumed its present private status. In 1956, it was renamed Monmouth College and accredited by the state to offer four-year programs leading to the baccalaureate degree. Less than a decade later, it was authorized to offer master's degree programs. In March 1995, the New Jersey Commission on Higher Education designated Monmouth a teaching university pursuant to N.J.A.C. 9:1-3.1 et seq.

Today, Monmouth offers 33 baccalaureate degree programs, 23 master's degree programs and 3 doctoral degree programs. Within its student body, 34 states and 33 countries are represented. More than 1100 undergraduate students live in University owned or sponsored housing.

1.2 MISSION STATEMENTS

MISSION STATEMENT OF MONMOUTH UNIVERSITY

Monmouth University is an independent, comprehensive institution of higher education committed to excellence and integrity in teaching, scholarship, and service. Through its offerings in liberal arts, science, and professional programs, Monmouth University educates and prepares students to realize their potential as leaders and to become engaged citizens in a diverse and increasingly interdependent world.

MISSION STATEMENT FOR THE ACADEMIC AFFAIRS DIVISION AT MONMOUTH UNIVERSITY

As an integral part of Monmouth University's mission, the Academic Affairs Division provides the vision, leadership and resources to meet the educational needs of students, faculty, and academic support professionals. In advancing and sustaining an environment that is open, collaborative, inclusive, and professional, the Academic Affairs Division recruits, retains, fosters, and supports faculty, administrators and staff who are knowledgeable and current in their areas of expertise. The Academic Affairs Division is student-focused, dedicated to the creative, current, and interactive delivery of instruction and the continuous

assessment and improvement of curricula and programs, culminating in the academic, personal, and career success of Monmouth University graduates.

1.3 STRATEGIC PLAN

President Patrick Leahy has been working with Vice President Mary Anne Nagy and the cross-division steering committee since late 2019 on the planning, developing, and implementation of Monmouth University's next Strategic Plan. The COVID-19 pandemic caused a slight delay, but the draft plan can be found on the MU portal: <https://my.monmouth.edu/fyi/strategicplan/Pages/default.aspx>.

MONMOUTH UNIVERSITY CORE VALUES

The Strategic Plan, and the University it guides, continue to uphold the following core values:

- ❖ Excellence in Teaching and Learning
- ❖ Caring Campus Characterized by Mutual Respect
- ❖ Personal and Professional Integrity
- ❖ Diversity
- ❖ Service
- ❖ Empowerment of University Community

1.4 LIBERAL EDUCATION AND THE MONMOUTH UNIVERSITY EXPERIENCE

At its heart, Monmouth University is a teaching university, and consistent with our mission, we base our students' educational experience on the time-honored philosophy of liberal education. Liberal education is "an approach to learning that empowers individuals and prepares them to deal with complexity, diversity, and change. It provides students with broad knowledge of the wider world (e.g. science, culture, and society) as well as in-depth study in a specific area of interest. A liberal education helps students develop a sense of social responsibility, as well as strong and transferable intellectual and practical skills such as communication, analytical and problem-solving skills, and a demonstrated ability to apply knowledge and skills in real-world settings" (The Association of American Colleges and Universities; www.aacu.org/advocacy-liberal-education-0).

Monmouth University's undergraduate general education curriculum is intentionally designed to provide opportunities for developing this balance of broad knowledge and transferable skills. It emphasizes exposure to multiple disciplines, engaged learning, and clear learning goals. We believe that these experiences, coupled with pursuit of greater depth

of understanding within the major, should prepare students for the challenges of the 21st century.

For more information about Monmouth University's general education curriculum, visit: www.monmouth.edu/gened/

1.5 ACCREDITATION

Monmouth University is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104. (Telephone: 267-284-5000).

The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation. For more information about current accreditations visit: www.monmouth.edu/about/accreditations/.

1.6 STUDENT PROFILE

Monmouth University's teaching and learning environment is, naturally, created by the nexus of faculty and students. Monmouth is an evolving institution and the nature of students that populate our classes has evolved as well.

For more information about Monmouth's students, visit members.ucan-network.org/monmouth, and for information about what they say about student engagement at Monmouth, visit www.monmouth.edu/learning-and-outcomes/what-our-students-say/. For more information about Monmouth's graduates, visit: www.monmouth.edu/learning-and-outcomes.

1.7 HUMAN RELATIONS PHILOSOPHY AND POLICY STATEMENT

Monmouth University affirms the inestimable worth and dignity of every individual, regardless of their condition of life. We affirm, further, the right of each person to develop to their full potential and to be judged on the basis of personal accomplishments. Finally, we believe that the achievement of full humanity is enhanced by experience of the human family.

We are committed to achieve and sustain a pluralistic environment recognized for its racial, cultural, and ethnic diversity, and which is characterized by genuine mutuality, acceptance, and affirmation of the strengths and contributions of differing individuals and groups, and a willingness to resolve disputes in a spirit of good will.

Monmouth University, through this philosophy and policy statement, seeks to create a pluralistic community in which people:

- Are accepted and judged as individuals, independent of ancestry, social and economic background, sexual orientation, age, gender, physical characteristics, or personal beliefs;
- May freely engage in constructive academic dialogue and debate in our classrooms and public halls, and pursue their social and private lives uninhibited by discrimination, disruption, or harassment in any form;
- Value respect, and draw their intellectual strength from the rich diversity of other peoples of different races, cultures, religions, nationalities, and beliefs.

This affirmation and commitment will guide us in the challenging times ahead as we strive to achieve excellence in service, teaching, and scholarship.

1.8 CAMPUS FACILITIES

MAIN CAMPUS

The University's 168-acre campus, considered to be one of the most beautiful in New Jersey, includes among its 75 buildings a harmonious blending of historic and contemporary architectural styles. The centerpiece building – and the University's identifying landmark – is **the Great Hall at Shadow Lawn**, the administrative center and a hub of activity for our students. Built in 1929, the 130-room mansion began as the private residence of Hubert T. Parson, a former president of F. W. Woolworth Company. The mansion has been described in newspapers throughout the world, is featured in many books on architecture and art, and has been used as the backdrop for innumerable print ads and television commercials. In 1980, it served as the setting for the film version of "Annie". In 1985, the Great Hall was designated a National Historic Landmark by the U.S. Department of the Interior. The **Monmouth University Library** was originally the summer home of Murry and Leonie Guggenheim and is an architectural treasure that in 1978 was entered in the National Register of Historic Places. The **Lauren K. Woods Theatre**, a former carriage house that retains many of its original architectural features, is among other gracious older buildings that lend distinctive balance to the modern additions to the campus. Woods Theatre is home to the Music & Theater Arts Department; it is also home to Blue Hawk Records, and Blue Hawk Studio's administrative offices are located there.

Prominent among the buildings on campus is the **Rebecca Stafford Student Center (RSSC)**. The lower level houses the Center for Excellence in Teaching and Learning (CETL), the Center for Student Success (Academic Advising, , First-Year Advising, Service Learning, Transfer Services, Tutoring and Writing Services, Undeclared Services), First to Fly the Veteran Lounge, and The Nest food pantry. The first floor includes Disabilities Services, Global Education (including Study Abroad, International Student and Faculty Services) Central Scheduling, Conference Services and Special Events, Cafeteria, an ATM with a \$2.99

per transaction fee, Information Desk, and Dunkin Donuts. The second floor houses the Vice President for Student Life and Leadership Engagement, Student and Community Services, the office of Judicial Affairs and Special Projects, Off-Campus and Commuter Services, Student Activities and Student Center Operations, Anacon Hall, the Intercultural Center, an open computer lab and lounge, and the Fraternity and Sorority Lounge. The third floor is home to Counseling and Psychological Services, the Student Government Association, and Shadows Yearbook.

The **OceanFirst Bank Center** (OFBC) is the home of the University Store, a Fitness Center and pool, Boylan Gymnasium, a basketball arena which seats approximately 4,100 people, a 200-meter indoor track, and locker rooms for all 23 Division 1 sports teams and visitors. The University's Blue/White Booster Club, the Central Box Office, and ten multipurpose suite-style rooms that can be used for academic or administrative groups are also located in the OFBC.

Other campus buildings include **Rechnitz Hall**, a stunning art gallery which includes classrooms and faculty offices. The **Magill Commons**, a resident student dining hall and conference center. **Edison Science Hall**, home of the School of Science and offices supporting campus technology. **Howard Hall**, housing many academic departments. **Pollak Theatre**, the focus of most large campus cultural events and home to the Pollak Gallery. **Bey Hall**, home of the Leon Hess Business School, and equipped with case study classrooms, seminar rooms, computer laboratories, a state of the art financial trading room, and H.R. Young Auditorium. **Pozycki Hall**, a two-story 20,000 square foot academic building connected to Bey Hall by a pedestrian bridge on the second floor includes four classrooms, a 150-seat lecture hall, eight faculty offices, a student lounge and an exterior terrace. Bey and Pozycki Halls surround a welcoming green space near the center of campus, known as **Torcivia Common**. **McAllan Hall**, which houses the School of Education, the Marjorie K. Unterberg School of Nursing and Health Studies, and the School of Social Work. **Jules L. Plangere Center for Communication** is home to the School of Humanities and Social Sciences, the Department of Communication, and several of the student-run media organizations (*The Outlook* newspaper, *Monmouth Review* magazine, 88.9 FM WMCX radio, Hawk TV, and The Verge online news portal). Plangere also houses Media Operations, which supports audio visual and media services and event setups, livestreaming of on-campus events, and classroom/conference room media technology. **Birch Hall** houses classroom, lab, and meeting space as well as our Health Services Center, which provides free, accessible ambulatory healthcare for all Monmouth University students and eligible employees.

Monmouth's on-campus residence halls include the following traditional, quasi-traditional, and suite style buildings: Beechwood (home of the Honors School), Cedar, Elmwood, Hesse, Laurel, Mullaney Hall, Oakwood, Pinewood, Redwood, Spruce, and Willow. There are also

three apartment-style residential facilities: The Great Lawn Apartments, the Garden Apartments, and Maplewood Apartments.

OFF-CAMPUS FACILITIES

MONMOUTH UNIVERSITY GRADUATE CENTER

Two miles to the north of our main campus, the Monmouth University Graduate Center houses the departments of Professional Counseling, Speech Language Pathology, Physician Assistant, and Occupational Therapy as well as the Clinical Mental Health Counseling and Addiction Studies graduate programs. This facility offers dedicated classrooms, clinical skills laboratories, observation rooms and equipment to support advanced learning outcomes. A key feature of the facility is the Center for Speech & Language Disorders, which provides evaluation and treatment rehabilitation services to the neighboring community.

For more information, see www.monmouth.edu/graduate/center/

LAKEHOUSE MUSIC COMPLEX

Monmouth University has an off-campus facility at *Lakehouse Music Academy and Recording Studio*, located at **619 Lake Avenue in Asbury Park, NJ**. Students study Advanced Audio Production in a world-class, state-of-the-art recording, studio, along with coursework in the university's dedicated space at the complex. The Monmouth satellite has instruction, meeting, and rehearsal spaces, as well as a multi-purpose classroom. The facility is available to all Monmouth departments, faculty and students.

THE UNIVERSITY BLUFFS

Some upper-level students live at the University's beachfront apartment facility, The University Bluffs. This facility is located adjacent to the Long Branch boardwalk and beach.

Note that Monmouth offers faculty and their family members a summer housing option at The University Bluffs. This is a great option for family and friends visiting in the summer and looking for comfortable and scenic accommodations.

For more information, see www.monmouth.edu/conference-and-event-services/housing-accommodations/summer/community-housing/.

CHAPTER 2: ORGANIZATION AND ADMINISTRATION

2.1 THE UNIVERSITY STRUCTURE

The University follows a traditional administrative structure.

The President serves as the chief executive officer of the University and reports to the Board of Trustees. They are supported by a chief of staff, a senior vice president, six area vice presidents, a director of athletics, an executive director for campus planning and facilities, and an advisor on diversity and inclusion.

For more information on the University's organizational structure, see my.monmouth.edu/fyi/Pages/default.aspx (click on Organizational Chart).

The Provost and Senior Vice President for Academic Affairs serves as the chief academic officer and presides over six academic schools overseen by deans. The Dean of the Honors School, the University Librarian, Associate Provost, Associate Vice President of Institutional Research and Effectiveness, and Director of Academic Finance all oversee other key areas of Academic Affairs, and report directly to the Provost. For an organizational chart, see my.monmouth.edu/fyi/Pages/default.aspx (click on Academic Affairs Organizational Chart).

2.2 THE BOARD OF TRUSTEES

The Board of Trustees is entrusted with protecting the welfare of the University and creating conditions that will foster the education, growth, and development of students, as well as the effectiveness of the faculty and administration. The Board is responsible for overseeing the general educational and financial administration of the University as stipulated in the Board's Bylaws and recommended by the administration and faculty.

The Academic and Student Experience Committee of the Board of Trustees is of particular interest to the faculty as this committee proffers recommendations to the Board concerning matters of importance to the faculty (e.g., the collective bargaining agreement, tenure, promotion, and curriculum). Recommendations of the Committee are subject to the approval of the full Board of Trustees.

2.3 THE ADMINISTRATION

The chief administrative officer of the University is the **President**, who is responsible to the Board of Trustees for the operation of the University. Selected by the Board of Trustees, the President is the official adviser to and executive agent of the Board of Trustees and its Executive Committee, and serves as the University's chief spokesperson. The President is responsible for administering all policies of the Board. Key responsibilities of the President relevant to the faculty include the following: approving and recommending to the Board of Trustees all

appointments of faculty members, including promotion, tenure, and salary; placing before the Faculty such matters as deemed necessary for its attention; reviewing the actions of the Faculty and reacting to them as described in Article II of the Faculty Bylaws; conferring degrees as authorized by the Board and as approved by the faculty; and serving as the official representative of the University at all public occasions.

For more information about the President, including current University leadership, see: www.monmouth.edu/president/.

Brief descriptions of each administrator's area follow:

1. **Chief of Staff:** manages special projects on behalf of the President, develops strategic presidential communications, and represents the President's Office to internal and external constituents.
2. **Provost and Senior Vice President for Academic Affairs:** the chief academic officer of the University is directly responsible to the President for developing the academic curriculum and instructional technology, as well as stimulating the intellectual activity of faculty and students. The Provost is also responsible for recommending to the President prospective faculty members for hire and faculty members for renewal, promotion and/or tenure. The Office of the Provost is also instrumental in the University's negotiations related to the collective bargaining agreement with the Faculty Association.
3. **Vice President for Information Management:** the chief information officer oversees the operations, support, logistics, and security for the University's information systems. This includes instructional support, wired and wireless network, telecommunications, administrative and academic systems, help desk, media services, and application training.
4. **Vice President for Finance:** the chief fiscal officer is responsible for the development and preparation of the University's budget and fiscal management. The Vice President for Finance is also responsible for the management of the University's fiscal operation including student and accounts receivables, payroll, student loans, purchasing, the University Bookstore, the Central Box Office and the Digital Print Center.
5. **Vice President and General Counsel:** the chief legal officer provides legal advice and guidance to the University for work-related activities, coordinates legal services provided by outside attorneys, and oversees the University's affirmative action activities. The Vice President and General Counsel serves as the chief negotiator for unions. Additionally, the Vice President and General Counsel oversees all human resources activities including student employment and monitors the University's compliance programs. The Office of the General Counsel also houses the University's internal auditing function.

6. **Vice President of University Advancement:** the chief advancement officer is directly responsible to the President for all University fundraising efforts and alumni engagement activities. The Vice President for University Advancement is also responsible for developing and stewarding relationships with government officials and community members. Additionally, the Vice President for University Advancement oversees career services and is responsible for identifying and fostering strategic relationships with employers to help place our students and alumni in the career of their choice.
7. **Vice President for Enrollment Management:** the chief enrollment and marketing officer is responsible for the recruitment and retention of new, transfer, international, and graduate students, as well as the University's branding and marketing efforts. The Vice President for Enrollment Management oversees the departments of undergraduate and graduate admission, admission processing, financial aid, retention, and marketing and communications.
8. **Vice President for Student Life and Leadership Engagement:** the chief student life officer is responsible for non-academic student life and development. This scope of responsibility includes police and safety, residence halls and food service, student activities, student conduct, new student orientation, health services, counseling and psychological services, substance awareness activities, and central scheduling of facilities. The Vice President for Student Life and Leadership Engagement oversees the Offices of Veteran Services, Off-Campus and Commuter Student Services, and Conference Services and Special Events.
9. **Executive Director for Campus Planning and Facilities:** the executive director oversees all campus planning and facilities management activities. The Executive Director is accountable for campus planning and construction, facilities management, mail (shipping and receiving), risk management, and insurance (property, liability).
10. **Director of Athletics:** the chief athletic officer is responsible for managing and directing the athletic programs in compliance with University, Metro Atlantic Athletic, Mid-Eastern and Big South Conferences, and NCAA Division I policies, rules, and regulations and athletics ticketing. The Director of Athletics also oversees all intramural, recreation, and sport clubs, as well as the fitness center activities.
11. **Advisor to the President on Diversity and Inclusion:** the advisor provides counsel to the President and senior administration on issues relating to diversity, equity, and inclusion at the University. The Advisor to the President on Diversity and Inclusion also oversees the President's Advisory Council on Diversity and Inclusion and helps to institute university-wide initiatives aimed at fostering a more diverse, welcoming, and inclusive community.

CHAPTER 3: THE FACULTY

3.1 INTRODUCTION

The duties and responsibilities of the faculty at Monmouth University are prescribed by the Faculty Bylaws that stem from the Bylaws of Monmouth University, the Agreement between Monmouth University and the Faculty Association of Monmouth University (FAMCO), and this Monmouth University Faculty Desk Reference, also known as the “Faculty Desk Reference.”

The Bylaws of Monmouth University encompass the powers, duties and responsibilities of the Board of Trustees under the laws of New Jersey. The Board of Trustees appoints the President who, in turn, appoints the vice presidents who are officers of the University. The Board of Trustees also authorizes the faculty to carry out the educational mission of Monmouth University within the limits of fiscal responsibility, statutory law, and the Bylaws of the University.

The powers, duties and responsibilities of the faculty are defined in the Faculty Bylaws. The most current version of this document can be found at the following website: <http://www.monmouth.edu/academics/facultycouncil.asp>.

The Faculty Bylaws largely describe the legislative and advisory roles of the faculty, meetings of the faculty and the officers for the meetings, the operation of the Faculty Council as the representative senate for the faculty, and committees of the faculty.

The Agreement between Monmouth University and the Faculty Association of Monmouth University provides the framework covering conditions of employment; work rules; requirements for continuance, tenure and promotion; dismissal; grievances and arbitration; salary and other benefits. The Agreement is negotiated between the administration and the Faculty Association of Monmouth University, Inc. and it is subject to approval by the Board of Trustees. This agreement is also known as the “FAMCO Agreement.”

Many of the operating details of faculty life are addressed in this *Faculty Desk Reference*. It identifies a variety of policies, regulations, and procedures that govern the faculty but are not specifically covered in the other documents mentioned above. Moreover, the *Faculty Desk Reference* indicates where the details of the many policies, rules, and procedures can be found.

3.2 RANK, PROMOTION, AND TENURE

Information regarding rank, promotion, and tenure is provided in the “Agreement between Monmouth University and FAMCO”, Article IV and Article V.

3.3 FACULTY BYLAWS

The powers, duties and responsibilities of the faculty are defined in the Faculty Bylaws. The most current version of this document can be found at the following website: <http://www.monmouth.edu/academics/facultycouncil.asp>.

The Faculty Bylaws largely describe the legislative and advisory roles of the faculty, meetings of the faculty and the officers for the meetings, the operation of the Faculty Council as the representative senate for the faculty, and committees of the faculty. Due to the dynamic nature of the Faculty Bylaws, a print version is not reproduced here.

3.4 FACULTY RECOGNITION

The faculty of Monmouth University is a body of accomplished teacher-scholars. More than 90 percent of non-temporary faculty currently hold the doctorate or a comparable terminal degree in their fields. Achievements and academic stature are recognized in several ways.

AUTHOR'S RECEPTION

Each spring, faculty who have published a book or monograph during the previous academic year are honored by the University community at a reception sponsored by the Provost and the University Library.

COMMITMENT TO TEACHING

The faculty at Monmouth University work together to provide classroom environments and out of class experiences that challenge students and assure that Monmouth graduates leave the University ready to exercise socially responsible leadership in their professional and personal communities. Our faculty take teaching seriously. Most have participated in faculty workshops and other professional development experiences to enhance their effectiveness.

DISTINGUISHED TEACHER AWARD

Each year at Commencement, the University cites one member of the faculty for distinguished teaching. Honorees are chosen by a committee of faculty, administrators and students. Recipients since 1975, when the award was established, are:

| | |
|---|------|
| Rose Mary Miller, Mathematics..... | 1975 |
| William P. Mitchell, Anthropology | 1976 |
| Richard Benjamin, Electronic Engineering..... | 1977 |
| Vernon Churchill, Biology..... | 1978 |

| | |
|---|------|
| Charles J. Lewis, Mathematics..... | 1979 |
| J. Emmett Collins, Marketing..... | 1980 |
| Rose Mary Miller, Mathematics..... | 1975 |
| William P. Mitchell, Anthropology..... | 1976 |
| Richard Benjamin, Electronic Engineering..... | 1977 |
| Vernon Churchill, Biology..... | 1978 |
| Charles J. Lewis, Mathematics..... | 1979 |
| J. Emmett Collins, Marketing..... | 1980 |
| Robert J. Sipos, English..... | 1981 |
| Harris Drucker, Electronic Engineering..... | 1982 |
| Alicia E. Portuondo, Foreign Languages..... | 1983 |
| John A. Styslinger, English..... | 1984 |
| Everett L. Rich, Communication..... | 1985 |
| Doris K. Hiatt, Psychology..... | 1986 |
| Eugene S. Simko, Management..... | 1987 |
| Thomas S. Pearson, History..... | 1988 |
| Datta V. Naik, Chemistry..... | 1989 |
| Donald M. Moliver, Economics..... | 1990 |
| Robert S. Rouse, Chemistry..... | 1991 |
| Leonard Wollack, Marketing..... | 1992 |
| Arie van Everdingen, Art..... | 1993 |
| Mark Rodgers, Social Work..... | 1994 |
| Kenneth Campbell, History..... | 1995 |
| Margaret DelGuercio, English..... | 1996 |
| Marilyn Parker, Chemistry..... | 1997 |
| Gregory Coram, Criminal Justice..... | 1998 |

| | |
|--|------|
| Robyn Holmes, Psychology | 1999 |
| Robin Mama, Social Work..... | 2000 |
| Brian Garvey, English | 2001 |
| John Morano, Communication | 2002 |
| Rekha Datta, Political Science | 2003 |
| Judith Nye, Psychology | 2004 |
| Michael Palladino, Biology | 2005 |
| Bruce Normandia, Curriculum and Instruction | 2006 |
| Richard Veit, Anthropology | 2007 |
| Kelly Ward, Social Work..... | 2008 |
| Joseph Patten, Political Science | 2009 |
| David Tripold, Music and Theatre Arts | 2010 |
| Nancy Mezey, Sociology | 2011 |
| Gary Lewandowski, Psychology..... | 2012 |
| Vincent Dimattio, Art and Design | 2013 |
| James Mack, Biology | 2014 |
| Kenneth Mitchell, Political Science | 2015 |
| Massimiliano Lamberto, Chemistry and Physics..... | 2016 |
| James Konopack, School of Nursing and Health Studies | 2017 |
| Christopher DeRosa, History..... | 2018 |
| Lisa Dinella, Psychology | 2019 |
| Pedram Daneshgar, Biology | 2020 |
| Michele Van Volkom, Psychology | 2021 |

ENDOWED CHAIRS & ENDOWED PROFESSORSHIPS

Monmouth University is fortunate to endow ten chair and professorship awards. These distinguished posts include the Freed Chair in the Social Sciences, the Arthur and Dorothy

Greenbaum and Robert Ferguson NJAR Endowed Chair in Real Estate Policy, the Hess Chair in Nursing Education, the Kvernland Chair in Philosophy and Corporate Social Policy, the Helen Bennett McMurray Chair in Social Ethics, the Wayne D. McMurray Endowed Chair in Humanities, the Jules L. Jr. Plangere Chair in History and Political Studies, the Rechnitz Family Urban Coast Institute Endowed Chair in Marine & Environmental Law and Policy, the Steven J. and Elaine Pozycki Endowed Chair in Real Estate, and the Endowed Associate Professor of Marine Science.

The President of the University, upon the recommendation of an advisory committee composed of faculty and administrators, selects and appoints a candidate to the chair or the professorship for an initial three-year term, subject to the approval of the Board of Trustees. Upon evaluation and recommendation by the Advisory Committee, the incumbent may be reappointed to one or more five-year subsequent terms.

FACULTY EMERITUS STATUS

Retiring faculty who have fifteen or more years of full-time tenured service and qualify for faculty emeritus status may be granted this honor by the Board of Trustees. Emeritus status shall include the benefits of the title, a University identification card, use of the University's mailing address, listing in the University Catalogs, library privileges, access to computer facilities (by prior arrangement), and participation with the faculty in official University functions as invited guests of the President (e.g. Commencement, Convocation).

TRAVEL FELLOWSHIP

An endowment for travel, the Judith H. Stanley Traveling Fellowship supports improvement of teaching in the humanities. Totaling approximately \$7500, this fellowship is available yearly to full-time faculty members on a competitive basis.

The Fellowship supports any full-time faculty member at Monmouth University who has completed at least two full semesters of teaching in the area of the humanities at the University. The focus of the Fellowship is specifically on teaching rather than research, writing, or creating art. Faculty can use the fellowship to cover travelling and living expenses, and for associated research costs with the intent of strengthening the teaching of the humanities. For example, faculty can use the funding to visit museums, libraries, other cultural centers, research sites relevant to the subject matter they teach, and to meet with professional colleagues in their field. Proposals from all academic disciplines will be considered, but proposals must establish a strong case for their humanistic import.

Interested faculty should contact the School of Humanities and Social Sciences for more information (732-571-3419).

3.5 FACULTY PERSONNEL FILES

Official faculty personnel files are maintained in the Office of the Provost and Senior Vice President for Academic Affairs. Faculty may make an appointment to review their personnel files in the Provost's Office.

3.6 FACULTY PROFESSIONAL DEVELOPMENT

Information regarding faculty professional development is provided in the "Agreement between Monmouth University and the Faculty Association of Monmouth University" in Article XI.

Professional Development activities are also supported by the Center for Excellence in Teaching and Learning (CETL), and through faculty travel stipends, as well as grants from the Urban Coast Institute.

CHAPTER 4: RESOURCES FOR FACULTY AND STUDENTS

4.1 ACADEMIC ADVISING

All first-year students and undeclared sophomores receive academic advising in the Center for Student Success. Sophomores, juniors, and seniors who have declared a major receive academic advising in the departments housing their majors. Academic advising at the department level includes chairs, faculty, and Department Advising Coordinators (DACs). Chairs and DACs coordinate advising of the faculty advisors in the department. The availability of trained faculty advisors during academic planning and priority registration are important department advising functions supervised by chairs and DACs. They facilitate the entrance of sophomores and new transfer students into the department. They designate Advisor assignments and inform majors and minors of advising and department news. Chairs and DACs recommend substitution of requirements and process changes of curriculum.

Graduate advising is program-specific and is done by respective program directors or designated graduate faculty. See your department chairperson for details on how graduate advising is pursued in your department.

4.2 ACADEMIC SKILLS SERVICES

Academic Skills Services, consisting of Tutoring and Writing Services, Computer Science/Software Engineering/Information Technology (CS-SE-IT) Tutoring, and the Mathematics Learning Center, provide personalized academic assistance. Students may be referred by professors or may come voluntarily. The goal of each Center is to ensure the academic success of all students at Monmouth University.

Tutoring and Writing Services are part of the Center for Student Success, located in the Rebecca Stafford Student Center. Detailed information is included in the next section. For more information on Tutoring contact, 732-263-5721 or students may email tutoringservices@monmouth.edu; for more information on Writing Services contact 732-571-7542.

CS-SE-IT Tutoring is part of the Computer Science and Software Engineering Department. Tutoring is open to any student currently enrolled in a CS, SE or IT classes at the University. The tutors are usually undergraduate students who have previously received high marks in the classes that they are allowed to tutor. Tutors are available on a walk-in basis; no appointments are needed/available. Hours are posted outside of the room for all classes that have available tutors. The tutoring center can be found in Howard Hall, room 310.

For more information: www.monmouth.edu/department-of-csse/info-current-csse-students/csse-tutoring-lab/

The **Mathematics Learning Center** is part of the Mathematics Department, located in Howard Hall room 203. The center provides students with drop-in assistance in most entry-level and service mathematics courses. Peer tutors help students solve problems and review concepts. In addition, students may do homework assignments or study for tests while having a student tutor available. Walk-ins are welcome (visit www.monmouth.edu/department-mathematics/math-learning-center/ for current hours).

For more information contact 732-263-5305.

4.3 CENTER FOR EXCELLENCE IN TEACHING AND LEARNING (732-923-4676)

Monmouth University's *Center for Excellence in Teaching and Learning (CETL)* serves as a professional development resource for all faculty members throughout the lifespan of their career. Connect with CETL to: learn about and adapt innovative and impactful, research-based pedagogies; strengthen and expand your scholarship; develop skills as a mentor and leader; connect with colleagues to foster collaborations; and advance the Scholarship of Teaching and Learning (SoTL) through researching teaching in your discipline.

CETL partners with faculty, administrative units, and teacher-scholars from around the world to advance Monmouth's goal of providing our students with an intellectually challenging and rigorous academic experience, high impact and immersive learning, and important capacities for successful engagement in life beyond our campus community.

For more information regarding CETL professional development opportunities and to register for CETL events, visit the CETL *myMU* portal site:

my.monmouth.edu/OfficesServices/CETL/Pages/default.aspx

4.4 CENTER FOR STUDENT SUCCESS (732-571-3487)

The Center for Student Success (CSS) provides academic support services for all Monmouth University Students. The CSS is structured to assist students throughout their entire university experience, helping them to make vital connections between their education, career and life choices. The CSS also helps to administer the Monmouth University Early Warning System (MEWS), which helps identify students who may be underperforming in their courses.

The programs and departments associated with the CSS include First Year Advising, Advising for Undeclared Sophomores, Advising for Transfers, Academic Transition & Inclusion, First to Fly, Disability Services (DDS), Educational Opportunity Fund (EOF), Tutoring Services, and Writing Services.

The Educational Opportunity Fund (EOF) is located in the 600 Building. The Disability Services (DDS) office is located on the main level of the Rebecca Stafford Student Center. The remainder of the CSS offices are located in the lower level of the Rebecca Stafford Student Center and are open from 8:45 a.m. to 5 p.m., Monday through Friday.

FIRST YEAR ADVISING (732-263-5868)

All first-year students receive extensive academic advising from specially trained faculty. While most students tend to think of advising as simply registering for courses, our program strives to build an advising relationship that works holistically to help students develop their academic, career, personal, and social interests. Extensive major and career choices programming is available and all first-year students are strongly encouraged to begin this exploration as early as possible. After their first year, students receive academic advising in their academic departments or the Undeclared Sophomore Advising area of the Center for Student Success.

For more information: www.monmouth.edu/advising/first-year/.

ADVISING FOR UNDECLARED SOPHOMORES (732-571-3588)

Students may remain undeclared through the sophomore year when they complete 60 credits. Undeclared sophomores receive academic and career advisement from Student Development Counselors in the Center for Student Success.

For more information: www.monmouth.edu/advising/undeclared/.

ADVISING FOR TRANSFERS (732-571-3588)

Transfer Services connects transfer students to their academic departments for individualized advising and registration. This office can also assist students with questions regarding transfer credit policies and course equivalencies.

Please visit www.monmouth.edu/university/transfer-services for more information on transfer-specific programming, including transfer orientation, transfer credit policies, and articulation agreements.

ACADEMIC TRANSITION & INCLUSION (732-263-5668)

Academic Transition and Inclusion offers student-centered individual and group college transition and academic advising support for first generation and historically underrepresented students at Monmouth. *First to Fly: First Generation at Monmouth* is a campus-wide initiative designed to celebrate and support students who identify as first generation. This campus-wide initiative helps students to effectively navigate academic, personal, social, and cultural challenges they may encounter and encourages active participation in an inclusive, multicultural community of support that facilitates academic persistence and student success.

For more information:

Webpage: <https://www.monmouth.edu/css/first-generation/>

Email: firsttofly@monmouth.edu

DISABILITY SERVICES (732-571-3460)

The Department of Disability Services (DDS) is part of the Center for Student Success and is located on the first floor of the Rebecca Stafford Student Center.

Colleges and universities must not discriminate in recruitment, admission, or treatment of students with disabilities. Students with documented disabilities may request accommodations that will enable them to participate in postsecondary educational programs and activities. Postsecondary institutions must make every effort to ensure that their academic programs are accessible to the greatest extent possible to all students with disabilities.

The Department of Disability Services at Monmouth University assists students who have documented disabilities with self-advocacy on campus, and addresses issues and questions regarding ADA/504 requirements and provide reasonable academic accommodations. Accommodations are available to students with learning differences and/or ADHD, psychological/psychiatric diagnoses, vision and hearing loss, physical and mobility challenges, and health/medical diagnoses. Students interested in requesting accommodations should contact the Department of Disability Services to schedule a meeting with a staff member. Faculty members who have questions regarding how to accommodate students with disabilities are encouraged to contact the DDS office.

The DDS Faculty Guide can be viewed online at www.monmouth.edu/disability-services/faculty-members/

For more information: www.monmouth.edu/disability-services

EDUCATIONAL OPPORTUNITY FUND (732-571-3462)

The Educational Opportunity Fund (EOF) is a state-funded program that provides access to highly motivated scholars from New Jersey who come from a low-income background but exhibit the potential to achieve an education. Our scholars are provided full-time admission, financial support, and the comprehensive services necessary to achieve academic success, foster personal growth, and promote career development. Furthermore, our scholars engage in transformative learning opportunities that empower them to become life long-learners, critical thinkers, ethical leaders, and productive citizens in a diverse global society.

EOF staff is committed to supporting our scholars as they navigate the academic experience throughout their undergraduate careers. To this end, we may reach out to connect with faculty to check on a student's academic progress, assist in student/faculty engagement, understand and connect with academic advising, or explore majors and career options. What's more, EOF staff is always looking to partner with faculty on creating workshops and other programming to improve the Monmouth student experience; we encourage interested faculty to contact us about such partnerships.

We are located in the 600 Building and can be reached at eof@monmouth.edu.

For more information: www.monmouth.edu/eof/.

MONMOUTH'S EARLY WARNING SYSTEM (MEWS)

Goal of the Program: Monmouth's Early Warning System (MEWS) is used to monitor academic progress of specific student groups. This computerized program provides a timely approach to monitoring and identifying students who are experiencing academic difficulty and connecting them to their academic advisors for intervention.

Student Populations Being Monitored

- First-year students
- Transfer students
- Athletes
- Undeclared sophomores
- Students registered with the Department of Disability Services (DDS)
- Students participating in the Educational Opportunity Fund (EOF)
- Students identified by the Academic Standards and Review Committee (ASRC)
- International students
- Military veterans

How MEWS Works

- MEWS is an electronic checklist that faculty members can use to notify academic advisors that their advisees in the MEWS population are experiencing academic difficulty.
- When a faculty member electronically submits the MEWS checklist, both the advisor and student are notified by email.
- In the student email, students receive specific information about possible classroom issues and are advised to contact their advisor to discuss difficulties they might be having in a specific course and to work on strategies to overcome those difficulties. Targeted academic resource information is also included in the email.
- Advisors receive the email checklist of concerns and are encouraged to reach out to the student to discuss the MEWS report.
- After discussing the MEWS report with the student, the advisor is encouraged to complete the MEWS Advisor Follow-Up form. The form outlines the specific strategy agreed upon by the student and advisor in order to improve the student's academic performance.

For more information, look for notification emails from MEWS@monmouth.edu, or visit www.monmouth.edu/css/mews/.

Note that faculty do not need to limit themselves to students within the MEWS population if any of their students begin to show performance issues in class. Faculty may contact their students' faculty advisors directly about their concerns. Advisor and major information for each student can be found on the class roster, available through the myMU Portal.

SERVICE LEARNING (732-571-4411)

As a signature university pedagogy, Service Learning (SL) is organized under the Center for Excellence in Teaching and Learning (CETL). CETL SL provides support for faculty who wish to integrate the pedagogy of Service Learning into their courses. SL is a unique approach through which students and an instructor pursue course learning goals by engaging in immersive and reflective service with a community partner. For example, under the direction of the instructor, students in a writing course might partner with a high-need elementary school to provide tutoring services while reflecting on writing as a social process through which humans can connect across the lifespan. Note that undergraduate students are able to fulfill their Experiential Education general education requirement through successful completion of an SL course.

Initiated in 2015, the Service Learning Faculty Fellows (SLFF) program provides a way for Monmouth University to grow SL as one of our signature pedagogies across campus and offer students a diverse selection of service learning courses each semester. Faculty have an opportunity to apply for the next cohort of SLFFs every other spring semester.

For more information, visit the CETL *myMU* portal site, select Pedagogy from the menu and then, Service Learning from the drop down list: <https://my.monmouth.edu/OfficesServices/CETL/Pages/default.aspx>

TUTORING (732-263-5721) AND WRITING SERVICES (732-571-7542)

Tutoring and Writing Services provides free, personalized academic assistance to all students at the University. Students may be referred by faculty members or advisors, or they may come voluntarily.

Located in the Center for Student Success in the lower level of the Rebecca Stafford Student Center, **Tutoring Services** offers content-specific tutoring sessions for about one hundred courses per semester. During these one-on-one tutoring sessions, students are able to review course material, develop skills, and ask questions in a friendly, informal environment. These collaborative sessions are intended to guide and motivate students to achieve their academic goals. In addition, Academic Coaches offer one-on-one assistance in strategies for college success as well as workshops covering skills associated with organization and time management, note-taking, listening skills, textbook reading strategies, and test-taking preparation. Appointments may be scheduled online through Accudemia at accudemia.monmouth.edu, by phone (732-263-5721), or as a “walk-in” if sessions are available. For more information: www.monmouth.edu/css/tutoring-writing-services.

Writing Services provides writing assistance for all undergraduate and graduate students. Students may seek assistance during any stage of their writing process, from the initial drafting of the assignment through the final stages of editing and proofreading. Additionally, specific Writing Assistants are able to assist with personal statements, the discipline of literature, and the specific challenges faced by English Language Learners.

Writing Assistants are trained undergraduate and graduate students and faculty members and are available to meet with students throughout the week. Students have a choice between synchronous appointments -- meeting “face to face” with a writing assistant via a Zoom call -- or asynchronous appointments -- submitting an essay through eCampus and awaiting written feedback. Appointments may be scheduled online through Accudemia: accudemia.monmouth.edu or by phone (732-571-7542). The Writing Services Web site offers online resources for students as well.

Visit www.monmouth.edu/resources-for-writers to view our skills pages on grammar and punctuation skills, research strategies, documentation styles, and discipline-specific writing guidelines.

For more information: www.monmouth.edu/writing-services.

4.5 CENTERS OF DISTINCTION

At Monmouth University, there are six unique organizations, known as Centers of Distinction that work to promote awareness of specific issues and meet the needs of local and global communities. Our Centers, run by top experts and professors, provide important services in areas such as the environment, global affairs, and public policy. Whether their goal is to educate others, solve a problem, or bring important events to campus, the work being done by these Centers is what truly makes them distinct. Monmouth's Centers of Distinction are the [Center for the Arts](#), the [Monmouth University Polling Institute](#), the [Kislak Real Estate Institute](#), the [Institute for Global Understanding](#), the [Urban Coast Institute](#) and the [Bruce Springsteen Archives and Center for American Music](#).

CENTER FOR THE ARTS

The Monmouth University Center for the Arts (COA) engage artists, students, faculty, and the community in rich cultural experiences utilizing high quality, broadly diverse programming that provides transformative learning opportunities and promotes the vital pursuit of creative thinking & expression.

The Center (2004 - present) operates as the main collaborative hub under which over 150 events are organized annually through 20 distinct programs for the benefit of campus, local, regional and national audiences. These include: Performing Arts Series; Children's Theatre; HD Broadcasts of The Metropolitan Opera Live; The National Theatre; Bolshoi Ballet and Great Art On Screen; Visiting Writers Series; Pollak, DiMattio & Ice House Art Galleries; World Cinema Series; Art Now: Performance, Art & Technology; Grammy Affiliation; Tuesday Night Record Club; Tuesday Night Book Club; Bruce Springsteen Special Collection and Center For American Music; Jewish Cultures Studies; Dept. of Music & Theatre Arts events; and a new (2020) Adult Education Series. The COA also contributes programming to Hispanic Heritage Month, Irish Studies, Gender Studies, Student Activities, faculty projects and for special projects that arise.

MONMOUTH UNIVERSITY POLLING INSTITUTE (732-263-5860)

The Polling Institute offers survey research consulting services to faculty and students as well as guest lectures and access to Qualtrics, an online survey software. We have staff trained in quantitative and qualitative research methods who can meet with you one-on-one to provide guidance on methodological issues, questionnaire design, and data analysis plans for your survey research projects, as well as provide assistance with focus group research. In certain situations, we can also provide logistical support to help run an externally funded research project. Additionally, we are available to talk to classes about the survey research process, its applications across disciplines and the work we do at the

Polling Institute along with other topical issues. Finally, if you or your students are interested in conducting an online survey for research or a class project, please contact the Polling Institute to open a Qualtrics survey for you and initiate the registration process. We can provide Qualtrics trainings to classes and answer any questions you may have.

If you are interested in any of these services, please reach out the Polling Institute at polling@monmouth.edu

It is important to note that you must ALWAYS contact the Polling Institute or one of the other account administrators (Wayne Elliott in Instructional Support or Radek Ostrowski, Director of Assessment) whenever you need a new survey. Starting a Qualtrics survey on your own will significantly limit what you are able to do with the program.

KISLAK REAL ESTATE INSTITUTE

The Kislak Real Estate Institute at Monmouth University was established in order to meet the educational needs of the real estate industry in a university setting. Students can obtain a Bachelor of Science in Business with a concentration in real estate or a concentration in finance & real estate. It is the first such program offered at any New Jersey college or university. The Kislak Real Estate Institute also provides a learning opportunity for real estate industry professionals to continue their education through a Real Estate Certificate program. A number of scholarship funds have been endowed and are available to real estate students.

In the continuing evolution of the Kislak Real Estate Institute, additional course offerings are being planned and research in topics of interest and value to the real estate industry are being evaluated. In addition, other non-profit real estate and land use related organizations have held conferences on campus and links to such organizations are being forged.

The Siegel Lecture Series was endowed a number of years ago and has enabled the Kislak Real Estate Institute to bring noted speakers in the real estate and related fields to deliver important lectures to the students, faculty and community.

One of the founding principles of the Kislak Real Estate Institute was to create a locus that brings together the wide range of organizations that share a common interest in the real estate field, including commercial and residential developers, financial institutions, architects, insurance companies, property managers, attorneys, planners, appraisers, regulators and others.

INSTITUTE FOR GLOBAL UNDERSTANDING

The [Institute for Global Understanding](#) (IGU) was established in 2002. The IGU promotes cultural literacy and citizenship through academic and arts programs, interdisciplinary research and events, community partnerships, and service at the local and global levels. The IGU fulfills Monmouth University's broad mission of engaging students, faculty, and staff in fostering diversity, equality, global understanding, leadership, and social justice.

The IGU achieves global engagement through hosting its [biennial symposium](#) and distinguished lecture series, helping Monmouth faculty and students secure Fulbright opportunities, engaging with the UN in several capacities, and establishing partnerships with universities around the world to promote faculty and student exchange and research collaborations. The IGU is also actively engaged in the communities surrounding Monmouth by seeking to promote cross cultural understanding through programs like Project BAM, which engages Monmouth students in mentoring students from disadvantaged backgrounds to promote college education opportunities. The IGU also engages and inspires the campus community and surrounding communities by co-sponsoring the World Cinema Series, which features discussions of films from around the world on IGU-relevant themes.

For more information about the IGU's activities and programs, please contact the IGU's Director, Prof. Randall Abate, at rabate@monmouth.edu.

URBAN COAST INSTITUTE

Mission: To serve Monmouth University and the public as a forum for research, education, and collaboration in the development and implementation of science-based policies and programs that support stewardship of healthy, productive, and resilient coastal ecosystems and communities.

The [Urban Coast Institute](#) (UCI) was established in September 2005 as one of Monmouth University's "Centers of Distinction." The UCI builds on the University's program in Marine and Environmental Biology and interdepartmental strengths in marine biology, environmental science, business, economics and real estate, public policy, and the arts and social sciences.

The UCI maintains a principal focus on the interactions between humans and the coastal and ocean environment, and sustainable coastal development along New Jersey's coasts and watersheds. Monmouth County and the New Jersey-New York region is an ideal "laboratory" for study of these issues. It has a unique focus on how science can inform public policy and the "human dimensions" of coastal ecosystem-based management, including the impacts of human use and development on coasts. The UCI seeks to foster collaboration among citizens, watershed and community organizations, governmental agencies, business, the scientific community, and other parties interested in coastal and watershed management, conservation, and restoration.

BRUCE SPRINGSTEEN ARCHIVES & CENTER FOR AMERICAN MUSIC

The Bruce Springsteen Archives and Center for American Music serves as the archival repository for Bruce Springsteen's written works, photographs, periodicals, and artifacts. The Center also preserves and promotes the legacy of Bruce Springsteen and his role in American music, while creating exhibits, public programs and education initiatives that explore the works of American music giants like Woody Guthrie, Robert Johnson, Hank Williams, Billie Holiday, Janis Joplin, Frank Sinatra, and others.

The Bruce Springsteen Archives is comprised of nearly 35,000 items from 47 countries ranging from books and concert memorabilia, to articles and promotional materials. The collection serves the research and informational needs of music fans, scholars, authors and others with a serious interest in the life and career of Bruce Springsteen.

In addition to its archival mission The Bruce Springsteen Archives and Center for American Music creates traveling exhibits, educational conferences, public programs, teacher workshops, and scholastic field trips, all aimed at exploring the American music tradition and providing for academic discourse in various fields of American music.

For further information contact Eileen Chapman, echapman@monmouth.edu, 732-571-3512 or visit springsteenarchives.org.

4.6 THE OFFICE OF RESEARCH COMPLIANCE - THE HUMAN RESEARCH PROTECTION PROGRAM (HRPP)/INSTITUTIONAL REVIEW BOARD (IRB) AND INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC) (732-263-5726)

Monmouth University, through its Human Research Protection program (HRPP), fosters a research environment that respects the rights and welfare of individuals recruited for, or participating in, research conducted by or under the auspices of Monmouth University. In the review and conduct of research, actions by Monmouth University will be guided by the ethical principals in the Belmont Report, applicable university policies and procedures, and international, federal, state and local laws and regulations, as confirmed and documented in Monmouth University's Standard Operating Procedures. Monmouth University has one internal **Institutional Review Board (IRB)**. The IRB prospectively reviews and makes decisions concerning all non-exempt human subjects' research under the auspices of Monmouth University. The IRB is responsible for the protection of the rights and welfare of human research subjects, through review and oversight of safe and ethical research. All Monmouth University faculty, administrators, and students who are planning to conduct activities that meet the specific definition of research with human participants must submit the activity to the IRB for approval prior to commencing any activities. Principal investigators must be a full-time faculty member or administrator. Students and adjuncts cannot serve as PI but are permitted to serve as Co-Investigators. All PI's Co-I's and research

assistants must have completed human research protections training in order for applications to be approved.

For more information, please refer to the webpage at monmouth.edu/irb/ or contact the IRB at irb@monmouth.edu

Monmouth University through its **Institutional Animal Care and Use Committee (IACUC)** ensures the judicious and human use of animals in its teaching and research programs consistent and in compliance with federal regulations and ethical standard. Monmouth University has adopted on an institution-wide basis the principals regarding animal care as stated in the Animal Welfare Act and the Guide for the Care and Use of Laboratory Animals (“Guide”) and is guided by the U.S. Government Principles for the Utilization and Care of Vertebrate Animals Used in Testing, Research and Training. Monmouth University has one internal IACUC with appointed members who are qualified through experience and expertise to provide oversight for Monmouth University’s animal programs, facilities and procedures. All projects which involve the use of vertebrate animals must undergo IACUC review and approval prior to initiation of activities. All PI’s Co-I’s and research assistants must have completed animal care and use training in order for protocols to be approved. For more information, please refer to the webpage at www.monmouth.edu/iacuc/ or contact IACUC at iacuc@monmouth.edu.

4.7 FACULTY ACCESS TO THE *CHRONICLE OF HIGHER EDUCATION*

Monmouth University has a subscription to the Chronicle of Higher Education that we can all use. To access it, visit the Library’s database page, or go to this link:

ezproxy.monmouth.edu/login?url=https://www.chronicle.com

4.8 HONORS SCHOOL (732-263-5308)

Students in Monmouth University’s Honors School graduate knowing that they have met rigorous academic standards in a transformative living-learning community that fosters academic, social, and personal growth. Studying through the Honors School provides advantages for students as they build upon their intellectual passions and develop life-long critical thinking and analytical skills. Students also benefit from the Peer Mentor Program, can live in honors housing, and gain leadership skills by becoming involved in the Honors Student Association. Upon graduating from the Honors School, the honors degree is noted on students’ diplomas and transcripts, making students more attractive to graduate programs and potential employers.

The Honors curriculum provides a unique learning experience in small seminar style classes with professors known for outstanding teaching and concern for student development. Honors courses are limited to twenty students, fostering discussion and debate and allowing

students to get to know one another. In addition to free-standing Honors courses, many Honors courses are “clustered” in learning communities, with professors developing common themes and assignments, encouraging students to make connections and see issues from different points of view. Appreciating the emphasis on collaborative learning and the in-depth discussion of Honors courses, most students take as many of their General Education courses in Honors. Students eligible for the Honors School are those who: a) are admitted to the University with a High School GPA of 3.5 and a SAT score of 1250 (with no less than 540 on any part); b) have a minimum 3.8 GPA and a combined 1200 on their SAT (with no less than 540 on any part) and are invited to apply to the Honors School through an essay option; or c) have a cumulative grade point average of at least 3.5 after taking 12 credits at Monmouth University; or d) transfer to Monmouth University with at least 30 credits in an acceptable program and a cumulative GPA of at least 3.5 in all previous college-level work.

To graduate from the Honors School and have the diploma so noted, a student must successfully complete 26 honors credits as follows: (1) 12 credits in Honors courses at the 100-200 level: often taken as part of students’ general education program; (2) 9 honors credits at the 300-400 level, (3) completion of the 5 credit Honors Thesis/Capstone series through one semester-style Thesis/Capstone Preparation class (HO 296) and two tutorials, Thesis/Capstone Proposal (HO 396) and Thesis/Capstone Completion (HO 496). In addition, students must complete all other requirements of their majors and maintain a GPA of 3.3. For more information: www.monmouth.edu/honors-school

HONORS CREDIT BY CONTRACT

To offer Honors students flexibility within the Honors curriculum, one way to fulfill honors credits is through Honors Credit by Contract. Honors Credit by Contract is a learning contract for Honors students who wish to pursue advanced additional study in a regular course. Providing Honors Credit by Contract is voluntary on the part of the faculty member.

For more information:

<https://www.monmouth.edu/honors-school/documents/honorscreditbycontract.pdf/>

4.9 INFORMATION MANAGEMENT-CAMPUS TECHNOLOGY (732-923-4357)

Information Management (IM) has campus-wide responsibilities that include wired and wireless network operations, telecommunications, administrative and academic systems administration and programming, network and system security, help desk operations, desktop computer support, instructional support, media operations, and application training and support. The IM Division supports the business of the University with the latest in communication and information technology for faculty, students, and staff. From

telephones to Wi-Fi, labs to eCampus, classrooms to residence halls to administrative offices, and students to alumni, IM is involved in creating and maintaining the infrastructure, systems, and applications that are relied upon to carry out the University's business. The campus network connects more than 3,000 computers and more than 250 servers with over 1,000 applications to service the diverse technology needs of the University.

Information Management is ready to facilitate your use of technology and provide support for technology-infused teaching and learning, research, and non-academic programs of the University.

For more information: www.monmouth.edu/technology/

For immediate computer-related service needs, call the Help Desk at 732-923-4357 (HELP). Normal hours are Monday through Friday from 8:30 a.m. until 8:30 p.m. (5:00 p.m. on Fridays during the summer). Technicians are on site until 10:00 p.m. Monday through Friday with abbreviated availability on weekends. Best efforts will be made to resolve critical issues that are received by voicemail or email outside normal working hours. **Please note Help Desk hours are subject to change; check the myMU Portal for the most recent schedule.

All classrooms are equipped with a campus telephone. Faculty who encounter technology problems while in class are encouraged to call the Classroom Technology Hotline (x2000) for expedited service.

MYMU

Secure, one-click access to email, eCampus, Colleague Self-Service, links to forms, policies and systems in one place for easy access. Faculty can access myMU using their Monmouth login and password at my.monmouth.edu/

INSTRUCTIONAL SUPPORT

Instructional Support provides instructional design consultation for integrating technology into teaching and learning, consultation and support for Monmouth University's online learning management system (eCampus), as well as computer training and support for faculty.

eCampus, which is powered by D2L's Learning Environment, is where instructors may post material, hold discussions, collect assignments or post grades as appropriate for web-enhanced, hybrid, or fully-online courses. The system has a number of tools that may be used for courses. For more information about eCampus, visit:

ecampus.monmouth.edu/resources/about_eCampus.php

For “how to” video tutorials about eCampus, visit:

www.youtube.com/channel/UCLSxTdOzKAFOCZjXav1aCRQ/featured

Beyond making use of eCampus, Instructional Support encourages faculty to integrate a variety of technologies and web-based tools into their courses to increase student collaboration, participation and engagement, and will provide training and support to enable them to do so.

Instructional Support is located in Information Management, Edison Science Building Room E341. Regular hours are 8:45 a.m. - 5 p.m., Monday through Friday and extended hours are offered two evenings per week (schedule varies by semester).

For all Information Management service needs, call the Help Desk at 732-923-4357 (HELP). Normal hours are Monday through Friday from 8:30 a.m. until 8:30 p.m. (5:00 p.m. on Fridays during the summer). Technicians are also on-site until 10:00 p.m. Monday through Friday, with abbreviated availability on weekends. **Please note Help Desk hours are subject to change; check the myMU Portal for the most recent schedule.

MEDIA OPERATIONS

Media Operations provides support for audio/video equipment. The department also provides operating instruction on all media center equipment, and advice on purchase of audio/video equipment.

Media Operations, located Plangere Center, Room 137, is open between 8:45 a.m. and 10 p.m., Monday through Friday. Contact the University Help Desk at 732-923-4357 (HELP) or helpdesk@monmouth.edu for advanced reservation and scheduling of equipment and services.

4.10 INTERCULTURAL CENTER (732-263-5505)

The Intercultural Center (IC) at Monmouth University cultivates a campus environment where all its members can thrive equitably. The IC provides programs, educational opportunities, and policy/practice consultation that supports the academic, social, and professional success of historically underrepresented campus community members including, but not limited to, People of Color, LGBTQIA+, first generation, low-income, international, and religious minority members of Monmouth University. In addition, the IC promotes university-wide shifts towards diversity, inclusion, and respect while fostering a sense of shared responsibility for enacting equity across our diverse community of students,

faculty, staff, administration, neighbors, and alumni. For more information, please visit our website: www.monmouth.edu/intercultural/

4.11 LIBRARY SERVICES (732-571-3450)

The Guggenheim Memorial Library is an integral part of Monmouth University's established position as a respected institution of higher learning, and a major proponent of rigorous academic research across the academic curriculum. The Library works assiduously to build and maintain collections in both traditional and digital formats to support the teaching and scholarship missions of the University, and also to deliver instruction sessions that help students perform research using traditional and digital media. The Library also applies cutting-edge technology to deliver scholarly content to students enrolled in traditional classroom settings, as well as in hybrid and distance-learning courses. The Library serves as an important state and federal depository. Functioning as the research core of the University, the Library collaborates with all campus constituencies to accomplish the common goal of preparing well-rounded, intellectually prepared, and information-literate students to achieve success, leadership, and lifelong learning in the 21st century.

LIBRARY HOURS

Library hours are posted online at library.monmouth.edu and at the entrance to the Library. Changes in hours due to holidays, vacations, and final exams are posted at both locations.

LOCATION AND RESOURCES

The Library is located on the North Campus diagonally across Cedar and Norwood Avenues from the main campus. It is situated on a beautifully landscaped estate that was the summer home of Murry and Leonie Guggenheim.

PERIODICALS AND ELECTRONIC RESOURCES

The Library provides access to over 200 research databases, which include general magazines, newspapers and scholarly journals in different subject areas. Check the Journal Locator for information about the Library's periodical holdings and the A to Z database list for a complete guide to online resources.

There are numerous electronic indexing, abstracting and full text information resources accessible on computers in the reference area and on networked computers throughout the Library. In addition, the Library provides access to over 40,000 eBooks.

REFERENCE & INFORMATION SERVICES

A Librarian is available during daytime and evening hours until 9:00 p.m. when the University is in session to answer reference questions and provide bibliographic assistance. Online help via email is available through the Ask-a-Librarian service (library.monmouth.edu (see “Chat” link in right column)). The Librarians are especially interested in meeting the needs of the faculty and assisting students with assignments requiring library research. Faculty members are urged to discuss their interests, requirements, and suggestions with the librarians. Faculty and students are entitled to reciprocal borrowing privileges with other libraries in the New Jersey VALE consortium (see vale.njedge.net). Faculty members who wish to visit the Princeton University libraries to conduct their own research need to present their Monmouth University ID card at the Access Office in Firestone Library (library.princeton.edu/services/access) at Princeton University. There is no longer an access card to borrow at this location. Visitors are encouraged to first call the Access Office (609-258-5737) to verify that the Library is open to visitors.

INTERLIBRARY LOAN/DOCUMENT DELIVERY

Interlibrary loan service is available to students and faculty members whose research needs include materials not available in our Library. Requests for books, journal articles, government documents, and other materials may be made by submitting requests through online forms found on the Library web page at momouth.cliohosting.com

LIBRARY INSTRUCTION

The University recognizes the close relationship between library research and the wider educational goals and objectives of the institution. So that students may become self-directed learners who have mastered the skills of acquiring, evaluating and synthesizing information, the librarians are committed to the development of coherent, incremental programs of instruction. Faculty members are, therefore, strongly encouraged to integrate thoughtful, well-designed library research projects into their course syllabi.

Library instructional sessions designed to support specific research assignments or projects are available for all classes. To arrange a time, please use the Research Instruction Request Form <https://monmouth.libwizard.com/f/instructionrequest>. The Instructional Services Librarian can be reached at chforbes@monmouth.edu.

At least two weeks advance notice should be given to allow sufficient preparation time; professors are required to accompany their classes.

For more information: library.monmouth.edu/instruction/.

Circulation Procedures

Extended borrowing privileges are granted to faculty members upon presentation of a Monmouth University ID card. Circulating books may be borrowed for the school year. However, materials borrowed are subject to recall if requested by others. All materials borrowed by faculty members must be returned to the library by the end of the spring semester. Faculty are responsible for replacement cost of lost or damaged material. Reference books, reserve books and periodicals are needed in the Library for general use and are not available for loan.

A faculty member's immediate family is welcome to use the facilities of the Library. To request borrowing privileges, library cards are available at the Circulation Desk. These cards must be renewed each year. The three-week loan period established for students must be observed by family members.

COLLECTION DEVELOPMENT

All faculty are encouraged to participate in requesting library materials for purchase, especially when introducing new courses or revising syllabi. To assure broad collection coverage the library faculty also selects materials, including reference and bibliographic tools and publications of current interest. In general, the Library acquires new materials to support the curriculum and course preparation.

Faculty members should become familiar with holdings in their subject areas. The Library Catalog should be checked before purchase requests are submitted. Book requests should be forwarded regularly for expedient use of allocations. Each academic department formulates its own procedures for establishing priorities for requesting library materials. A library coordinator is chosen or appointed by each department. The library coordinator acts as a liaison between Collection Development and the department, and serves to coordinate requests from the department. Requests should be submitted electronically from forms found on the Library web page at library.monmouth.edu/materials-request/.

Faculty members are encouraged to use other professional journals in their fields to select and recommend books or journals for the Library Collection.

SPECIAL COLLECTIONS

Monmouth University's Special Collections Department collects, preserves, provides access to, and promotes the use of its rare materials to support the academic programs of undergraduate and graduate students, faculty and other scholars, including those outside the academic community. The department accomplishes this through collection development, book history presentations and talks, public exhibitions, and community outreach, graduate internships, and a credit-bearing undergraduate course on the history of the book.

The Special Collections Reading Room, located on the 2nd floor of the University Library, houses rare books, medieval manuscripts, the New Jersey Collection, and The Lewis Mumford Library. The rare book collection contains important and rare works that date from the fifteenth century; the medieval manuscript collection contains detached illuminated medieval leaves from as early as the twelfth century; the medieval manuscript collection also contains fine and important facsimile Books of Hours and various prayer books. The New Jersey Collection houses over 3100 materials, including books, periodicals and other material relating to the State of New Jersey; the personal library of Lewis Mumford comprises over 3500 books and personal artifacts relating to Mumford's storied life of American letters.

The New Jersey Collection requires no special access to use, but the rare book, medieval manuscript, and Lewis Mumford collections require advanced reservation. All collections, however, are open to the public. To make an appointment, contact the University's Special Collections Librarian at ggermek@monmouth.edu.

The Bruce Springsteen Collection—located externally from the University Library—comprises nearly 15,000 items that range from books and concert memorabilia to articles and promotional materials. For research access to the collection, contact the Ms. Eileen Chapman at echapman@monmouth.edu.

RESERVES

Library materials are placed on reserve at the request of faculty members. To allow sufficient time for locating and processing such materials, reserve requests should be submitted at least two weeks before the beginning of each semester. Forms for this purpose are available online at library.monmouth.edu/reserves/ or email libraryreserves@monmouth.edu with your request. Reference works, periodicals, and other non-circulating materials are not normally placed on reserve. A limited number of photocopies of periodical articles within the copyright guidelines will be made. Reserve materials will be returned to the regular shelves at the end of the semester unless a longer reserve period is requested. Upon request, the Library will also place material belonging to an instructor on library reserve. The Reserve Collection is located behind the Circulation Desk. A listing of reserve materials by instructor is located on the Circulation counter. The Library also offers electronic reserves at guides.monmouth.edu/er.php

Due to the confidential nature of borrowing records, the Library cannot divulge the names of persons who have utilized reserve materials over a given period of time. The Library Reserve Policy is available on-line at library.monmouth.edu/policies/a-faculty-guide-to-library-reserves/.

4.12 SOCIAL MEDIA FOR PROFESSIONAL AND PERSONAL USE

Monmouth University recognizes the value of staying connected to our current and future students, faculty, staff, alumni, and donors. What's more, many faculty find social media to be an effective means for sharing information and perspectives, and for communicating important messaging regarding their disciplines. Unfortunately, social media technology use may also bring with it a host of unintended consequences. Faculty who wish to use social media in their teaching or other professional activities that identify them with the university should be mindful of Monmouth University's Social Media Policy, Visual Identity Guidelines, and Social Style Guide.

Social Media Policy:

www.monmouth.edu/about/wp-content/uploads/sites/128/2019/08/Social-Media-Policy.pdf

Visual Identity Guidelines:

www.monmouth.edu/brand/documents/visual-identity-guidelines.pdf/

Please contact Monmouth's Digital Content Strategist to register your professional social media accounts and to complete the social media on-boarding process at Social@Monmouth.edu.

4.13 SPECIAL STUDENT PROGRAMS

Special student programs include Athletics, CareConnect MU, Counseling and Psychological Services, Campus Intervention Team, Disability Services, Student Employment, Study Abroad, and Veteran Services.

ATHLETICS (732-571-3415)

Athletics constitute an integral part of a Monmouth University education, and student athletes are representatives of Monmouth University in intercollegiate competition.

The class attendance policy for student athletes, approved by the faculty, is as follows:

All student-athletes are required to attend all classes. Classes cannot be missed because of practice. The only permissible time to miss class is due to team competition or travel. If class is missed, student-athletes remain responsible for all work and/or exams covered in their absence. Should this occur, the following guidelines must be followed:

1. The first week of class, each student-athlete is required to inform each professor of team commitments and scheduling conflicts with class. If the professor at this time

believes this to be a potential problem that can negatively affect the student-athlete's grade, it may be necessary to drop the course. Prudence should be used, but this conversation should occur during the term's Add/Drop Week.

2. The student-athlete must provide the approved travel verification form sent from the Athletics Academic Resource Center (AARC) the first week of the semester. One form should be submitted to each course in which at least one class session will be missed due to competition.
3. Head coaches must inform the Athletics Academic Resource Center of estimated travel departure and arrival times prior to distribution of the forms. The travel verification form must be emailed as a pdf document to each professor on athletics letterhead, and in blue ink.
4. Student-athletes should submit these travel verification forms to each Professor during the first week of class, then, whenever possible, verbally remind Professors of the competition before the absence is to take place.
5. "When a competition date and/or time gets moved (i.e. due to a weather-related event) it is the student-athletes' responsibility to inform the faculty member of the change as soon as possible. If the faculty member requests proof of the change, any member of the Athletics Academic Resource Center can provide verification upon request. Any additional competitions that get added as a result of postseason play will be verified in an updated travel form that will be distributed to the participating student-athletes once the postseason competition date, time, and location is confirmed.

Note: *Class cannot be missed for field maintenance, game setups, and so forth. In the event a competition is rescheduled without sufficient warning (due to weather or other unforeseen circumstances), as much notice as possible should be provided to all professors.*

Monmouth Athletics maintains a telephone directory at monmouthhawks.com/staff-directory.

CARECONNECT MU (732-263-5258)

CareConnectMU is the University's coordinated care network to address the social determinants of student health, success, retention, and persistence. If a student is food insecure, currently or at risk of homelessness, needs access to health insurance, caregiver support, utilities assistance, veteran resources, social skills development or other social needs, a referral through this network is the first step to engage with and help the student overcome these barriers to success at Monmouth and to achieve wellness.

How to make a referral to CareConnectMU:

Using the “Student Support - CareConnectMU” form through the “Offices and Services” menu on the myMU portal:

my.monmouth.edu/OfficesServices/stusupport/Pages/default.aspx

Is student information secure?

While student information will be kept on file through this web-based system, there are several structures in place to keep student information safe. The CareConnectMU network and the UNITE US platform is HIPAA, FERPA, and SAMSHA compliant, and compliant with Security and Data Storage Standards and Breach & Enforcement rules. Student protected information is also restricted from view based on each provider’s individualized viewing restrictions. All information is stored through Amazon Web Services, which is encrypted both when resting and in use.

For questions related to CareConnectMU, please reach out to the Office of Veteran Services and Student Support at 732-263-5258 or careconnectmu@monmouth.edu.

COUNSELING AND PSYCHOLOGICAL SERVICES (732-571-7517)

Counseling and Psychological Services (CPS) at Monmouth University strives to be the comprehensive mental health resource for the University community. We foster the personal growth, resilience, academic success, and holistic well-being of students. This is accomplished by facilitating their emotional, interpersonal, and intellectual development through confidential psychological counseling, crisis management, and educational outreach initiatives. We also support the educational mission of the University by providing advanced training for aspiring mental health professionals and by serving in a consultative role with University personnel and the external community. CPS seeks to create a safe and healing environment that is inclusive and welcoming for all students.

Counseling and Psychological Services offers free and confidential psychological counseling services to all Monmouth University students. Psychological services are provided by licensed counseling professionals or graduate-level trainees, supervised by licensed professionals. The office also collaborates closely with various University departments. In addition, there are 24-hour services available for mental health crises and for drug and alcohol emergencies, which are provided through a collaboration with Monmouth Medical Center and other local agencies. Students can reach the Monmouth Medical Center Mental Health Hotline at **732-923-6999**. In addition, help is always available by contacting the National Suicide Prevention Lifeline at **1-800-273-8255** or the NJ Hopeline at **1-855-654-6735**.

CPS is located on the 3rd Floor of the Rebecca Stafford Student Center. Students may walk in to the office or call 732-571-7517 to schedule an appointment for personal counseling. Additional information can be found by emailing CPS at [mucounseling@monmouth.edu](mailto:mu counseling@monmouth.edu).

In addition to direct clinical services, Counseling and Psychological Services offers a variety of different psychoeducational programs each semester that are open to all students. Programs topics vary based on current concerns and requests.

CAMPUS INTERVENTION TEAM (732-571-7517)

The Monmouth University Campus Intervention Team (CIT) is an interdisciplinary group of administrators and faculty who support students considered to be “at risk” based on observable concerning behaviors. In our efforts to promote wellness and resilience in our students, we have found that early identification and referral of students of concern can facilitate timely preventative intervention. Any member of the Monmouth community may refer a student or share their observations or concerns with the team. Should you have any questions regarding the CIT, call 732-571-7517 or email cit@monmouth.edu.

DISABILITY SERVICES (732-571-3460)

Students with disabilities are assisted by the Office of Disability Services, which is part of the Center for Student Success, located in the Rebecca Stafford Student Center. Detailed information is provided in section 4.4.

STUDENT EMPLOYMENT (732-263-5381)

Assistance for students seeking part-time employment while attending Monmouth is available. The Assistant Director of Human Resources for Student Employment oversees all aspects of on-campus employment. Through the Federal Work Study program, qualified students (determined by the Financial Aid Office) are able to work part time and earn money to offset educational expenses. Most on-campus student positions are filled by those individuals with Federal Work Study awards.

For more information: www.monmouth.edu/student-employment/

STUDY ABROAD (732-923-4768)

The Global Education Office (GEO) at Monmouth University strongly encourages students to participate in one of our Monmouth Global Programs – for a semester, a summer, or another length of time during the academic year. Students will find information about study abroad in the catalog, on our online study abroad program directory, and in regular sessions of “Study Abroad 101” that are held each semester.

We have a growing number of “Monmouth Global Programs” conducted during the semester or the summer. Current program locations include Argentina, Australia, England, France, Italy and Spain. Students may take major, minor, and elective courses to fulfill Monmouth curriculum requirements. Students participating in Monmouth Global Programs are charged the same tuition and fees as regular on-campus students and all financial aid, including merit awards and scholarships, apply (except for athletic scholarships and tuition remission). Students may apply to borrow funds, if necessary, for room and board, spending and travel while abroad.

For some majors, earning six or more credits during a study abroad program will satisfy the General Education Experiential Education requirement. Grades earned abroad will be posted to the student transcript and beginning summer 2020, will be factored into the students’ cumulative GPA. To be eligible to apply for a study abroad program, students must have a minimum GPA of 2.75, sophomore status, and not be on judicial or academic probation.

Monmouth also offers two additional opportunities to study abroad. First, Monmouth Global Seminars are faculty-led programs conducted during Winter Break, Spring Break, or the summer months. Students are enrolled in a Monmouth University course for credit and complete part of the required coursework overseas under the direction of a faculty member. Second, Monmouth Global Experiences, not-for-credit programs led by Monmouth faculty and staff in an international location, provide students with opportunities to perform service, participate in international outreach activities, and explore a global path for their futures.

The GEO is located on the first floor of the Rebecca Stafford Student Center. Students are welcome to attend a “Study Abroad 101” meeting for general study abroad information or to make an appointment with the GEO staff at geo@monmouth.edu. Students planning to apply to study abroad will work with both the Study Abroad Advisor and their departmental advisors to prepare for their academic achievement abroad.

For more information, please visit studyabroad.monmouth.edu

VETERAN SERVICES (732-263-5258)

The Office of Veteran Services at Monmouth University is the main point of contact for student veterans, Active Duty and Reserve Component personnel, families of military, and survivors. Its staff provides assistance, advocacy, and mentoring, as well as advising for the Monmouth University Veterans Association. To refer a student to the office, please contact the Office of Student Support and Veteran Services, at 732-263-5258 or by sending an e-mail to veteraninfo@monmouth.edu.

For more information: <http://www.monmouth.edu/military-students/>

4.14 WEBFACULTY FOR FACULTY

Monmouth University provides faculty with web access to class and student records. Comprehensive training materials have been provided to faculty and are posted online at www.monmouth.edu/registrar/faculty.

Any questions concerning using WEBfaculty for grading, roster inquiry, student record retrieval, and the like should be addressed to the Registrar's Office (732-571-3477).

4.15 CLASSROOMS AND CLASSROOM CHANGES

Many of the major buildings on campus house classrooms that can be used for instruction. Classroom space for graduate courses and some undergraduate courses is also offered at the Monmouth University Graduate Center at Monmouth Park Corporate Center. These classrooms vary in their seating capacity and layout, so faculty are encouraged to visit their classrooms prior to the semester to assess their suitability. See www.monmouth.edu/registrar/registration/#BUILDINGCODES for a complete list, with building codes. Faculty may also view their classroom on the MyMU Portal, under Systems, EMS (Event Management System).

If an assigned classroom is not suitable, faculty members should speak with their department chair to express their concerns. The department chair should then contact the Assistant Registrar for Scheduling and Course Management in the Registrar's Office (732-263-5823 for assistance. Every attempt to accommodate faculty, student and classroom needs will be made. Please remember that classroom assignments may not be changed without the proper authorization.

All classrooms are equipped with a personal computer with Internet access, a LCD projector, and a campus telephone.¹ Most classrooms also offer wireless access (Wi-Fi), sound and a DVD player. Faculty whose teaching occasionally requires additional technology are

¹ Faculty who encounter technology problems while in class are encouraged to call the Classroom Technology Hotline (x2000) for expedited service.

encouraged to contact the University Helpdesk (732-923-HELP or helpdesk@monmouth.edu) for advanced reservation and scheduling of equipment and services. Faculty whose teaching requires additional technology for the entire semester are encouraged to speak with their department chair, as noted above.

The Office of Conference Services and Special Events can assist you in obtaining on-campus rooms for your meetings, banquets, dinners, club events and more. The University utilizes the EMS (Event Management System) to manage all space on campus. In order to reserve a facility, there are scheduling procedures for MU Staff and Faculty, MU Student Clubs/Organizations and for Community/Corporate Organizations.

For more information visit:

www.monmouth.edu/conference-and-event-services/how-to-reserve-space-on-campus/

CHAPTER 5: ACADEMIC POLICIES AND REGULATIONS

5.1 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student “education records”. These rights belong to the student, and not to the student’s parents or legal guardians, regardless of the student’s age. “Education records” are records that are directly related to a student; and maintained by an educational agency or institution or by a party acting for the agency or institution.

In general, the University may not disclose “education records” or information from “education records” to anyone other than the relevant student unless it has first obtained a signed and dated written consent from the relevant student specifying the records that may be disclosed, the purpose for which they may be disclosed, and the persons or classes of persons to whom they may be disclosed. The University is not required to disclose relevant records if it receives a valid consent. The consent gives the University the discretion to disclose the records, but does not require the institution to do so. A University may disclose “education records” without consent in only very limited exceptions. For more information regarding disclosure without consent, please contact the Office of the General Counsel at 732-571-3598.

Information such as grades, financial records, and financial aid records *may be* released to parent(s) of Monmouth University students who are dependents of their parents as defined by the International Revenue Service (IRS). To establish parents’ eligibility to receive such a disclosure, the University must first obtain a copy of the parents’ most recent tax return (at least the first page where dependents are listed, the financial portions may be redacted). If you have any questions regarding proof of such dependency, you may contact Monmouth University’s Office of the General Counsel at 732-571-3598.

The student may also elect to grant access to grades, financial records, and financial aid records to their parent(s) by completing a "FERPA Waiver Release" form from their e-FORMS account which is accessible from the Monmouth University student portal, *myMu*.

Directory Information:

The following information may be released by the University without the student's permission unless the student states that they do not want their directory information released. The student must submit this request using the FERPA - Do Not Disclose e-FORM. The "*Do Not Disclose*" will remain in place indefinitely unless the student submits a written request to have it removed.

- Address
- Biographical data for public relations purposes
- Birth date

- Birthplace
- Class level
- Dates of attendance at Monmouth University
- Degrees and awards received at Monmouth University
- Degree candidacy
- Degree status
- Major field of study
- Most recent previous educational institution attended
- Participation in recognized activities and sports
- Photographs of student
- Registered credits for the current term
- Student's name
- Official student e-mail address
- Student's I.D. number
- Telephone number
- Veteran's status

For more information: www.monmouth.edu/registrar/procedures/ferpa_policy or contact the Office of the General Counsel at 732-571-3598.

5.2 UNIVERSITY POLICIES AND REGULATIONS

Academic policies and regulations set by the University are reviewed periodically by the Faculty Council, the appropriate standing committee of the Faculty, or by *ad hoc* committees of the Faculty. This chapter contains some of the policies and regulations of interest to faculty members.

Additional policies and regulations are contained in the Monmouth University Catalogs, which may be accessed online at www.monmouth.edu/registrar/

5.3 ACADEMIC CALENDAR

Academic calendars can be found in the University Catalogs (www.monmouth.edu/registrar/) and on the Monmouth University web site. Academic calendars generally consist of a 14-week fall semester (13 weeks of classes and one final week of an adjusted schedule); a 14-week spring semester (split by a one-week Spring Break); and five summer sessions—Sessions A, B, and C begin in May, Session D in June, and Session E in July. Session times vary: A and D are four weeks, B and E are six weeks, and C is 12 weeks.

For more information: www.monmouth.edu/registrar/academic-calendars/

5.4 COURSE PRACTICES AND PLANNING

Particularly in courses that are prerequisite for other courses and that have more than one section, faculty members shall endeavor to follow the faculty-approved standards and cover the faculty-approved content specified in the Master Course Syllabus (see section 5.31 for information about the approval process for new courses). This means adhering closely to the course description, learning goals, and learning outcomes. Find these standards in the Master Course Syllabus for the course, available from the host academic department or the Course Information Management (CIM) system.

For maximum teaching effectiveness, faculty should provide students with frequent and timely feedback about their progress. Unless the class has been notified otherwise, the faculty should return all written work to the students in a timely manner.

Please see the FAMCO Agreement for policy on holding office hours.

Faculty employed by the University are required to maintain their attendance and grading records for five years. E-campus may be used to retain these records. Instructors are required to keep all non-returned materials that relate to the grading process for at least one year after the class has been completed. Upon leaving the University instructors should provide their chair with copies of their recent attendance and grading records.

5.5 CLASS ROSTERS AND WHO MAY ATTEND YOUR CLASS

Faculty are able to obtain their class rosters from their WEBfaculty account at webadvisor.monmouth.edu. Immediately after the conclusion of Add/Drop Week, the Registrar's Office will ask faculty to report on the accuracy of their electronic roster by comparing actual attendance to the electronic roster. Faculty members are required to report discrepancies to the Registrar's Office by the deadline (approximately two weeks after Registrar requests roster verification).

Note that WEBfaculty is the system that was in place at the time of this handbook's publication; faculty may receive information soon regarding a new system called Self-Service.

After discrepancies are reported to the Registrar's Office, the Registrar will attempt to contact the students so the students can resolve their registration problems. Students are not permitted to attend classes unless they are properly registered. Any student attempting to attend your class who does not appear on the electronic roster should be asked to leave class, register for class, and pay tuition - if necessary - at the Cashier's Office. Once the student is registered, you may allow the student to attend your class. If you have any

questions or require assistance, please contact the Registrar's Office by phone at 732-571-3477 or by email at registrar@monmouth.edu.

In the past, there have been several instances of students previewing classes well into the semester and registering only for classes in which they have done well. It is important that faculty not allow students to attend classes for which they are not registered. Students who attempt to register for classes after the term concludes are frequently denied permission. Should you have any questions concerning student enrollment or registration, please contact the Registrar's Office at 732-571-3477.

FACULTY ROSTER VERIFICATION

Monmouth University requires faculty to report on the accuracy of their electronic class roster(s) using WEBfaculty. The Provost and Registrar provide notice each term/session when the verification is done.

5.6 CLASS ATTENDANCE

Grades in courses are normally based on academic performance (participation, contribution, and examination). Faculty members are encouraged to adopt reasonable regulations that relate grades to class attendance. All faculty members will state their specific attendance policies in a written statement and will give it to the students as part of the syllabus during the first week of the semester (see section 5.11). Students appreciate transparency in matters related to grading, so faculty are encouraged to specify penalties for absences (and for tardiness, if penalties differ), quantifying the penalties whenever possible.

Students may not attend classes unless they are properly registered. Faculty having any students attending whose names do not appear on their WEBfaculty roster should ask the students to leave the class and go through the proper registration steps—paying tuition at the Cashier's Office, if necessary. Students may attend class once they are officially registered.

RELIGIOUS HOLIDAYS

One of Monmouth University's core values is diversity, which encompasses respect for others, cultural and global understanding, and inclusion. Multiple faith traditions are represented on our campus, including Judaism, Christianity, Islam, Hinduism, and Buddhism. Because of time constraints imposed by our academic calendar, it is necessary to schedule classes on religious holidays.

Faculty wishing to observe a religious holiday should consult with their department chairs to arrange for coverage or rescheduling of their affected classes. These arrangements should be made well in advance so that the department chair and students have as much advanced notice as possible. Students who intend to observe a holiday should inform the faculty member of the anticipated absence. Faculty should avoid conducting tests and examinations on these religious holidays and, whenever possible, provide make-up work and assignments for these students. Inform your students about these details. These simple guidelines will allow both faculty and students to observe religious holidays without having a negative effect on our academic program.

The list of religious holidays adopted by the New Jersey State Board of Education is available at www.state.nj.us/education/holidays.shtml.

WEATHER EMERGENCIES/UNIVERSITY CLOSING

Except in unusual cases, the University will hold classes regardless of weather conditions. The safety and welfare of every member of the Monmouth community is paramount. Faculty who are not able to hold class because of impassable roads or dangerous traveling conditions should follow the absence of the instructor procedure noted below.

Faculty should also be mindful that many of our students live off campus, and that these students may be absent from classes because of impassable roads or dangerous traveling conditions. In such cases, the University encourages faculty to respect our students' choices to put safety first, and not penalize them for such absences.

In an effort to keep all members of the Monmouth University community apprised of the latest school closings and important emergency information, community members are required to visit notify.monmouth.edu and register for Monmouth University Emergency Notification System. This service allows the University to send emergency alerts to students, faculty and staff. You can receive these alerts on your mobile and home telephones.

MEDICAL ABSENCES

Brief Absences (One to Two Days): Monmouth's Health Services directs students to communicate with their professors regarding any brief (one to two days) absence from class due to medical illness. If students have visited Health Services for treatment, their professors can contact Health Services to verify that they checked in.

Prolonged Absences (Three or More Days): Students are to notify Health Services and provide medical documentation in the event of a medical absence from classes lasting three (3) or more days. Health Services will notify professors in writing of a prolonged medical absence due to illness or surgery, and the anticipated length of time of that absence.

Note that in either case, details of the absence are not released to faculty members. This practice is to maintain confidentiality of the student's private medical information.

Students are responsible for contacting their professors regarding any missed assignments.

For more information, contact Health Services: 732-571-3464, health@monmouth.edu or www.monmouth.edu/health-services/.

5.7 ABSENCE OF THE INSTRUCTOR

Monmouth University expects all classes to be held as officially scheduled (time and place). In the event of illness or an emergency situation, which makes it impossible for a faculty member to meet with a class, the faculty member should notify the department chair – in advance whenever possible. If the faculty member cannot reach the chair, the faculty member should advise the school dean. Faculty should not cancel classes or dismiss the class early, nor should faculty secure substitute instructors without informing the department chair. Information for faculty who require extended leave due to illness, injury, FMLA, or other reasons is available on Monmouth's website at www.monmouth.edu/hr/benefits/disability/.

5.8 AUDITING COURSES

An auditor is a student who attends a class for the purpose of acquiring knowledge but not to earn credits. The auditor is expected to attend classes, do assigned reading, and participate in class discussions, but is not required to take examinations. The auditor's name will appear on the course roster.

Students who wish to audit a class must complete a "Permission to Audit a Class" e-FORM, which is available from the student's WEBstudent account. This application must be received prior to the third class meeting. Auditor registration is subject to course section availability. Auditors may be removed from classes after registering if seats are needed for matriculating students.

No more than two (2) courses may be audited per semester. Students may not change the status of their registration in a course to "audit" or to "for credit" during the term. If, in the opinion of the faculty member, an auditor has not participated or attended sufficiently to warrant inclusion of the course on the student's transcript, the faculty member may so advise the Registrar's Office at the time final grades are submitted.

5.9 WITHDRAWAL FROM COURSES

Students are expected to complete the courses for which they register. On occasion, however, withdrawals are warranted. Students who do not intend to complete any course for which they are officially registered should execute an official withdrawal prior to the "W" deadline.

Students withdrawing from some courses while remaining registered for one or more courses are required to complete a “Withdraw from Course” e-FORM on WEBstudent. The official date of a withdrawal is the date the completed form is received in the Registrar’s Office. The withdrawal form must be received prior to the Withdrawal (“W”) deadline date, as published in the Academic Calendar. Withdrawn students are noted on the course roster, available through the WEBfaculty menu.

Students, who wish to completely withdraw from the University, not intending to return to Monmouth, must complete a total withdrawal form, available as an e-FORM on WEBstudent.

5.10 THE 14TH WEEK AND FINAL EXAMINATIONS

Final examinations, where required, shall be held during the times officially scheduled during the 14th week of classes (the 14th Week Schedule for the current semester can be found at this address: www.monmouth.edu/registrar/registration/#14WEEK). When appropriate, faculty may choose not to require a final exam or may assign a take home exam. However, they are still expected to prepare a lesson or hold class during the scheduled 14th week time period. The schedule of examinations should be announced in class. The faculty member is responsible for proctoring the examination.

A student who has three or more final examinations scheduled on one day may request that one of the examinations be rescheduled; it is normally the middle one of the three that is rescheduled. Rescheduled examinations are to be given by agreement between the student and the faculty member on or before the last day of the examination period.

For undergraduate courses, final examination grades may represent no more than one-third of the term grade. There is no comparable requirement for graduate courses.

The faculty member must keep the students' final examinations on file for a period of one year after the semester. Students have the right to review the graded examination in the presence of the instructor.

5.11 CLASS SYLLABUS

Faculty must provide a **class syllabus to students during the first week of classes**. The class syllabus should be consistent with the Master Course Syllabus, available from the Department Chair or School Dean. At a minimum, the class syllabus should include the following:

Semester:

Course Code: (e.g., BY 101)

Course Title:

Course Objectives (These should be stated in a manner in which student learning can be assessed) and should be identical to those found on the master syllabus:

Class Schedule (e.g., MTh 10:00-11:15 am; Frame D; BH 127):

Instructor:

Office Hours:

Office Location:

Office Telephone:

E-mail Address:

Required Texts:

Recommended Readings:

Course Requirements (e.g., term paper, exams, journals, and lab):

Methods of Evaluation and Grading Policy:

Attendance Requirement: (Consult with your department chair for language appropriate for your course):

Last date to withdraw with automatic assignment of “W” grade:

Statement on Academic Honesty: (Consult with your department chair for language appropriate for your course):

If needed, consider using the following statement: In order for Monmouth University to provide an environment that allows students to pursue their educational goals, it is essential to enforce strict academic integrity. Therefore, you will be on your honor throughout this course to maintain academic honesty. Academic dishonesty (cheating, plagiarism, aiding and abetting others to cheat or plagiarize) of any kind will not be tolerated in this class. Anyone caught in such an act will receive a grade of zero on the assignment and be reported to the Provost’s Office.

***Cheating** includes copying from someone else’s test or quiz; submission of material for academic evaluation that has been prepared by another individual(s) or commercial agency; willfully damaging the academic work or efforts of another student to gain an unfair advantage; possessing or using any materials intended to be used as an instrument of academic evaluation in advance of its administration.*

Plagiarism includes submitting written materials without proper acknowledgment of the source; deliberate attribution to, or citation of, a source from which the referenced material was not in fact obtained; submitting data which have been altered or contrived in such a way as to be deliberately misleading.

Note that it is your responsibility to educate yourself about what constitutes cheating and plagiarism up front. Stating that you “didn’t know” after you’ve been caught will not save you from the zero grade, and you won’t have the opportunity to resubmit the work; instead, your aim should be to get it right the first time. If you are not sure, speak with your professor about this matter before you turn in your work.

Submission of the Same Work for Two Courses: Consider using the following statement: The submission of the same (or essentially the same) paper for two separate courses without the expressed permission of all faculty members involved is against University policy.

Turnitin: If you plan to use the Turnitin plagiarism detection software for your teaching, include a statement about it in your syllabus. You may adapt the following statement to suit your course:

Turnitin: Assignments in this course may be checked for plagiarism using Turnitin (www.turnitin.com), a Web-based resource that compares the text of student papers to an extensive electronic database. I will inform you in advance about which assignments will be checked for originality using Turnitin.

Students agree that, by taking this course, all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the Usage Policy on the Turnitin.com site.

Statement on Special Accommodations: Consider using the following statement:

Students with disabilities who need special accommodations for this course are encouraged to meet with the appropriate disability service provider on campus as soon as possible. In order to receive accommodations, students must be registered with the appropriate disability service provider on campus as set forth in the Student Handbook and must follow the University procedure for self-disclosure, which is stated in the University Guide to Services and Accommodations for Students with Disabilities. Students will not be afforded any special accommodations for academic work completed prior to the completion of the documentation process with the appropriate disability service office. Students who are interested in utilizing accommodations can begin the process of registering with the DDS office via Accommodate (<https://monmouth-accommodate.symphlicity.com>). The link to Accommodate can also be

found on the DDS website on eCampus. Students who wish to speak with a disability services administrator should email dds@monmouth.edu.

Notes to Students (e.g., general comments about the instructor’s expectations and hints for achieving academic success):

Reference to Student Handbook and Undergraduate Catalog or Graduate Catalog for other University regulations.

Outline of Course Content and Schedule (weekly or daily schedule of course topics, including approximate date of quizzes, tests, and term papers):

5.12 CLASSROOM CIVILITY

Respectful conduct and discourse are critically important to maintaining a productive classroom environment. The professor plays a key role in determining the classroom environment, and experienced teachers know that these matters cannot be left to chance. Faculty rights and responsibilities with regard to civility in the classroom are broadly defined in Monmouth University’s “Community Statement on Civility” (available in the current *Student Handbook*):

Members of the faculty are ultimately responsible for what occurs inside the classroom environment. If, after suitable dialogue, a consensus on behavioral parameters cannot be reached, the faculty member’s decision on classroom decorum is final.

How civility translates into the individual classroom is up to the individual professor. Faculty are encouraged to reflect on their sensibilities regarding appropriate classroom behavior, consulting with their department chairs and other trusted colleagues, to determine the most appropriate behavioral standards for their individual courses. Faculty should include guidelines for appropriate classroom behavior in the course syllabus and address such guidelines during the first class meeting of the semester, and at relevant points throughout the semester.

When determining standards for individual courses, faculty should consider encouraging behaviors that facilitate students’ pursuit of the academic mission of Monmouth University; such behaviors may include treating fellow students and professors with respect and civility, regular class participation, regular attendance, coming prepared, and completing assigned readings. In addition, it may be appropriate to address behaviors that distract from teaching and learning. Some common issues that faculty members have addressed in the past include potentially distracting behaviors such as tardiness or leaving the classroom after class has begun, sleeping during class, eating during class, use of electronic devices (cellular telephones, personal stereos, etc.), attention to extraneous reading material, personal

conversations, and use of laptops or tablet computers. In some cases faculty may feel the need to address proactively behaviors such as obscene gestures and foul, abusive, or demeaning language.

Note that faculty have been more effective in creating and maintaining an environment of professional civility when they engage in the appropriate behaviors themselves. For example, students are far more likely to prepare for class and arrive on time when they observe that their professor engages in these behaviors.

In addition, students occasionally have special circumstances that prevent them from living up to the standards outlined in the syllabus. Faculty are encouraged to be receptive to students who have legitimate reasons for requesting reasonable allowances.

5.13 GRADING UNDERGRADUATE COURSES

In undergraduate courses, faculty are required to electronically submit mid-term grades to the Registrar's Office by the date specified in the academic calendar.

The Registrar's Office will issue a schedule for the reporting of final grades. Faculty shall report final course grades to the Registrar's Office on or before the prescribed deadlines (72 hours after the final examination has been completed except for examinations scheduled for the last day of the examination period, for which the deadline is 48 hours after the final examination has been completed).

Faculty members are expected to report mid-term and final grades for all students on the official electronic grade roster using Colleague Self-Service (in my.monmouth.edu > SYSTEMS > Colleague Self-Service). No items are to be left blank. The date of last attendance should be recorded for each student receiving a final grade of "F." Failure to return final grades by the official deadline without the express permission of the Registrar constitutes serious neglect of professional duty.

The **undergraduate** grading system is as follows:

A, A- Exceptional Performance

B+, B, B- Strong Performance

C+, C, C- Adequate Performance

D+, D, D- Poor Performance

F Failing. This grade is given for failure in a course; for unofficial withdrawal from a course after the deadline (see "W" grade); or, in some instances, when an Incomplete grade is not changed by the end of the next regular semester (see "I" grade).

P Pass. This grade is given for satisfactory completion of the Math Proficiency requirement, and other requirements without institutional credit. This grade is not used in computing a student's cumulative grade point average (GPA).

R Re-Registration Required. This grade is given when a student has made significant, but not sufficient, progress in a developmental course. (See the section entitled "developmental courses" in the Monmouth University undergraduate catalog). This grade is not used in computing a student's cumulative grade point average (GPA).

AU Audit. This grade is given to a student who attends a class for the purpose of acquiring knowledge, but not to earn credits. The auditor is expected to attend classes, do assigned reading and participate in class discussions, but is not required to take examinations.

T Transfer. This grade is given to incoming students for courses accepted for transfer by Monmouth University. This grade is not computed in the grade point average (GPA).

W Withdrawal. This grade is given for withdrawal from a course or courses up to five weeks before the last day of classes in a regular semester or its equivalent in a shorter term. See the academic calendar for the last date to withdraw in a given semester or term.

I Incomplete. This grade is given in cases where permission has been granted by the instructor to postpone completion of specific required work, such as a laboratory project or report, or a missed final examination. This grade is not intended for situations where, in the judgment of the instructor, the student must retake the course for an entire semester in order to earn a passing grade. The Incomplete grade, therefore, should not be used in cases where a grade of "W" or "F" would be appropriate. The student must complete the work within the time granted by the professor and no later than the end of the next regular semester. If the unfinished work is not completed within the specified time, an "F" grade will be recorded. The Incomplete grade is not appropriate for thesis courses. For thesis courses that are graded on a Pass/Fail (P/F) scale, assign an S when the student is making satisfactory progress but has not completed the thesis. For non-thesis courses graded on the P/F scale, the Incomplete grade may be used.

S Satisfactory Progress. This grade is given at the end of the first semester when satisfactory progress has been made in an undergraduate or graduate course, which is part of a sequence of courses that takes more than one semester to complete.

NR No Report. This temporary grade is given by the Registrar at mid-term when no grade has been received from the instructor at the time that the official grades are issued.

X Credit by Exam. Portfolio Credit. This grade is issued when students pursuing credit by exam are successful in completing the exam. Also assigned as part of the Portfolio

Assessment process; once a portfolio has been approved as satisfying credit for a specific course the, "X" grade is assigned.

5.14 GRADING GRADUATE COURSES

In graduate courses, faculty do not submit midterm grades. The Registrar's Office will issue a schedule for the reporting of final grades. Final course grades shall be reported to the Registrar on or before the prescribed deadlines (72 hours after the final examination has been completed except for examinations scheduled for the last day of the examination period for which the deadline is 48 hours after the final examination has been completed).

Faculty members are expected to report final grades for all students on the official electronic grade roster using Colleague Self-Service (in my.monmouth.edu> SYSTEMS>Colleague Self-Services). No items are to be left blank. The date of last attendance should be recorded for each student receiving a final grade of "F." Failure to return final grades by the official deadline without the express permission of the Registrar constitutes serious neglect of professional duty.

The **graduate** grading system is as follows:

A, A- Exceptional Performance

B+, B, B- Average

C+, C, C- Poor

F Failing. This grade is given for failure in a course, for withdrawal from a course after the deadline (see "W" grade), or for failure to remove an Incomplete by the end of the next regular semester.

AU Audit. This grade is given to a student who attends a class for the purpose of acquiring knowledge, but not to earn credits. The auditor is expected to attend classes, do assigned reading and participate in class discussions, but is not required to take examinations.

W Withdrawal. This grade is given for withdrawal from a course or courses up to five weeks before the last day of classes in a regular semester or its equivalent in a shorter term. See the academic calendar for the last date to withdraw in a given semester or term.

I Incomplete. This grade is given in cases where permission has been granted by the instructor to postpone completion of specific required work, such as a laboratory project or report or a missed final examination. This grade is not intended for situations where, in the judgment of the instructor, the student must retake the course for an entire semester in order to earn a passing grade. The Incomplete grade, therefore, should not be used in cases where a grade of "W" or "F" would be appropriate. The student must complete the work within the time

granted by the professor and no later than the end of the next regular semester. If the unfinished work is not completed within the specified time, an "F" grade will be recorded.

The Incomplete grade is not appropriate for thesis courses. For thesis courses that are graded on a Pass/Fail (P/F) scale, assign an S when the student is making satisfactory progress but has not completed the thesis. For non-thesis courses graded on the P/F scale, the incomplete grade may be used.

S Satisfactory Progress. This grade is given at the end of a semester when work in a graduate course is satisfactory but requires more than one semester for completion. Students who receive an "S" grade must register for one credit, Continuation of Thesis/Project (REG 500) in subsequent semesters until the work is complete. A continuance allows the student to use University facilities while continuing to work within the designated graduate program.

NR No Report. This temporary grade is given by the Registrar when no grade has been received from the instructor at the time that the grade reports are generated.

P Pass. This grade is given for satisfactory completion of a course that is graded on a Pass/Fail basis. This grade is not used in computing a student's cumulative grade point average (GPA).

X Credit by Exam. Portfolio Credit. This grade is issued when students pursuing credit by exam are successful in completing the exam. Also assigned as part of the Portfolio Assessment process; once a portfolio has been approved as satisfying credit for a specific course the, "X" grade is assigned.

Q Waived. This graduate grade is determined by the appropriate department to indicate that certain course requirements are waived. This grade is not computed in the student's grade point average (GPA).

5.15 GRADE REPORTS

MID-TERM GRADES

In undergraduate courses, faculty are required to submit midterm grades electronically to the Registrar's Office by the date specified in the academic calendar.

FINAL GRADES

Faculty are required to submit final grades electronically to the Registrar's Office by the reporting deadline. The Registrar will issue a schedule for the reporting of the final grades.

STUDENT COMPLAINTS ABOUT GRADES

A student who wishes to file a complaint about a course grade should attempt first to resolve the matter through a discussion with the faculty member who taught the course in question. If the faculty member is unable to resolve the matter, the student may contact the department chair in writing, stating the basis of the complaint. Students should send such complaints to the appropriate department chair within six weeks following the receipt of final grades. Before changing a grade, a chair must, in a timely manner, attempt to discuss the grade, with the faculty member who assigned it. Only in exceptional cases should a chair change a grade that a faculty member has assigned. A student who is not satisfied with the decision of the department chair may appeal the decision in writing to the dean of the school housing the course. The decision of the academic dean is final. A faculty member who disagrees with the chair's change of grade may also appeal the chair's decision in writing to the dean, whose decision is likewise final.

5.16 CHANGE OF GRADE REQUEST

Students are not permitted to complete or submit additional work after a term/semester concludes in an effort to improve a grade, unless the original grade was an "I" (incomplete).

In those rare cases where a faculty member determines that a change of grade is warranted, the request must be submitted and approved by the department chair and school dean. The University's position is that the grade assigned by faculty at the end of a term represents accurate evaluation of the student's work for the term; consequently, when a grade change is requested, and, particularly, if the grade change is of more than one semester's standing, the faculty member must provide information and documentation concerning what was erroneous in the original grade and why the new grade should be assigned.

Grade changes that concern courses taken more than one year earlier require the additional approval of the Undergraduate Academic Standards and Review Committee (for undergraduate students) and the Graduate Academic Standards and Review Committee (for graduate students). The University does not allow changes to a grade after a student has graduated.

To initiate a Change of Grade, faculty should submit an e-FORM, which will be routed through the necessary approval process. E-FORMS are accessible from the Etrieve Center Forms (etcentral.monmouth.edu).

5.17 ENHANCING ACADEMIC HONESTY

DEFINITIONS OF ACADEMIC DISHONESTY

Cheating includes, but is not limited to the following actions:

- a. Copying from someone else's test or examination paper.
- b. Possessing, buying, selling, removing, receiving, or using, at any time or in any manner not prescribed by the instructor, a copy or copies of any materials (in whole or in part) intended to be used as an instrument of academic evaluation in advance of its administration.
- c. Using material or equipment during a test or other academic evaluation that has not been authorized by the instructor, such as crib notes, calculator, tape recorder, or slide rule.
- d. Obtaining or attempting to obtain in a fraudulent manner any material relating to a student's academic work, including theft of examinations or library materials, or obtaining advance access to an examination through collusion with a University employee.
- e. Working with another or others in completing a take-home examination or assignment when the instructor has required independent and unaided action.
- f. Attempting to influence or change an academic evaluation, grade, or record by unfair means; this would include altering academic work that has been resubmitted without indication that the work has been altered.
- g. Permitting another student to substitute for oneself in an academic evaluation.
- h. Marking or submitting an examination or evaluative material in a manner designed to deceive the grading system.
- i. Willfully damaging the academic work or efforts of another student to gain an unfair advantage in an academic evaluation.
- j. Failing to comply with a specific condition of academic integrity that has clearly been announced in a particular course.
- k. Submitting, without prior permission, any work by a student that has at any time been submitted in identical or similar form by that student in fulfillment of any other academic requirement at any institution.
- l. The submission of material, in whole or part, for academic evaluation that has been prepared by another (other) individual(s) or commercial agent(s). Aiding or abetting another individual to cheat.

Plagiarism includes, but not limited to the following actions:

- A. Submitting written materials without proper acknowledgment of the source.
- B. Deliberate attribution to, or citation of, a source from which the referenced material was not in fact obtained.
- C. Submitting data which have been altered or contrived in such a way as to be deliberately misleading. Aiding or abetting another individual to plagiarize.

ESTABLISHING AN ENVIRONMENT OF ACADEMIC HONESTY

It is critical for faculty members to establish clear understanding at the beginning of each semester regarding their expectations about academic honesty, and potential infractions such as cheating on exams, plagiarism, independent work on outside assignments and so forth. Faculty should include clear and definite statements of policy in the course syllabi and speak with their classes on these points at the beginning of the semester. Faculty should emphasize the serious consequences of detected cases of cheating.

Faculty members should enlist the participation of students in maintaining an environment of academic honesty in the classroom. For the purpose of signaling any problems in this regard, this should include encouraging students to come forward voluntarily to report instances of academic dishonesty. It must be emphasized that the reporting student will not be required to provide specific detail, such as identifying the students involved, and that the reporting student will be assured of complete confidentiality.

When a student volunteers a report of academic dishonesty, the faculty member should assure the student that the report will be taken seriously. Similarly, faculty members should be willing to pursue serious violations of academic honesty with the University Disciplinary Committee in order to demonstrate that such violations will not be tolerated by the University community. However, as much as possible, emphasis on academic honesty should be positive rather than negative. Considerable tact will be required to avoid the impression that all students are considered to be dishonest, and this is especially important for the non-traditional students attending Monmouth University, many of whom are mature adults holding down responsible professional positions in their communities. One possible approach is to make it clear—as is actually the case—that precautions against academic dishonesty are for the purpose of protecting the honest majority from being unfairly placed at a disadvantage by a few miscreants. Another approach would be to emphasize the ethics behind the practice of academic integrity, and point out that cheating is unethical.

REDUCING THE TEMPTATION TO CHEAT

Students may be tempted into academic dishonesty out of desperation when a course grade depends on only one or two major examinations and/or term papers. Consider using frequent quizzes, exams, and regular homework assignments to spread the evaluation of the student's work more evenly over the semester and to give frequent feedback on the student's progress.

In addition, the students should be made aware of at least some of the steps being taken to detect cheating.

TESTS

Giving the same examination year after year is the most frequently cited example of faculty carelessness with respect to academic honesty. It is well known that some groups have collections of old exams. It is most important that faculty vary their tests from semester to semester. In addition, faculty should take care to safeguard tests before they are given. For example, there have been reports that students have gone through faculty wastepaper baskets or entered faculty offices for the purpose of obtaining copies of exams. If tests are prepared by using a computer that is accessible to students, copies of the test should not be left on that computer's memory.

As reinforcement, before administering each test, the instructor might well repeat the policy regarding cheating. While the examination is in progress, the instructor should actively proctor the class. Students should be seated in alternate rows where possible or different tests (differing perhaps only by altering the order of the questions) might be assigned to different rows. Students should be required to store all books, papers, and other personal belongings under their seats or—preferably—at the front of the room. They should not be allowed to tear pages out of the blue books, and care should be taken to see that all blue books are returned by students who have used more than one. If scratch paper is required, it should be supplied by the instructor, who should require that it all be returned at the conclusion of the test. Preferably, the students should be instructed to use pages at the rear of the blue book, which can later be crossed out. The provision of standard-model hand calculators for use during a test should be considered in courses where the memorization of formulas is required. Instructors should be alert to some current electronic methods used to cheat, which can include signals from silent beepers, text messaging by students who have already taken the exam, as well as prerecorded notes on hidden audio recorders or smart watches. In larger classes, instructors should make every effort to know their students to prevent someone from taking the test for another student.

When grading multiple-choice tests, instructors should strike through wrong answers with indelible pen or pencil to prevent subsequent alteration. When a student is suspected of altering tests in order to claim later that they were mis-graded, the instructor should photocopy some of the tests before giving them back, and the class should be informed that this is being done. Also, a check mark should be left on all blank pages at the end of the blue book, to prevent a later claim that an answer was overlooked.

TURNITIN PLAGIARISM DETECTION RESOURCE

Note that Monmouth University faculty members have access to Turnitin (www.turnitin.com/), a Web-based plagiarism detection resource that compares the text of student papers to an extensive electronic database. This database includes current and archived internet resources, periodicals, journals and other publications, and past student papers from Monmouth and other educational institutions.

Faculty can access Turnitin within the eCampus system through the Dropbox tool—which is the most popular method by far—or by connecting directly to the Turnitin.com website. Use of the Turnitin service is subject to the Usage Policy posted on the Turnitin site.

If a faculty member plans on using this resource in their classes, they should include statements about Turnitin in their syllabi. Here is a statement, created with the assistance of our General Counsel's office that should suit faculty needs; and faculty should feel free to adapt it to suit their courses as appropriate:

Turnitin: Assignments in this course may be checked for plagiarism using Turnitin (www.turnitin.com), a Web-based resource that compares the text of student papers to an extensive electronic database. I will inform you in advance about which assignments will be checked for originality using Turnitin.

Students agree that, by taking this course, all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the Usage Policy posted on the Turnitin.com site.

In addition, faculty should be sure to talk about their use of Turnitin.com in the first class meeting of the semester, and remind students of their planned use of the software on individual assignment handouts.

Questions about Turnitin should be directed Information Support (732-923-4357). There is also a myMU portal page that provides information about the other resources provided by Turnitin.com my.monmouth.edu/fyi/turnitin/Pages/default.aspx

ENCOURAGING ACADEMIC INTEGRITY ON HOMEWORK EXERCISES

Faculty should make clear in their syllabi at the beginning of each semester the precise degree of collaboration between students that is acceptable in completing homework. When appropriate to the subject and the particular assignment, the instructor should also motivate students to complete homework as independently as possible by emphasizing the benefit to be gained from working out the exercises. The instructor should also reinforce this message by

Careful reading and grading of all work turned in, which should be returned to the student with written comments where appropriate. When reading homework assignments, the instructor should be alert to work duplicated on different student papers. Homework assignments, like tests, should not be repeated without variation from semester to semester, since some student groups keep copies of old assignments. In some cases, the temptation to cheat on homework can be reduced by giving it relatively low weight in determining the course grade. Faculty should seek ways to hold students accountable for the contents of outside reading assignments, such as testing students on the contents of outside reading assignments; if commercial abridgments of longer texts are available, tests should include questions about materials not included in the abridgment.

ENCOURAGING ACADEMIC INTEGRITY ON RESEARCH PAPERS

When faculty members assign research papers, they should provide specific objectives for the paper and the criteria they will use in grading the paper. Exactly what constitutes plagiarism should also be carefully defined at the time the paper is assigned.

Monmouth's office of Tutoring and Writing Services offers a resource that may be used at www.monmouth.edu/resources-for-writers/documents/plagiarism.pdf/. In addition to defining plagiarism and making reference to Monmouth's policy on plagiarism, it describes documentation techniques at length. Note that this office provides other resources for writers that may be helpful for your students as they prepare their papers; these resources can be found at www.monmouth.edu/resources-for-writers/

The most effective means of ensuring that students prepare their own paper is to monitor the progress of the work in stages by requiring students to turn in by specified dates, preliminary outlines, bibliographies, research notes, and rough drafts. In addition, the range of topics permitted should be reasonably limited, and a student should not be allowed to switch topics late in the project. The format of the paper should be specified and papers not in conformance should not be accepted, nor should photocopied papers instead of originals. When appropriate a quiz might be given covering the knowledge that students should have gained in preparing their papers, or the instructor might interview students individually during the course of the project. The finished papers might be kept on file by the department for a few years to prevent the submission of a copy of previous work. Faculty members also have the option to archive their students' assignments for future plagiarism checks when they use the Turnitin.com resource.

As a general practice, faculty should make sufficiently detailed comments and corrections on student assignments so that students understand the basis for the assigned grade. Such a practice, as research and experience have shown, increases student commitment to the learning process and respect for faculty as course instructors.

Faculty should promptly address all acts of academic dishonesty with the student and report the incident to the Provost's Office. An e-FORM is available on Etrieve Central Forms (etcentral.monmouth.edu). It can be found in the "Document Library" in the "Advisors 2" folder.

Academic Dishonesty Reporting Policy:

1. The process begins when a faculty member determines that student academic misconduct has occurred. Definitions of academic dishonesty can be found above and in the *Monmouth University Student Handbook* (www.monmouth.edu/student-handbook/). Proscribed academic conduct is explained in the Student Code of Conduct section of the *Student Handbook*, Article I. Sanctions that may be imposed can be found in Article IV.
2. A faculty member who discovers academic dishonesty have the discretion in determining the appropriate remedy and/or penalty for the academic misconduct in their course (i.e., failing grade for the assignment, the assignment category, or the class) consistent with the policies of the University and the department. If the faculty member plans to act on their finding of academic misconduct they will notify the student in writing with a summary of the faculty member's finding and the student's right to appeal, and make a good faith effort to meet with the student to discuss the finding and allow the student an opportunity to respond. If the student disagrees with the finding, they may appeal to the faculty member's department chair in writing within 10 working days of the notification.
3. If the student does not appeal the finding to the department chair, the faculty member shall report the misconduct to the Registrar via the Academic Dishonesty e-FORM within 15 working days of the initial notification to the student. The Registrar will send a receipt to the reporting faculty member upon receiving the report.
4. If the student appeals the faculty member's finding to the faculty member's department chair, the chair will consult with the faculty member, consider the case within 10 working days of the receipt of the written appeal, and notify the student, the faculty member, and the faculty member's dean, in writing, of their decision to uphold or reverse the finding.
5. After any appeal to the chair has been decided and there is a finding of misconduct, the chair shall report it to the Registrar via the Academic Dishonesty e-FORM. The Registrar will send a receipt to the reporting chair upon receiving the report.
6. The Office of the Provost will maintain a record of students who have been reported for academic misconduct. This record will be separate from the students' academic records. When a case of student academic misconduct is reported to the Registrar, the Office of the Provost will open a file on that student, or if the Provost's office already has such a file for a student, it will add the current report to the existing file.
7. When the Office of the Provost receives a first academic dishonesty report on a student, it shall notify the student in writing that it has opened such a file, and that a subsequent

incident of academic misconduct will result in charges against the student by the University Discipline Committee, which may result in the student's suspension or expulsion.

8. When the Office of the Provost receives a second academic dishonesty report on the same student, it shall forward the student's file with the multiple reports to the University Discipline Committee, and notify the student in writing that it has forwarded the file to the committee. This committee will then consider the case of repeated academic misconduct and determine the appropriate sanctions.
9. Upon the student's graduation, the contents of the file will be sealed and kept apart from the student's permanent academic record. Any record of student academic misconduct that appears in the student's permanent academic record will be the result of the action of the University Discipline Committee.
10. A copy of the policy governing academic misconduct will be distributed to faculty regularly. The faculty encourages the Office of the Provost to regularly inform students of the policy and student rights and responsibilities in the area of academic conduct.

STUDENT DISCIPLINARY PROCEDURES

Monmouth University does not tolerate academic dishonesty or any other violations of the Student Code of Conduct. Faculty should address cheating and plagiarism as described above. Should faculty determine that the academic misconduct warrants the attention of the University Discipline Committee, they should consult the current Student Handbook (monmouth.edu/student_handbook/), *Article IV (Discipline Policies), specifically I.B. (Academic Dishonesty Charges) and III. (Sanctions)*.

5.18 SUBMISSION OF THE SAME WORK FOR TWO COURSES

Students submitting the same or essentially the same work for two separate courses without the express permission of all faculty members involved is not permitted. There is no intention to work against student research efforts that cross over departmental and/or course lines. Indeed, more complex projects with an interdisciplinary focus are highly desirable; however, faculty members involved with such a project must know in advance what is being done, and there must be mutual agreement about the project.

Faculty are encouraged to include a statement about this university policy in their syllabi.

5.19 INTERDISCIPLINARY PERSPECTIVES ON THE HUMAN EXPERIENCE

Interdisciplinary Studies and the Human Experience (commonly referred to as "Perspectives" courses and designated as "ISP") is a three-credit General Education course designed to help students, who have completed 75 credits, reflect upon their experiences at Monmouth University while working in collaboration with students across a wide swath of disciplines. The course is taught on a variety of topics incorporating two or more disciplines.

Each class is unique and asks senior-level students to apply their years of learning to topics that stress social and ethical concerns across the topic and disciplinary areas. Students are able to showcase their now sharpened academic skills and writing across the curriculum abilities, while working with fellow students on collaborative projects and presentations. As a capstone experience unique to Monmouth University, this course allows students to continue their educational undertaking through critical analysis and research, and both individual and collaborative problem solving.

Perspectives courses are required of all Monmouth University students, a capstone practice that seeks to tie together students' transformative University experience.

View Monmouth's current course offerings at <https://catalog.monmouth.edu/undergraduate-catalog/undergraduate-course-descriptions/pr/>.

5.20 WRITING-INTENSIVE COURSES

Courses in English composition at the beginning of students' academic careers may help them to become better writers, but such courses must be supported by ongoing practice, revision, and evaluation throughout the curriculum and in writing-intensive courses specific to their major areas of study. Undergraduate students are required to complete at least two **Writing Intensive** courses (designated WT) in their major, as prescribed by their major. Students who have multiple majors must complete two **Writing Intensive** courses in each major.

Each WT course must provide for the evaluation of at least fifteen pages of discipline-specific academic writing. A significant portion of the final course grade comes from the assessment of written work; the Writing Committee expects to see at least 35% of the grade coming from writing. Written submissions should be assessed on the basis of content, style, organization, and the coherent development and expression of ideas in accordance with the standards of the discipline. The opportunity to revise will be offered. To maximize improvements in student writing, the Writing Committee recommends that students engage in a professor-driven drafting process in which they share their work with others, such as the professor or classmates, and revise for both quality and discipline-specific content. Writing Intensive courses may be regularly designated courses or courses offered on a rotating basis. They may be offered at the 200, 300, and 400 levels, excluding major capstone courses. Department Chairs may submit WT substitution requests to the Writing Committee on behalf of students in their departments.

5.21 EXPERIENTIAL EDUCATION

All undergraduate students entering Monmouth University must complete the Experiential Education requirement in order to graduate. Monmouth recognizes that students can learn more by combining the theories and ideas taught in the classroom with life experiences in the “real world.” Therefore, we provide opportunities such as internships, service learning, class projects, Study Abroad, and Experiential Education courses (designated as “EX” in the course schedules) to help students connect their academic and real-life experiences in meaningful ways.

For more information: www.monmouth.edu/experiential-education/

5.22 UNDERGRADUATE INDEPENDENT STUDY, INTERNSHIP, SERVICE LEARNING, AND COOPERATIVE EDUCATION COURSES

To complement the classroom experience, Monmouth University offers a variety of courses taught outside the classroom. The following policy describes the limits of and the restrictions for such courses.

An undergraduate student may accumulate no more than fifteen (15) credits of coursework in which most of the instruction occurs outside the classroom. Such coursework generally includes independent study, internships (those carrying the 289, 389, or 489 course numbers and those which are taught as internship seminars), service learning (EX287, 387, or 487) and all cooperative education (those carrying the 288, 388, and 488 course numbers). Major-specific off-campus laboratory, field experience, and student teaching courses, for the purposes of this policy, fall into the same category as regular classroom courses. Online courses also constitute regular classroom courses for the purposes of this policy.

Students must obtain the necessary permission prior to enrolling in independent study, internship, service learning, and cooperative education courses. Failure to process the applications within the required timeframe may impact financial aid status and may jeopardize participation in Commencement.

5.23 STUDENT CHANGE OF CURRICULUM

Students who wish to change their majors should seek the advice of the chair of the proposed new department and make themselves familiar with the requirements of the new major. To make the change, students should complete a “Request to Change Curriculum” e-FORM, which is available from the student’s WEBstudent account. This electronic form will be routed to the

chair of the new/intended major. Students must fulfill the requirements of the new major that are in effect at the time of the change of major. Their general education requirements will remain the same.

Undeclared majors are required to officially declare a major by the end of the sophomore year.

5.24 SUBSTITUTION OF DEGREE REQUIREMENTS

Students seeking course substitutions or any deviation from the stated requirements of any degree program should apply for a substitution of requirements through their advisor to the department chair and school dean.

Students should avoid processing substitution requests close to the time of graduation; instead, substitutions should be effected as warranted in academic planning sessions with advisors.

Students may complete an e-FORM, available from their WEBstudent account, to substitute program requirements. Students seeking course substitutions or any deviation from their general education requirements should apply for a waiver of undergraduate general education requirements form, also available on e-FORMS.

5.25 ACADEMIC AUDITS

An official degree audit is the document provided to the student upon application for graduation. The degree audit is a record of completed requirements, requirements in progress, and requirements yet to be completed. Unofficial academic audits are available on-line to students and faculty advisors through WEBstudent and WEBfaculty.

5.26 STUDENT LEAVE OF ABSENCE

Students may apply for leave of absence (LOA) if they intend to be away from the University for at least one full semester. Leaves of absence allow students to maintain their curricula of record. Interested students complete a LOA request eFORM. All applications for leaves of absence must be processed by the conclusion of the course change (add/drop) period. Students on leave of absence should be aware of time limitations concerning fulfillment of degree requirements (see graduate or undergraduate catalog for information).

5.27 ORDERING LIBRARY MATERIALS (PROCEDURES FOR ACQUISITIONS)

Each academic department formulates its own procedures for establishing priorities for requesting library materials (books, monographs, periodicals, etc.), and faculty members should become familiar with departmental priorities. Each department chooses and appoints one of their faculty members to serve as a Faculty Liaison to the Library. This individual works with the librarian assigned to their department

(<https://library.monmouth.edu/main/content/librariansfaculty-liaisons>) to coordinate requests for new materials. Submit requests for materials using the following methods:

- The Library's Web-based forms:
 - For books: <https://library.monmouth.edu/bookrequest/>
 - For media: <https://library.monmouth.edu/mediarequest/>
- For databases and periodicals: Contact the librarian assigned to the academic department.

Faculty members should become familiar with holdings in their subject areas and should check the computer catalog (HawkFind, <https://library.monmouth.edu/main/>) before submitting their requests.

Book requests for purchase during the current fiscal year should be submitted by April 1 for expedient use of allocations, as the ordering, delivery and processing of new books often take several months. Books included in the bibliographies of course syllabi should be requested well in advance of teaching the course.

5.28 ORDERING TEXTBOOKS AND DIGITAL MATERIALS

The Higher Education Opportunity Act of 2008 requires that all institutions of higher learning make available for students at the time of registration a list of required and recommended course materials, including international standard book numbers (ISBN) and current retail prices. The University Store therefore will request that to the maximum extent practicable, faculty submit course material orders to the Store no later than March prior to the upcoming summer, fall, and spring semesters. The University Store works with the Registrar's Office to ensure course information is posted to the Store adoptions site and available for course material requests in a timely manner.

The U.S. Congress has recognized that there are situations (late added sections, new faculty hires for sections) that prohibit the complete fulfillment of this requirement. In addition, the law does not desire that incorrect or inaccurate information be posted. If the curriculum is being restructured or new course material decisions are being made, orders should not be placed until you are certain they are accurate.

The law also gives faculty certain rights when considering textbooks. Publishers must disclose the current net price of the book (price to the institution before any markup) and all changes to the materials from the prior edition. The University Store has more information on these aspects of the law; please contact them with any questions.

Placing orders – The University Store maintains a website through which course material adoptions may be placed. Faculty will be notified via email when the website is open for

adoptions. Registration is required prior to using the website; each academic department has a unique initial sign-in. We also have tools which can aid and assist in title research. Faculty are encouraged to contact the University Store Textbook Department with any questions regarding the ordering process at (732)263-5404 or bookstore@monmouth.edu

Electronic Books – Under the Higher Education Opportunity Act of 2008, institutions are encouraged to offer lower-cost alternatives to traditional textbooks. The University Store offers electronic books (“E-books”) although not all titles are available as E-books.

E-books reside on a students’ laptop hard drive or are available on a web browser; this will require students to have access to a laptop during classes, a practice which some faculty may not encourage. Should faculty prefer that E-books not be offered for their classes, they should contact the University Store textbook department when placing their adoptions to have the E-book option deleted from their classes.

SELECTION AND COST OF TEXTBOOKS

Faculty selecting textbooks and course materials for classes should be mindful of the cost of these materials for our students. In accordance with the Higher Education Opportunity Act of 2008, textbooks must be identified and ordered (and become part of our schedule of courses) prior to the beginning of any student registration period. All textbook adoptions and reading materials must be submitted to the bookstore. If a class does not require reading materials, please notify the bookstore. Providing this information not only guarantees that Monmouth University complies with the HEO Act but it also ensures that books are available for students who can only purchase from the University bookstore.

It is entirely a faculty member’s decision regarding required texts for their courses. Below are some options available to faculty to attempt to keep costs low for our students. Faculty are welcomed to consider these options but are not required to use them.

As shared in previous years by the course material affordability committee (CMAC), the SGA polled Monmouth students about the costs of textbooks. In the SGA survey, 78% of students surveyed were either concerned (30.9%) or very concerned (46.7%) with the costs of textbooks. Students also expressed concern about usage, with 96.7% of students reporting at least one course where the textbook was not used at all. CMAC offered these ways to reduce textbook costs:

- Try to use **older editions** when possible so students can get them used at a much lower cost. There is also the option of renting or use of eBooks which cost less.
- Open Educational Resources (OER). Free material written by faculty teaching the material. These resources can be accessed at <https://www.oercommons.org/>.

- There is also an OER library research guide: https://guides.monmouth.edu/Open_Source.
- Using the Library Reserve. This can be either electronic or hard copy. Speak with the library for more information or visit <https://library.monmouth.edu/main/content/reserves-0>.
- Pearson Ed Inclusive Access
 - E-book immediately loaded into course in E-campus
 - Average saving of 70% to the student
 - Purchase options available
 - Information: <https://www.pearson.com/us/higher-education/products-services-institutions/inclusive-access.html>
 - For more information, contact Liz Berkowitz in the campus bookstore: eberkowi@monmouth.edu
- Cengage Unlimited Access
 - Subscription Service (like Netflix)
 - Study guides and other ancillary material also available.
 - More information: <https://www.cengage.com/unlimited>
- McGraw Hill uses inclusive access: <https://www.mheducation.com/highered/inclusive-access.html>
- Wiley also uses inclusive access: <https://www.wiley.com/college/inclusive-access/>
- Another resource is Flatworld. Their strategy is to be the low cost supplier of textbooks, with most of their titles between \$24.95 and \$39.95. This is the general price for e-book but students can also get a Full Color book for about \$30 more. <https://catalog.flatworldknowledge.com/>
- OpenStax is a nonprofit educational initiative based at Rice University. They offer a wide selection of peer-reviewed college textbooks at <https://openstax.org/>.
- Finally, the Monmouth bookstore's website uses a sourcing program called Verba which shows faculty different print and electronic options for each title they choose allowing them to see the different pricing levels. Once they choose their format, the software will rate how cost effective their choice was. Website: <http://mubookstore.monmouth.edu>.

5.29 USING CUSTOMIZED COURSE MATERIALS IN THE CLASSROOM

Faculty members who wish to select their own materials and offer a customized course packet for their students need to be aware that it requires the selection of appropriate material, contacting appropriate publisher to commence copyright clearance and publication procedure, and provide the University Store with title, publisher and pricing information (as well as ISBN, if applicable) as soon as available.

A number of publishers now provide copyright clearance services. The University Store can provide faculty members with a list of available publishers upon request.

SOURCES OF MATERIAL

The holdings of the Guggenheim Memorial Library or any other library (including faculty members' personal libraries) may provide faculty with the inspiration for specific items they wish to include in a course packet. Course packets by their nature are not covered under the copyright provisions of "fair use" (they are neither spontaneously assembled, nor of sufficient brevity to justify the "fair use" designation). Unless the material is old enough to no longer be covered by copyright, or is in the public domain, faculty members should expect to pay some kind of royalty payment to the author, estate, or copyright holder.

COPYRIGHT CLEARANCE CENTER

The University Store utilizes the services of an outside copyright clearance provider. The University is charged both a processing fee per citation and the royalties on copies actually printed and sold. Although the processing charge is nominal, be aware that combined with the per copy royalty fee, the cost of small orders of course packets can be prohibitive.

Please follow these procedures if you wish to assemble a course packet:

1. Assemble and make copies of all materials to be included in the packet. The inclusion of original copies will vastly expedite the clearance process.
2. At least 8 weeks prior to the start of class, bring all materials to the Store, or call the Store at 732-571-3453 to arrange for the materials to be picked up. Provide the Store with course number, date of use, and estimated number of copies required.
3. Upon clearance of all articles, the course pack will be released for publication. Originals are returned to the Store via next day air, and the pack will then be printed at the Copy Center.

See also section 6.4 "Copyright Policy – Related to Library Use."

PRICING

Royalty payments are often expensive. Publishers are not uniform in how they calculate royalty payments—some may charge a flat rate per article, others may charge per page.

All costs of royalties and processing will be passed along in the retail cost of the course pack, as well as the costs of printing and a Store markup on the printing costs only to cover store expenses and the costs of any unsold packs.

FURTHER INFORMATION

The University Store has available a publication “Questions and Answers on Copyright for the Campus Community,” which answers common questions on the “fair use” doctrine and has been expanded to cover software and internet issues. Faculty members should call the Store if they would like a copy or have any questions on the course pack process.

5.30 MASTER COURSE SYLLABUS

Every approved undergraduate and graduate course at Monmouth has a Master Course Syllabus associated with it. This syllabus was created as part of the course approval process and serves as the definitive documentation regarding the nature of the course; faculty preparing to teach a section of the approved course are expected to follow this document when developing their own class syllabus. Master Course Syllabi are available from the Department Chair or the Course Information Management (CIM) system. At a minimum, the Master Course Syllabus should include the following:

MASTER COURSE SYLLABUS OUTLINE

Course Code:

Title:

Catalog Description:

Expanded Course Description (optional):

Class capacity: (include rationale if not the university standard 35. *There is a current class capacity guide which includes some standards for reduction in class capacity.*)

Rationale (i.e., how course fits into curriculum):

Course Goals and/or Objectives (teacher’s aims – “course will provide ...”):

Assessable learning outcomes (“students will be able to ...”):

Methods of Instruction (as appropriate):

Methods of Evaluation (as appropriate, provide at least a suggested distribution of points from categories of assignments and assessments on which grade will be based): e.g.

Two midterm exams 40%

Research paper 10%

Class presentation 20%

Final exam 25%

Class participation 5%

Required Readings (as appropriate):

Sample Schedule (Provide at least a draft outline of course content by week or designated part of course): e.g.

Part 1 (weeks 1-3)

Introduction to Cell biology and common techniques

Origin of cells, eukaryotes and multicellular organisms

Cell Membranes

Part 2 (weeks 4-6)...etc.

Selected Bibliography (as appropriate, indicating which works are available in the Guggenheim Memorial Library):

Effective Date of Implementation or Latest Revision:

5.31 APPROVAL PROCESS FOR NEW COURSES

All course proposals should be submitted to the Course Inventory Management (CIM) System (<https://nextcatalog.monmouth.edu/courseadmin/>). For information on how to use the system, use this link:

<https://my.monmouth.edu/OfficesServices/registrar/Pages/CourseLeafCIM.aspx?PagePreview=true>

The CIM System will ask you to include a Master Course Syllabus (see section 5.28 of this handbook for guidelines). Additional materials are required for General Education course proposals.

All proposals must receive endorsement from the academic department and school dean to be considered for course approval by the Undergraduate Studies Committee or the Graduate Studies Committee.

Undergraduate Studies Committee - This committee recommends and implements policies and monitors approved standards and learning outcomes for all undergraduate academic

programs and courses. It evaluates proposals to establish new and modify or eliminate existing academic programs and reviews all requests for new courses and course changes.

Graduate Studies Committee - This committee recommends and implements policies and monitors approved standards and learning outcomes for all graduate academic programs and courses. It evaluates proposals to establish new or eliminate existing academic programs and recommends action to the Faculty on such proposals; it reviews and rules on all requests for new courses, course changes, and modifications of existing programs.

5.32 APPROVAL PROCESS FOR NEW ACADEMIC PROGRAMS AND SUBSTANTIAL CHANGES TO EXISTING PROGRAMS

All program proposals should be submitted to the Course Inventory Management (CIM) System (<https://nextcatalog.monmouth.edu/programadmin/>). For information on how to use the system, use this link:

<https://my.monmouth.edu/OfficesServices/registrar/Pages/CourseLeafCIM.aspx?PagePreview=true>.

The documents describing Monmouth University's policies and procedures for the institutional approval of new academic programs or substantial revision of existing programs are available on the Monmouth University portal under Policies "Academic Program Changes Guide". Faculty should contact the Provost's Office for procedure details before embarking on new academic initiatives. The "Academic Program Changes Guide" includes, but is not limited to, the following topics:

- Initiating a new academic program or program option
- Converting an academic program option into a full program
- Change in degree designation
- Program and program option shelving
- Program and program option termination
- Change in nomenclature
- Certificates: initiation of, change in nomenclature, and termination of
- Change in CIP code
- Change in number of credits for a degree program

CHAPTER 6: OTHER POLICIES AND PROCEDURES

6.1 AFFIRMATIVE ACTION/EQUAL OPPORTUNITY POLICY

The Director of the Office of Equity and Diversity is designated as the Equal Employment Opportunity Coordinator of the Affirmative Action Program for Monmouth University and is responsible for its implementation, as well as the designated Title IX Coordinator and ADA/504 Coordinator. Any employee who has a suggestion, problem, or complaint should feel free to contact the Director at 732-571-7577.

For more information:

www.monmouth.edu/equity-and-diversity/equal-opportunity-harassment-and-nondiscrimination-statement/

FACULTY SEARCH PROCEDURES

Faculty searches are designed to meet the needs of the University for a faculty strong in teaching, scholarship, and service, and for a faculty that is diverse. Faculty appointments are subject to the Policy adopted by the Board of Trustees “to implement affirmatively equal opportunity to all qualified employees and applicants for employment without regard to race, creed, color, gender or national origin...”

The Faculty Search Procedures are designed to implement the above Policy by helping departments obtain a pool of qualified candidates and proposing a process so that this pool is appropriately reviewed to meet the needs of the University as well as of the department. Whenever possible, faculty searches should be initiated early in the fall semester of the academic year to ensure Monmouth University is competitive in hiring highly qualified candidates.

The Director of the Office of Equity and Diversity consults with the Provost regarding all faculty recruitment; overseeing the process and providing assistance to help departments and deans obtain representative applicant pools.

For more information:

https://www.monmouth.edu/equity-and-diversity/documents/faculty-search-procedures-2010finalrevisedmay2012namechange_5-30-2012.pdf/

6.2 ETHICAL PRINCIPLES

Monmouth University, as an educational institution and learning community, is based upon certain core values, including responsible citizenship, integrity, honor, accountability, mutual respect, leadership, and service. These and other core values are fundamental to the University community and the ethical standards of the University and its members. These values, and those set forth in the Monmouth University Human Relations Philosophy and Policy Statement, form the basis of our Code of Ethics. It is the responsibility of each individual to protect and support the University, its community members and its mission as a learning community.

Ethics and integrity are the responsibility of each individual. Therefore, every member of the faculty and staff, students, and any other person acting on behalf of the University is responsible for ethical conduct consistent with our Code and Monmouth University's policies. University administration, deans, department chairs, and others in supervisory positions must assume responsibility for ensuring that their conduct, and the operations for areas which they supervise, complies with this Code. The Monmouth University Code of Ethics is a statement of our belief in ethical, legal, and professional behavior in all dealings within and outside of the University.

Faculty should familiarize themselves with our Code of Ethics. This information is available online www.monmouth.edu/general-counsel/code-of-ethics-students-employees/ and in [the section](#) below.

ETHICAL PRINCIPLES FOR TEACHING

Monmouth University faculty members play a central role in the educational process, and therefore must address additional ethical considerations in their day-to-day work. For guidance on these points, the University recommends that faculty consult the American Association for Higher Education and Accreditation (AAHEA) statement on *Ethical Principles for College and University Teaching*.

For more information: www.aahea.org

CONFLICT OF INTEREST/CODE OF ETHICS

Individual Accountability and Responsibility

Members of the University community are expected to exercise responsibility appropriate to their position and delegated authority. They are responsible to the University community for their actions or their decision not to act. Each individual member is expected to conduct the business of the University in accordance with this Code of Ethics to best serve the interests of the University.

Employees are responsible for prompt reporting of any violations of this Code, or any other instances of reasonably suspected fraud or malfeasance through the individual's chain of command at the University. Students should report violations of this Code to the Vice President for Student Life and Leadership Engagement. Violations of the Code of Ethics may result in termination from the University or student disciplinary action. If the employee is not comfortable reporting an incident through their supervisor, the employee should report the matter directly to the Internal Auditor or the Office of the General Counsel.

No employee or student shall retaliate, in any manner, against an individual who reports a perceived conflict of interest matter pursuant to this policy. Any employee or student who makes such a report in bad faith shall be subject to disciplinary action.

Conflicts of Interest

All employees (faculty, administrators, and staff) and students of Monmouth University have an obligation to avoid activities or situations that may result in a conflict of interest. Full-time employees are expected to place their primary professional loyalty with the University. All employees are expected to arrange their outside obligations, financial interests, and activities so as not to conflict with their commitment to the University. Employees must not use their official positions to secure unwarranted privileges or advantages for themselves or others.

Please refer to the Monmouth University Student Code of Conduct for guidance on student conflicts of interest.

All employees and students have an obligation to examine any situation in which they may have a conflict of interest and take steps to resolve the conflict. Any employee who is concerned that a conflict may exist or how to resolve it should consult with their department head. Students should consult with the Vice President for Student Life and Leadership Engagement. Upon determination that a conflict of interest exists, appropriate action will be taken, through recusal, reassignment, or other means to resolve the conflict of interest. No action will be taken without the opportunity for the involved employee or student to be heard with regard to whether a conflict of interest exists and what action, if any, should be taken.

The potential for a conflict of interest extends across a wide range of activities in the University. Conflicts of interest which must be avoided by employees and students include, but are not limited to:

Personal Relationships in the Workplace and Classroom

Members of the same family working in a direct supervisory relationship within the same department of the University or in a faculty/student relationship.

Consensual, amorous, or sexual relationships (including relationships with students) in connection with the supervision or evaluation of others, which involve activities or communications which exceed the recognized boundaries of faculty/student, coach/athlete, or supervisor/employee relationships.

Employees and students serving upon any committee or group responsible for the supervision or evaluation of others with whom they have a familial, amorous, or sexual relationship.

Outside Activities

Volunteer activities (except for professional organizations, conferences, seminars, etc.) that interfere with commitments to the University or activity that is not authorized by the University, which explicitly recognizes the employee or student as being an official representative of the University or that the University endorses as an organization or activity. This provision shall not be interpreted to restrict an individual employee's right, consistent with the University's mission, to foster the expression of ideas and debate with regard to issues of concern to the University community.

Partisan political activity prohibited by federal and state law, regulations, or by University policy, when on University property, during working hours, or using University resources or the University name.

Outside business conducted during working hours, using the University resources (including but not limited to, equipment, computers, supplies, or other similar property) or name (except for professional activities which increase job skills and are of direct benefit to the University). (Refer to the Monmouth University Faculty Association Agreement for policy on consulting, and the Non-Academic Employee Handbook, for policy on consulting/outside employment).

Outside businesses owned by an employee that directly compete with the University, sell goods or services to the University, or receive funding from the University. (Refer to the conflict of interest statement in the University Purchasing Manual and the Policy on Conflict of Interest in Sponsored Research).

For the purposes of this section, the term "working hours" shall be interpreted to mean the hours an employee is required or expected to be performing their University duties and responsibilities in accordance with their status as faculty, administrator, or staff member.

Purchasing and Contracts

Negotiation, authorization, or execution of purchasing agreements or other types of contracts with the University in situations where the individual has a direct or indirect

financial or other interest or the acceptance of gifts, favors, or other things of value from vendors or contractors. (Refer to the conflict of interest statement in the University Purchasing Manual).

Fundraising

Acceptance of gifts from donors under circumstances in which an employee or others on their behalf will personally benefit from the gift. (Refer to the Office of University Advancement Policies and Procedures Manual for Development Activities). This policy shall not prohibit employees from applying for and receiving grant funds that are connected with academic scholarship or official University activities.

Attendance at Vendor Sponsored Events

Employees of the University shall not attend any event, function, conference, or other activity for which their expenses or costs (including items such as transportation, lodging, and food) are paid for or provided, in whole or in part, by a vendor doing business with the University, or actively seeking business with the University, under circumstances whereby it would be a conflict of interest, or create an appearance of impropriety, for the employee to attend the event, function, conference, or other activity. In determining the propriety of attending any event, function, conference, or other activity under this policy, the following factors shall be considered:

- The identity of the employee and the nature of the employee's responsibility for dealing with the vendor, including whether the employee has primary responsibility for the selection of the vendor and supervision of the vendor's activities on behalf of the University.
- The nature and value of the benefits that are to be provided by the vendor.
- Whether the vendor is currently seeking, or will in the near future be seeking, an initial contractual relationship or a renewal of its contractual relationship with the University.
- Whether an issue currently exists with regard to a vendor's services to the University where it might be perceived that the vendor's actions are an attempt to influence a determination on that issue.

The prohibitions set forth in this policy shall also apply to members of the employee's family or other individuals receiving such benefit from a vendor due to their relationship with the employee.

Individual employees receiving an invitation from a University vendor or from a vendor actively seeking to do business with the University for any benefit described in this policy shall review the circumstances of the invitation with the University's Vice President and General Counsel prior to acceptance of any invitation.

It is not the intent of this policy to prohibit the receipt of occasional gifts of nominal value or occasional meals paid for by a vendor. It is also not the intent of this policy to prohibit the receipt of benefits from a vendor when the acceptance of such benefits would not create a conflict of interest or an appearance of impropriety. Employees are encouraged to seek advice from the Office of the General Counsel over whether the value of a gift received qualifies as nominal.

Compliance with Applicable Laws and Regulations

Institutions of higher education are subject to many of the same laws and regulations as other businesses. There are also additional requirements unique to higher education. Members of the University community should become familiar with the laws and regulations that affect their areas of responsibility. Many but not all legal requirements are detailed in University policies. Failure to comply may have serious adverse consequences both for individuals and for the University in terms of reputation, finances, and the health and safety of the University community. University business is to be conducted in conformance with legal requirements. Members of the University community who have a question regarding the interpretation of legal requirements should contact the Office of the General Counsel.

Compliance with University Policies and Procedures

Monmouth University policies and procedures are designed to inform employees about responsibilities, to set minimum standards, and to give the University community notice of expectations. Members of the University community are expected to transact all University business in compliance with policies and procedures and have an obligation to become familiar with those that affect their areas of responsibilities. Members of the University community are expected to seek clarification from the Office of the General Counsel or other appropriate office on a policy or procedure that they find to be unclear, outdated, or in conflict with the mission of the University.

Financial Reporting

All University accounting and financial records, tax reports, expense reports, time sheets, and other documents, including those submitted to government agencies, must be accurate, clear, and complete. All published financial reports must make full, fair, accurate, and timely disclosures as required under generally accepted accounting principles. Additionally, employees are responsible for reporting to management any known instances of fraudulent or misleading reporting information.

Internal Control

Internal controls are the processes used to help ensure that the University's business is carried out in accordance with this Code of Ethics, University policies and procedures,

applicable laws and regulations, and best business practices. They help to promote efficient operations, accurate financial reporting, protection of assets, and responsible fiscal management. All members of the University community are responsible for internal controls. Each business unit or department head is specifically responsible for ensuring that internal controls are established, properly documented, and maintained for activities within their jurisdiction. Any individual entrusted with funds is responsible for ensuring that adequate internal controls exist over the use and accountability of such funds.

6.3 UNIVERSITY MARKETING & COMMUNICATIONS

The **Office of University Marketing & Communications** coordinates University-wide activities in marketing and brand identity, media relations, web, social media, and other internal and external communications processes.

Marketing & Brand Identity: The Associate Vice President, University Marketing & Communications (732-263-5690), is responsible for developing and implementing integrated communication and marketing strategies to advance the academic mission, contribute to enrollment and advancement goals, and enhance the University's overall national and international reputation. Responsibilities include branding and creative strategy, advertising, media relations, university publications, digital marketing communications, the University website, social media, enrollment marketing collateral, and implementing market research and strategies.

In collaboration with the Associate Vice President, University Marketing & Communications, the Director of Marketing leads in developing, managing, and executing the University's strategic marketing plan, campaigns, and related initiatives to position the University, support enrollment goals, and advance the institution. The Director of Marketing serves as the point of contact for all marketing requests from campus partners.

The Art Director manages the strategic creative development in support of these objectives. Aided by a team of specialists in the areas of marketing, writing, web design/development, graphic design, photography/videography and social media, the Art Director is responsible for the coordination of the production of branding and marketing campaigns, undergraduate and graduate recruitment materials, catalogs, student handbooks, promotional pieces, direct mail materials, and other publications that support the President's Office and Divisions of Academic Affairs, Student Life and Leadership Engagement, Enrollment Management, University Advancement, as well as others. In addition, the Art Director coordinates with the Director, Digital Communications on the content and design of the University web pages.

The Creative Project Manager coordinates the production of print and electronic collateral that supports brand and recruitment marketing, University communications, and general

operations of the University, as directed. The Creative Project Manager also serves as the main contact for logo usage requests that cannot be fulfilled by visiting monmouth.edu/brand.

The Director of Digital Engagement and Social Media manages social media platforms such as the University Facebook, Twitter, Instagram, Snapchat, Tik Tok accounts. To submit an event or story for Social Media, please email the details to (VACANT) or contact the Social Media Coordinator (VACANT).

The University Photographer supports marketing and communications with photography and videography services. To submit a request for photography or videography services, please complete the [Request for Photographic Services](#) form located on the MU website.

The Office of University Marketing & Communications produces all of its work on an annual schedule and budget. The comprehensive publications/communications plan schedules design, printing, reprinting, and Web design on an annual or semi-annual timeline. As new pieces are planned or existing publications are scheduled to be revised, this office will contact the appropriate faculty member inviting them to participate in an interview for new material, update existing pieces with current information, or write a rough draft of the text. All faculty members requesting new printed materials (or for reprinting as a result of changes in curricula and policies) should contact the Creative Project Manager (732-263-5661). This ensures timely production, contributes to cost savings, helps guarantee uniformity of design and production standards, and fosters the maintenance of an appropriate institutional image. We encourage faculty to provide as much advance notice of future publication requests as possible. Several hundred publications are printed annually by this office for the University.

Website: The Director, Digital Communications (732-263-5337) is responsible for developing and sustaining the University's brand across multiple platforms, including the university's website and email properties. For departments with content managers, submit all new or changed content items to the content manager. For those departments without a dedicated content manager, please submit any content additions or edits to ask_webmaster@monmouth.edu.

Media Relations: The Associate Vice President, University Marketing & Communications (732-887-2920) acts as primary liaison between members of the University community and the news media. The Associate Vice President, University Marketing & Communications is familiar with deadline requirements and prevailing standards of style and format. The Associate Vice President, University Marketing & Communications, therefore, is a valuable resource on how best to publicize upcoming events and achieve maximum news coverage of events as they occur.

Faculty members should channel all publicity requests and news release suggestions through the Associate Vice President, University Marketing & Communications, who

maintains up-to-date contact files on all major online, radio, television, newspaper, and magazine outlets in the region and nation. Please provide a minimum of one month's notice to ensure timely preparation and distribution of news releases and requests for coverage. Please notify the Associate Vice President, University Marketing & Communications of any direct media inquiries or interview requests. Under normal circumstances, this prevents needless duplication of effort on the part of faculty, staff, and media personnel.

The Associate Vice President, University Marketing & Communications also manages the Speakers Bureau and Expert Guide pages on the University website. Please contact this office at 732-263-5690 to submit any content changes to these listings.

Crisis and Issues Management: In the event of an accident, incident, or controversy, the Associate Vice President of University Marketing & Communications (732-887-2920), working with the Crisis Management Team, can coordinate a timely, consistent, institutional response to ensure compliance with information release policies.

University Publications: The Managing Editor, University Publications (732-263-5592) edits *Monmouth* magazine and other University external publications and communications.

Please contact the Editor regarding innovative programs, teaching methods, research proposals, special projects or personal achievements that would be of interest to a broader audience of alumni and friends of the University.

6.4 COPYRIGHT POLICY – RELATED TO LIBRARY USE

The Monmouth University community adheres to the requirements of the United States Copyright Law of 1976, as amended, (Title 17, United States Code, hereinafter, the "Copyright Act"). In addition, Monmouth University adheres to the restrictions governing the reproduction of software. The University also ensures that the copying of materials under fair use provisions of the Copyright Act is not exceeded. The main guidelines for compliance with the Copyright Act are as follows:

- Uncopyrighted materials may be copied freely and without restriction. Prior to March 1, 1989, a copyright notice was generally required on any work to be copyright protected. Because a copyright notice is not required for copyright protection of works published on or after March 1, 1989, most works (except those authored by the US Government) should be presumed to be copyright protected. Occasionally, but not often, the copyright holder of a work will indicate that they intend the work to be in the public domain.
- Copying of copyrighted software may occur without the copyright owner's permission only in accordance with the Copyright Act. The Copyright Act (Section 117) permits the making of a single archival back-up copy. Some software licenses may grant "permission"

to make copies of the software in excess of the single archival copy permitted by the Copyright Act. Before you copy, check to find out what is permitted in the license. Also, faculty, staff, and students may not use unauthorized copies of software on computers owned by or housed at Monmouth University.

- Copyrighted materials may be copied without the copyright owner's permission where such copying constitutes "fair use" under the Copyright Act. The specific fair use criteria supported by the United States Congress have been set out in a brochure published by the National Association of College Stores, Inc. and the Association of American Publishers. They are included at the end of this policy.
- In cases where copying of copyrighted materials extends beyond what is either permitted by license (in the case of software) or fair use, permission to copy should be obtained from the copyright holder.
- Faculty or staff members shall be held personally responsible for their defense of an action for copyright infringement which contradicts Monmouth University's Compliance Policy.
- Notice concerning Monmouth University's adherence to copyright shall be posted and distributed widely, and posted at all photocopying stations which may be used for reproducing copyrighted materials, e.g., departmental and library photocopy machines, and near computers used for reproducing copyrighted software.

CLASSROOM COPYING GUIDELINES FOR BOOKS AND PERIODICALS

Agreement on Guidelines for Classroom Copying in Not-For-Profit Educational Institutions with Respect to Books and Periodicals

MULTIPLE COPIES FOR CLASSROOM USE:

Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion provided that:

- A. The copying meets the test of brevity and spontaneity as defined below; and,
- B. Meets the cumulative effect test as defined below; and,
- C. Each copy includes a notice of copyright.

DEFINITIONS:

Brevity:

- i. Poetry: (a) A complete poem if less than 250 words and if printed on not more than two pages or (b) from a longer poem, an excerpt of not more than 250 words.

ii. Prose: (a) Either a complete article, story or essay of less than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words.

(Each of numerical limits stated in "i" and "ii" above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.)

iii. Illustration: One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.

iv. "Special" works: Certain works in poetry, prose or in "poetic prose" which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph "I" above notwithstanding such "special works" may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10% of the words found in the text thereof may be reproduced.

Spontaneity:

i. The copying is at the instance and inspiration of the individual teacher, and

ii. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

Cumulative Effect:

i. The copying of the material is for only one course in the school in which the copies are made.

ii. Not more than one short poem, article, story, essay or two excerpts may be copied from neither the same author, nor more than three from the same collective work or periodical volume during one class term.

iii. Not more than nine instances of such multiple copying shall be made for any one course during the same quarter or semester.

(The limitations stated in "ii" and "iii" above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.)

PROHIBITIONS:

Notwithstanding any of the above, the following shall be prohibited:

- A. Copying shall not be used to create or to replace or substitute for anthologies, compilations, or collective works. Such replacement or substitution may occur whether copies of various works or excerpts there from are accumulated or are reproduced and used separately.
- B. There shall be no copying of or from works intended to be “consumable” in the course of study or teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material.
- C. Copying shall not:
 - 1. Substitute for the purchase of books, publisher’s reprints or periodicals;
 - 2. Be directed by higher authority;
 - 3. Be repeated with respect to the same item by the same teacher from term to term.
- D. No charge shall be made to the student.

Additional help can be found on the Library website page titled: A Faculty Guide to Library Reserves <https://library.monmouth.edu/policies/a-faculty-guide-to-library-reserves/>

6.5 DRUG FREE WORKPLACE ACT OF 1988

Monmouth University desires a healthy, drug-free environment for all of its employees. As such, the University takes a firm stand of non-tolerance for the use of illicit drugs and the abuse of alcohol for all employees. Employees are expected to adhere to the University’s rules and regulations. Those employees who disregard University policies and/or Federal Laws and/or New Jersey State laws will be subject to sanctions and penalties.

Applies to: All Monmouth University employees including employees working under Federal Grants and Programs

Distribution: In compliance with Federal law, each employee will receive a copy of this policy annually. New employees will be given a copy of the policy during orientation.

For more information:

www.monmouth.edu/resources/general_counsel/drug_free_workplace.asp

6.6 EMERGENCY PROCEDURES AND CLOSING

In an effort to keep all members of the Monmouth University community apprised of the latest school closings and important information, community members are required to visit notify.monmouth.edu and register for Monmouth University Emergency Notification System. This service allows the University to send emergency alerts to students, faculty, and

staff. You can receive these alerts on your mobile and home telephones. Communication during crisis situations is an important part of the University's response to emergency situations. It is key to the health and safety of the campus community that they be notified of important information in as timely a manner as possible. It is also important to note that our communication system may be redundant, as any one system may be compromised due to weather, malicious intent, or normal wear and tear. Communication between police dispatch, the campus community, and first responders is a key to the successful resolution of any incident or emergency on or near the campus. We ask that you review and familiarize yourself with these systems. Please also note the important requirement to sign up for Monmouth University Emergency Notification System, since this is our primary emergency notification resource. It is only with knowledge of the emergency communication system that you can take advantage of it in time of need.

ADDITIONAL NOTIFICATION METHODS

Classroom Notification

All classrooms are equipped with phones that can be simultaneously contacted by the University police. These phones will be utilized to give emergency information and directions/instructions during an emergency.

Monmouth University Voicemail

Enables students, faculty, and staff to receive alerts via University phone.

Monmouth University Email

Enables students, faculty, and staff to receive alerts via University email.

Monmouth University Website

Allows students, faculty, and staff to receive emergency information on the University website and social media sites.

Social Media Outlets

Enables students, faculty, and staff to receive alerts via social media. (Twitter, Instagram, and Facebook).

EMERGENCY HOTLINE

732-263-5900

Police Unit PA Systems

Enables students, faculty, and staff to receive alerts via police department vehicles.

Electronic Sign (Larchwood Entrance)

Enables students, faculty, and staff to receive alerts via electronic sign when entering the nonresident lot.

Electronic Sign (Norwood Entrance)

Enables students, faculty, and staff to receive alerts via sign on Norwood Avenue.

Electronic Sign (Quad by Student Underpass)

Electronic sign display board allows students, faculty, and staff to receive alerts via electronic sign when entering/exiting underpass.

Electronic Sign (Woods Theatre-Cedar Ave)

Enables students, faculty, and staff to receive alerts via sign on Cedar Avenue.

NOTE: For any emergency or weather-related information, call the Monmouth University Emergency Hotline at **732-263-5900**. The University tests all its emergency notification and response procedures on a regular basis through scenario-based exercises, tabletops, and simple equipment operability checks.

Emergency Action Plan

I. POLICY

- A. This plan has been developed to comply with the OSHA Hazardous Waste Operations and Emergency Response Rule, as set forth in OSHA 29 C.F.R. 1910.120 (q), and 1910.38(a). This plan is designed to minimize hazards to workers at Monmouth University (the “University”). In the event of a fire, chemical spill, or other incident, University employees shall follow the procedures below, evacuate from the danger area, and are not permitted to assist in handling the emergency except as specified in this and referenced plans.

PLEASE NOTE: This policy applies to all segments of the University except Monmouth Park Corporate Center (“MPCC”). In the event of an emergency at the MPCC, dial 911. On campus, contact MUPD at ext. 4444 (732-571-4444).

- B. This plan applies to:

1. Fire emergencies;
2. Natural gas leaks;
3. Bomb threats and suspicious letters or packages;
4. Chemical exposures and spill procedures;
5. Accidents and first aid
6. Maintenance emergencies; and
7. Research animal on campus

- C. Fire Emergencies

1. The University Fire Evacuation Policy outlines the procedure to be followed to evacuate students and employees from a campus building in the event of an emergency.
2. The Monmouth University Police Department (MUPD) must be notified immediately of such situations at ext. 4444 (732-571-4444)
3. MUPD shall notify the local fire department of the emergency

4. The Fire Evacuation Policy, at a minimum, shall include the elements listed at OSHA 1910.38 (a) and (b), and shall be reviewed annually and updated as necessary.

For more information, see the [Monmouth University's Guide for a Safe Campus](#).

FIRE EVACUATION

I. POLICY STATEMENT:

- A. Employees are not required to fight fires and should evacuate the building they occupy immediately in the event of a fire. The University Police Department has primary responsibility for managing fire emergencies (until relieved by applicable fire department personnel) and must be notified immediately of such situations at their emergency number, ext. 4444, or if dialing from off campus, 732-571-4444. Employees may use fire extinguishers to fight small, incipient-stage fires (no larger than a wastepaper basket) only if they have been trained in the proper use of a fire extinguisher and are confident in their ability to cope with the hazards of a fire. In such cases, fire-fighting efforts must be terminated when it becomes obvious that there is danger of harm from smoke, heat, or flames.

II. EMERGENCY COORDINATORS:

- A. Each University department head must maintain a current copy of the Fire Evacuation Policy and Procedures and review the contents of this document with all employees in the department.
- B. In addition, the Director of Compliance/Risk Manager must appoint at least two Emergency Coordinators for each building or group of buildings on campus. One of the Emergency Coordinators will serve as the primary emergency contact and the other(s) will serve as the back-up coordinator(s). All assigned emergency coordinators will be provided the same information and training.
- C. A plaque or poster listing the emergency coordinators or each area of the building must be displayed in each department.
- D. Emergency Coordinators shall receive annual training about their responsibilities that shall cover the following tasks:
 1. Assist in the safe and orderly evacuation of the occupants of the building;
 2. Serve as the first point of contact for questions about the emergency evacuation procedures;
 3. Ensure that a Fire Evacuation Information Plaque is posted inside every classroom and/or office, on the left side of the door jamb approximately 5 feet from the floor and at the point of exit from each floor(s) of the building within each coordinator's area of responsibility;
 4. Receive training on the use of fire extinguishers on a voluntary basis;

5. Have thorough knowledge of the assembly area for each coordinator's building and assisting supervisors in accounting for all personnel at the assembly point;
 6. Notify emergency personnel of anyone requiring evacuation assistance;
 7. Assist emergency personnel as needed; and
 8. Maintain and update the Fire Evacuation Information Plaque, as required, and ensure that the poster is mounted appropriately in accordance with item #3 of this paragraph.
- E. The Vice President for Administrative Services, Director of Compliance/Risk Manager, and Chief of Police shall maintain a current list of building Emergency Coordinators.

III. REPORTING FIRE AND EMERGENCIES:

- A. If a fire is discovered, activate the nearest fire alarm and call the University Police Department at ext. 4444.
1. Give your name, the location of the emergency, and the nature of the emergency.
 2. If the fire alarm does not work, or the building is not equipped with one, dial ext. 4444 and notify occupants verbally of the emergency and the need to evacuate.
 3. You should only attempt to put out the fire if you have been trained and are comfortable with using a fire extinguisher; otherwise, immediately evacuate the building.
 4. Hazardous equipment or processes should be shut down before leaving unless doing so presents a greater hazard.
 5. Remember to close all doors when leaving as long as conditions permit.

IV. EVACUATION PROCEDURES:

- A. Evacuate via the nearest stairwell or street-level exit.
- B. Do not use elevators.
- C. Each University building has a predesignated assembly point.
- D. After you have left the building, go to the predesignated assembly point and remain there. At the assembly point, supervisors will account for all personnel and report any that are unaccounted for to the University Police.
- E. During an emergency, students and visitors who may not be familiar with this plan must be informed by faculty or department personnel of the requirement to evacuate.
- F. Special attention should also be given to any person requiring assistance because of a disability, especially those who are visitors or unfamiliar with the building.
 1. People requiring evacuation assistance should proceed to the nearest stairwell and position themselves to the side of the stairwell. The presence and location of these individuals should be reported to the emergency responders or University Police (ext. 4444).

2. Emergency personnel will attend to their evacuation.
 3. In the unlikely event that a person needing evacuation assistance must be evacuated before emergency personnel arrive, the person shall be asked to instruct as to the safest method of evacuation for him or her.
- G. No one is permitted to reenter any building until the ranking police officer or commander on the scene has given the “all clear” message.

V. TRAINING:

- A. Each department head is responsible for training its employees on all elements of this Emergency Action Plan and Fire Evacuation Policy.
- B. New employees will be provided instruction on where to obtain this document and given the Fire Evacuation Factsheet attached to this policy during initial training by the Office of Compliance when first assigned to the department.
- C. Additional training is necessary when an employee’s responsibilities under the plan change or when there are changes to the plan. Additional training is available upon request from the Office of Compliance (compliance@monmouth.edu).

For more information, see the [Monmouth University’s Guide for a Safe Campus](#).

6.7 EXIT INTERVIEW PROCEDURES

Faculty who resign from Monmouth University should give ample notification. Those who resign and those whose contracts are not renewed are required to complete the Faculty Check-out Sheet available from the Provost's Office. A Benefit Information Exit interview will be sent to the faculty member by the Office of Human Resources.

6.8 FACILITIES USE

All room reservations for programs co-sponsored with external groups must be arranged through **Conference Services and Special Events**. Campus facilities are primarily for the use of the University community. We welcome external groups on campus for conferences, symposia and forums but require that these external groups using campus facilities pay appropriate fees unless the focus of the event is directed to the campus community.

If you are co-sponsoring an event with an outside group that is non-profit and directed primarily towards the University community (over 50% of attendees are from MU or the meeting’s agenda is set by MU), you will need to submit a co-sponsorship form signed by your department chair. If the program you are sponsoring is directed primarily toward the outside, or if it is a for-profit event, fees will be charged unless they are waived. If you are requesting a fee waiver, please attach a rationale with the form. Waivers must be approved by the appropriate area vice president or Cabinet Officer.

All co-sponsored events must adhere to the “rules and regulations” for use of facilities established by the Board of Trustees. (Copies are available in ***Conference Services and Special Events***). Monmouth University encourages full debate on public issues, but please be aware that as a tax-exempt institution the University cannot champion a particular candidate for office or a particular party platform.

For more information: www.monmouth.edu/eventservices

6.9 FACULTY IDENTIFICATION CARDS

Identification cards are processed by the University Police for all full-time and part-time faculty members. Upon the completion of all required paperwork, your photo identification cards can be obtained at the Monmouth University Police Department in the Traffic Office. Traffic Office hours are posted on the University Police webpage ([/www.monmouth.edu/mupd/safety-security/photo-ids/](http://www.monmouth.edu/mupd/safety-security/photo-ids/)). The identification card is needed to check materials out of the Library as well as access to the full-time faculty parking lot and recreational facilities.

Should a level 4 security alert be declared at the University, an identification card will be required to enter campus. Faculty should be able to produce their ID card whenever requested while on campus.

6.10 GRANTS AT MONMOUTH UNIVERSITY

Monmouth University is committed to building an academic culture that creates leaders who have the intellectual, social, and professional skills necessary to work toward the realization of goals without distraction or hesitation. In terms of grants and sponsored programs, this philosophy is demonstrated in a desire to maximize University support for excellence in teaching and scholarship through externally supported research and programs. Monmouth University strongly asserts that sponsored programs are desirable and enhance the institution’s standing and mission. Research and program funding increase the institution’s status and prestige, attracts better quality faculty and students, enhances our training of future scientists and teachers, allows us to upgrade programs and build our infrastructure, and enhances the quality of service to country, state, and community. From a faculty member’s perspective, increased sponsored program activity can lead to knowledge generation and expansion, publications, career advancement, and enhanced public service and educational opportunities for our students.

Note that “successful application and receipt of externally funded grant awards for scholarly activities” falls under the definition of scholarship in the MU-FAMCO *Agreement*.

See www.monmouth.edu/faculty-and-staff/office-of-grants-and-contracts/policies-and-procedures/

6.11 PERSONAL INFORMATION CHANGES

It is the responsibility of faculty to immediately inform the Office of Human Resources in writing of any changes which may affect personal status or that of your benefits, i.e., change of name, address, marital status, number of dependents, , withholding exemptions, and home telephone numbers. Failure to make proper notification may result in unnecessary University expenditures for employee benefits. The employee will be responsible for reimbursing the University for such unnecessary expenditures. Forms to report changes may be obtained in the Office of Human Resources or on the myMU portal. Employees may complete a change of address or telephone number by accessing the employee payroll system (UKG Pro) and using the employee self-service options to make these type of changes.

6.12 PURCHASING POLICY

FUNCTIONS AND AUTHORITY

The Director of Purchasing is the authorized agent for the University in the procurement of goods and services. To fulfill its mission, the Purchasing Department develops and maintains reliable sources of supply, obtains competitive bids, negotiates major contracts, consolidates University purchases, and awards all relevant purchase orders. It also creates and ensures standards of quality, safety, and compatibility, and acts as the University's designated agent as delegated by the President of the University and Trustees for the commitment of resources.

UNAUTHORIZED PURCHASES

Individual employees and students of Monmouth University do not have the authority to enter into purchase contracts or otherwise obligate the University. An exception to this would be the use of the Quick Order Form for items costing up to \$200 and picked up the same day. Another exception would be use of the Monmouth University Purchasing Card by employees. The Purchasing Card Program has been established to provide a convenient means by which to make small dollar purchases. A Purchasing Card is a charge card issued to an employee for the purpose of making authorized purchases of less than \$1,000. Any obligation entered into without the proper authorization may be considered a personal obligation of the individual with that vendor. Purchases for personal use or benefit are a personal obligation.

UNAUTHORIZED SIGNING OF CONTRACTS

Individual employees and students of Monmouth University are not authorized to sign contracts on behalf of the University, including those for professional and consulting services, insurance, construction, performing arts and lectures, facilities and equipment rental, grants

and loan agreements. A Board of Trustees resolution dated 2/2/94 designates the authority for signing contracts to the President. The Vice President for Finance has the authority to sign contracts as well, and in the President's absence, grant documents. The Vice President for Student Life and Leadership Engagement is authorized to sign contracts with performers appearing on campus.

The By-laws of the University state that the President may designate signing authority to other Officers of the University. A list of the type of contracts signed by each Officer and the dollar level authorized is to be approved by the President and maintained on file in the President's office. It is the responsibility of individual Officers to update these lists as new contract situations arise.

Original contracts are to be maintained on file in a central location designated by the President. Contracts involving payment of \$250,000 or more require Board of Trustee or Executive Committee approval. All University contracts are to be reviewed by the General Counsel office prior to signing.

CONFLICT OF INTEREST

All purchasing activity is to be conducted in accordance with the University's Code of Ethics with respect to conflicts of interest.

PROCEDURES AND FORM USE

For Procedures and Form Use, please refer to the Purchasing Manual on the University's website: <https://www.monmouth.edu/division-of-finance/documents/purchasing-manual.pdf/>

6.13 DISCRIMINATION AND HARASSMENT POLICY AND PROCEDURES

Monmouth University, consistent with its Human Relations Philosophy and Policy Statement, sets forth the policy regarding discrimination and harassment. The University, in accordance with federal and state regulations, will attempt to protect the rights of its faculty, non-faculty employees, and students to work and study in an environment free from all forms of discrimination and harassment.

For more information: www.monmouth.edu/equity-and-diversity/discrimination-and-harassment/

See also the Student Handbook: www.monmouth.edu/student-handbook/

6.14 SMOKING POLICY

1. Smoking is permitted on the ground of the campus; however, smokers must be at least 25 feet away from building entrances or air intake systems. Smoking inside campus buildings is not permitted.
2. The University urges due consideration for others and compliance with safety measures while smoking.
3. Outside groups who utilize University facilities are required to comply with this policy.
4. Individuals wishing to smoke are required to stand at least 25 feet from the building entrance and are required to utilize appropriate receptacles to discard cigarettes.
5. Smoking, for purposes of this policy, shall be defined as the burning of, inhaling from, exhaling the smoke from, or the possession of a lighted cigar, pipe, or any other matter or substance that contains tobacco or any other matter that can be smoked, or the inhaling or exhaling of smoke or vapor from a hookah or an electronic smoking device (e-cigarette).
6. Appropriate disciplinary action will be taken against individuals who do not comply with this policy.

CHAPTER 7: HUMAN RESOURCES INFORMATION

7.1 SALARY AND PAY CHECKS

General salary information is addressed in the MU-FAMCO *Agreement*.

Paychecks for all employees are distributed bi-weekly on alternate Thursdays. Faculty wishing to have their salaries spread over twelve months may arrange to do so by signing a promissory note with the Payroll Department (x3469). Certain positions may not qualify for this option. You may add or change direct deposit options for your pay by accessing the self service options in the employee payroll system (UKG Pro).

7.2 FRINGE BENEFITS

ACTS AND LIMITATIONS

EMPLOYEE RETIREMENT AND INCOME SECURITY ACT (ERISA):

Monmouth University complies with the regulations set forth by the Employee Retirement and Income Security Act of 1974, commonly referred to by its initials - ERISA. This law was enacted to protect the interest of workers in pension and welfare benefit plans. These benefits are further described below.

CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT OF 1985 (COBRA):

Monmouth University abides by the requirements as set forth in the Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA"). COBRA requires that employees and their qualified dependents covered under health and dental insurance programs be given the opportunity to elect to continue their coverage under the plan if their coverage would otherwise end because of a qualifying event. Qualifying events include termination (other than for gross misconduct), death, divorce, reduction in work hours, the employee's entitlement to Medicare coverage (but not the spouse or dependents), or a dependent child ceasing to be a dependent child under the terms of the plan.

Employees are required to advise the Office of Human Resources in writing within 30 days if a qualifying event (those described above) occurs.

LIMITATIONS APPLICABLE TO ALL BENEFITS:

THE SOLE RESPONSIBILITY OF THE UNIVERSITY IS TO PAY THE PREMIUMS OR PORTIONS THEREOF AS SET FORTH FOR THE BENEFITS DESCRIBED IN THIS SECTION. ANY AND ALL CLAIMS FOR BENEFITS ELIGIBILITY AND/OR OTHER CONDITIONS SHALL BE AS SET FORTH IN THE POLICY OR POLICIES OF INSURANCE AFFORDING THE BENEFITS. THE TERMS AND

CONDITIONS OF SAID POLICY OR POLICIES SHALL GOVERN AND CONTROL ALL QUESTIONS OR CLAIMS ARISING HEREUNDER.

ABSENCES DUE TO ILLNESS, TEMPORARY AND LONG-TERM DISABILITY

The Office of Human Resources must be notified of any absences beyond three (3) days so that the University can comply with State and Federal Regulations.

Monmouth University provides employees with **Temporary Disability Insurance**, through an approved private plan underwritten by the Metropolitan Life Insurance Company. The University has a private temporary insurance plan and does not participate in the State of New Jersey's temporary disability program.

Faculty members who become temporarily disabled must notify the Department Chair, School Dean, Provost, and the Office of Human Resources. Claim forms will be sent to the faculty members by the Office of Human Resources and once completed must be returned to the Office of Human Resources for processing.

Coverage begins the first day for accidents and on the eighth day for illness. The compensation of a sick or disabled faculty member who has served at least one full academic year at Monmouth University is maintained by the University up to one half of a faculty member's base salary, payable over a six month period (or prorated if the faculty member's salary is payable over twenty-two pay periods), at which time the sick or disabled faculty member may be eligible for coverage by the then applicable Total Disability Insurance Policy. The sick or disabled faculty member who is eligible for this compensation must apply for temporary disability benefits through the University's private insurer and return these payments to the University during this paid leave by endorsing such payments to the University. Such faculty members must also sign an Agreement for Salary Continuation with the Office of Human Resources in order to maintain their pay during this period. Coverage of the sick or disabled faculty member's classes and other obligations is done voluntarily by departmental colleagues, for a period of up to two weeks after which an appropriate substitute shall be arranged for unless all missed work is to be made up by the faculty member on return. This provision represents the only sick time coverage provided for sick or disabled faculty members. Before an employee returns to normal job duties, a release from the attending physician must be presented to the Office of Human Resources. An employee is expected to report to work on the date specified in the physician's release.

Regarding **long-term disability**, Monmouth University provides insurance for faculty at no cost to the individual after twelve (12) months of full-time continuous service. Further information regarding long-term disability may be obtained in the Office of Human Resources.

ADULT CHILD UP TO AGE 31 CONTINUATION OF MEDICAL COVERAGE

Eligible children aging out of the University's group medical plan are eligible for continuation of medical coverage through COBRA. Another alternative is election to continue medical coverage under the Chapter 375 Election – Coverage of Young Adults in NJ Up to Age 31, if conditions for eligibility are met. The NJ Chapter 375 Election – Coverage of Young Adults in NJ continuation option is available only for medical (including prescription) coverage.

BACK-UP CARE ADVANTAGE PROGRAM – BRIGHT HORIZONS FAMILY SOLUTIONS

Monmouth University offers an emergency back-up care program through **Bright Horizons Family Solutions** to assist employees in balancing the competing demands of work and life. The program gives employees access to a national network of high-quality child care centers that can be used for back-up care when they need to be at work and their regular child care arrangements are unavailable. Employees may utilize back-up childcare for their children, stepchildren, adopted children, and/or foster children who are considered IRS dependents. The program also provides in-home back-up care for well and mildly ill children, elder spouses or elder parents, regardless of where they reside. This program is available to faculty immediately upon hire, for a maximum of 20 days per dependent per calendar year. A small co-pay of \$15.00 per child, (\$25.00 per family) per day for center-based care or \$4.00 per hour, minimum of 4 hours, for basic in-home care applies.

Dependents must be registered with Bright Horizon Family Solutions before care can be provided. You may register online at <http://backup.brighthouse.com> by entering Monmouth's username (mucare) and password (hawks), or by phone at 877-BH-CARES (877-242-2737).

For more information, contact the Office of Human Resources (732-571-3470), or visit their website: <https://www.monmouth.edu/hr/benefits/back-up-care-advantage-program/>.

BEREAVEMENT

In the event of a death in the immediate family, full-time faculty may take up to three days with pay and longer without pay, if necessary. The immediate family is defined as spouse, domestic partner, children, parents, brothers, sisters, grandchildren, grandparents, and such in-laws along with step-children, step-parents, step-brothers, step-sisters, and step-grandparents.

CHILD CARE SERVICES

Monmouth University has made arrangements with area childcare centers to offer discounted rates to employees of the University. Employees are eligible immediately upon hire to utilize the services of a number of childcare centers which offer Monmouth University

employees discounted rates. If you are interested in obtaining a list of child care centers, please call the Office of Human Resources (732-571-3470).

For emergency back-up childcare, please refer to the section above entitled “Back-Up Care Advantage Program – Bright Horizons Family Solutions.”

DENTAL INSURANCE PROGRAM

All full-time faculty members are eligible to participate in the University’s dental program the first day of the month following the completion of ninety (90) days of full-time continuous employment. **Delta Dental** is the University’s dental care provider. Delta offers three plans: 1) Delta Premier, 2) Delta Preferred, and 3) Deltacare (flagship). New full-time faculty members may decline dental coverage or choose one of the three plans. Current eligible faculty members may make changes to their coverage at designated “open enrollment” periods. Faculty members electing to provide coverage to a spouse or dependent child must submit the appropriate marriage and/or birth certificate for covered members.

Employees contribute to the cost of their dental insurance through payroll deduction. Employees are eligible to contribute their dental payroll deduction on a pre-tax basis subject to IRS regulations. The election may be done only during a designated “open enrollment” period.

For information on continuing dental coverage upon termination or upon reducing work hours to a part-time status, see COBRA section.

Further information regarding the Dental Program may be obtained in the Office of Human Resources.

EMPLOYEE ASSISTANCE PROGRAM

Monmouth University offers an Employee Assistance Program through Barnabas OneSource, as a practical and constructive mechanism to assist employees and/or their dependents with personal problems. Barnabas OneSource is a leading provider of employee assistance programs and administrative behavioral services. (Barnabas OneSource is a separate carrier and has no affiliation with the University’s medical insurance carrier, Horizon Blue Cross/Blue Shield of New Jersey.)

Full-time employees and their dependents are eligible to utilize the services of Barnabas OneSource*. Counselors may be contacted by calling 1-800-300-0628. Each individual utilizing Barnabas OneSource is eligible for up to eight (8) counseling sessions, at no cost to the employee, provided the problem can be addressed on an out-patient basis. Services performed by members of the Barnabas OneSource staff are strictly confidential, and in compliance with

privacy laws, unless an individual chooses to voluntarily sign a release. Additional information is available in the Office of Human Resources.

*For the Barnabas OneSource Employee Assistance Program only, a dependent is defined as any person living within the employee's home.

An additional component of the Employee Assistance Program is the LifeCare Work/Life Services. LifeCare provides resources for those struggling with maintaining the balance of daily responsibilities of home and work. LifeCare is available 24/7 and employees can access assistance by calling 800-873-4636.

FAMILY AND MEDICAL LEAVE

The Family and Medical Leave Act of 1993 entitles eligible employees to take up to twelve (12) weeks of unpaid leave under specific circumstances. To be eligible for FMLA leave, before the commencement of a leave an employee must have been employed by the University for at least twelve (12) consecutive months, and have worked at least 1,250 hours of service during the 12-month period immediately preceding the leave. Leave under this regulation is for the following:

- The birth and care of the employee's newborn child
- The placement and care of a child newly placed with the employee for adoption or foster care
- To care for an immediate family member with a serious health condition
- The employee's serious health condition
- Any qualified exigency arising out of the fact that the employee's spouse, son, daughter or parent is a covered military member on covered active duty
- To care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent or next of kin (military caregiver leave)
- Military caregiver leave allows up to twenty-six (26) workweeks of leave in a single twelve (12) month period

While on an approved FMLA leave, employees are entitled to continue receiving health benefits as if they are still working, provided they remit their normal payroll contribution to the University, and most employees must be reinstated to the same or equivalent job with the same pay, benefits and terms and conditions of employment. Further information

regarding the Family and Medical Leave Act may be obtained from the Office of Human Resources (732-571-3470).

FIRST FINANCIAL FEDERAL CREDIT UNION

Employees at Monmouth University may participate in the First Financial Federal Credit Union. Necessary forms may be obtained from the Credit Union Offices.

FLEXIBLE SPENDING ACCOUNTS

All full-time employees are eligible to establish a Flexible Spending Account. A Flexible Spending Account is a mechanism by which employees can elect to set aside, on a pre-tax basis, salary dollars to help pay for services not covered under a health insurance program (Health Care Spending Account) or to pay for certain child care or elder dependent care expenses incurred while they work (Dependent Care Spending Account). New employees are eligible to enroll on the first of the month following ninety (90) days of their full-time hire date. Full-time employees may enroll in the Program only during designated “open enrollment” periods. Employees are required to complete a Flexible Spending Account Enrollment Form **for each calendar year** that they wish to participate in the Program.

The Program is entirely voluntary, regulated by the Internal Revenue Service, and may be terminated at the discretion of Monmouth University. Further information regarding the Flexible Spending Account Program may be obtained from the Office of Human Resources.

HEALTH INSURANCE PROGRAMS

All full-time faculty members are eligible to participate in the University’s medical program following the completion of sixty (60) days of full-time continuous employment. **Horizon Blue Cross Blue Shield of New Jersey** is the University’s medical care provider. Currently our vision plan is bundled with the medical program and administered by Davis Vision. Information on Horizon Blue Cross Blue Shield of New Jersey’s Direct Access and EPO/HRA programs as well as Davis Vision may be obtained from the Office of Human Resources. Faculty members hired after November 20, 2018 only have the option of enrolling in the Horizon EPO/HRA medical plan.

New full-time employees are required to indicate their coverage selection at the time their employment begins, i.e. decline coverage or elect single, parent-child, employee-spouse/civil union partner, or family coverage. Current eligible employees may make changes to their coverage at designated times called “open enrollments.” Employees are notified by campus email when open enrollments are being conducted.

Employees contribute to the cost of their medical insurance through payroll deduction. Employees are eligible to contribute their medical payroll deduction on a pre-tax basis,

subject to IRS regulations. The election may be done only during a designated “open enrollment” period.

Monmouth University offers a Medical Voluntary Financial Incentive Program (MVFIP) to those eligible employees who wish to decline their medical coverage completely or drop their eligible dependents. In order to enroll in the MVFIP, proof is required that the employee and dependents are covered by alternate medical insurance. New employees may enroll in the MVFIP following the completion of sixty (60) days of full-time continuous employment. Current employees may enroll only during designated “open enrollment” periods. Monmouth University reserves the right to discontinue the MVFIP at its discretion. All faculty members electing to provide coverage to a spouse or dependent child, or waive coverage for a spouse or dependent child must submit the appropriate marriage and/or birth certificates for the covered member.

Employees must advise the Office of Human Resources of the following personal changes: marriage; divorce; birth; adoption; death of a spouse or dependent; changes in name or address (employee or dependent); change in dependency status (i.e., child no longer an IRS dependent and therefore no longer eligible to participate in the tuition remission or exchange programs; child reaching the age of 23 and therefore no longer eligible to participate in the University’s dental program; child reaching the age of 26 and therefore no longer eligible to participate in the University’s medical program). Forms to notify changes may be obtained from the Office of Human Resources.

For information on continuing medical coverage upon termination or upon reducing work hours to a part-time status, see COBRA section.

For information on continuing medical coverage for eligible dependents aging out of your plan, see DEPENDENT TO 31 COVERAGE section.

JURY DUTY

Regular full-time faculty who are required to be absent from the University for jury duty or to appear as a result of a subpoena in a court of law (except when the employee is a primary party to the legal action) will be granted time off with pay, provided the department chair and school dean are notified in advance and copies of the subpoena or jury duty notice are forwarded to the Office of Human Resources and to the Provost's Office. Compensation received from the court will not be deducted from regular University salary.

LIFE INSURANCE/ACCIDENTAL DEATH AND DISMEMBERMENT

Monmouth University offers Group Life Insurance underwritten by Metropolitan Life Insurance Company to all full-time employees.

The University will pay 75% of the premium for Group Life Insurance and Accidental Death and Dismemberment Insurance for each eligible full-time faculty member teaching at the University, in an amount equal to one and one-half times the faculty member's base salary, reduced to the next lower multiple of \$1,000. The foregoing coverage is summarized in a certificate available in the office of Human Resources. The option to purchase group life and accidental death and dismemberment insurance from 1.5 times the faculty member's base salary to 3 times shall be made available to faculty members, provided that a sufficient number of faculty members participate as required by the provider. The premium on the additional insurance will be absorbed equally by the faculty member and the administration.

LONG TERM CARE INSURANCE PLAN

Monmouth University sponsors a voluntary Group Long-Term Care Insurance Plan for eligible active employees and their eligible family members through **Genworth Life Insurance Company**. If employees enroll within the first 30 days of employment, they will be guaranteed acceptance into the program regardless of their health status. Enrollment after the first 30 days of employment and/or applications of eligible relatives will require evidence of insurability. Benefits approved for employees other eligible family members and/or relatives enrolling in this benefit will be directly billed or can enroll in automatic deduction from an approved bank account. Eligible family members include a spouse or domestic partner; relatives include parents, parents-in-law, grandparents, grandparents-in-law, as well as stepparents and step parent-in-law.

Please contact the Office of Human Resources for an information packet which includes benefit options, rates and applications for enrollment.

MATERNITY/CHILD REARING LEAVE

Please refer to the Faculty-Maternity and Child Rearing Leave Policy issued April 2, 2008 and revised on April 2, 2019 for the policies and procedures governing maternity leaves and child rearing leaves for full-time faculty members. This policy is listed in the MU-FAMCO *Agreement*.

MILITARY LEAVE

In times of peace, faculty who are called to active duty in the National Guard or a Reserve unit during a time when they would normally be teaching are allowed two (2) weeks for military service. Such faculty will be paid the difference between the base salary and the service pay for the two-week period.

In times of war, full-time faculty members who are called up for military duty will be compensated @ 80% of the faculty base salary (i.e., the University will pay the difference between the military salary and 80% of base). **Please note, Life Insurance and LTD Benefits**

do not continue while an employee is serving on Military Duty. This is a policy requirement, not a University decision. The full-time position will be available until the faculty member completes their military service requirement.

Faculty must notify the department chair, school dean, and the Office of Human Resources in writing as soon as they receive government notification.

Faculty must forward copies of the formal notification to the Director of Human Resources in the Office of Human Resources and the Provost's Office.

The University will comply with the Uniformed Services Employment and Reemployment Rights Act (USERRA).

NEW JERSEY FAMILY LEAVE INSURANCE

New Jersey Family Leave Insurance provides a monetary benefit in the form of wage replacement for up to twelve (12) consecutive weeks, eight (8) intermittent weeks or 56 intermittent days during a twelve (12) month period, beginning with the first date of the claim. This is not a leave entitlement and does not provide job-protected leave unless being used with either the federal Family and Medical Leave Act (FMLA) or the New Jersey Family Leave Act (NJFLA). The benefit is paid by the State of New Jersey and is based on your average weekly wage in the eight weeks immediately preceding your claim. The current benefit rate is eighty-five percent (85%) of your average weekly wage, although this amount is capped at \$903 (2021 calendar year cap; note that the cap changes every year).

Income Replacement may be approved for the following reasons:

- Bonding with a newborn child during the first twelve (12) months after the child's birth
- Bonding with an adopted or foster child during the first twelve (12) months after the child's placement
- Care for a family member (child*, spouse, parent or domestic/civil union partner) with a serious health condition

*child means biological, adopted or foster child, stepchild, legal ward, domestic or civil union partner's child

NEW JERSEY SAFE ACT

The New Jersey Security and Financial Empowerment Act (NJ SAFE ACT) provides that certain employees are eligible to receive an unpaid leave of absence, for a period not to exceed twenty (20) days in a twelve (12) month period, to address circumstances resulting from a domestic violence or a sexually violent offence. To be eligible, the employee must have worked at least 1,000 hours during the immediately preceding twelve (12) month period.

Leave may be taken by an employee who is a victim of domestic violence or a victim of a sexually violent offence. Leave may also be taken by an employee whose child, parent, spouse, domestic or civil union partner is a victim of these offenses.

Faculty may take leave under the NJ SAFE ACT for the purpose of seeking medical attention, recovering from the physical or psychological injuries, obtaining services from a victim services organization, obtaining psychological counseling or participating in safety planning for the purposes of temporarily or permanently relocating.

NEW JERSEY UNEMPLOYMENT INSURANCE

Monmouth University participates in the New Jersey State Unemployment Insurance Program. Faculty can obtain further information from the New Jersey Unemployment Office.

University employees participate in the Federal Social Security Program through payroll deductions. Any benefits accruing under this program are separate, and in addition to, those received through other benefit plans at the University.

PRESCRIPTIONS

The Prescription Drug Plan is provided through the University's medical care provider, Horizon Blue Cross Blue Shield of New Jersey. In order to utilize the Prescription Drug Plan, you must be enrolled in the University's medical program. The Prescription Drug Plan is administered by Prime Therapeutics. All prescriptions must be filled at a participating pharmacy. You also have the resources to order prescriptions through the mail at a discounted co-pay amount. There are applicable co-pays for each prescription requested. Further information regarding the Prescription Drug Plan may be obtained from the Office of Human Resources.

TRAVEL ACCIDENT PLAN

Employees are enrolled in the Travel Accident Plan for life insurance at the time of employment, provided they complete the appropriate application in the Office of Human Resources. This plan covers employees while they are traveling on authorized University business away from the premises of the institution, excluding travel between the University and home in accordance with the provisions of the policy. \$200,000.00 of insurance is provided under the schedule of the plan. The entire cost of the plan is borne by the University. Further information may be obtained from the Office of Human Resources.

RETIREMENT

In order to meet the future needs of employees, the University has established contributory retirement programs with Teacher's Insurance and Annuity Association/College Retirement Equities Fund (TIAA).

The appropriate application and salary reductions forms must be completed by the faculty member in order to participate. Faculty may obtain booklets and details regarding enrollment from the Office of Human Resources.

Faculty may contribute on a voluntary basis immediately upon hire. Faculty members are eligible for the Monmouth contribution on the 1st of the month following two years of full-time service with Monmouth University. Eligible service with an institute of higher education in which the faculty member terminated in the past 12 months will be applied towards this waiting period. The faculty member must complete the appropriate form with the Office of Human Resources in order to receive such credit of waiting period and the Monmouth contribution will begin upon verification of eligible service and the faculty member's completion of a Salary Reduction Agreement electing to contribute at least 5% of their eligible salary.

Contributions to the retirement program will be calculated on a bi-weekly basis, corresponding with the University's regular payroll cycle. In order to be eligible for the Monmouth University contribution of eight (8) percent of the faculty member's eligible salary, the faculty member must contribute at least five (5) percent of their salary to the chosen retirement fund. Faculty may elect to contribute more than five (5) percent of their salary, but must ensure such contributions are not in excess of the Internal Revenue Code (IRC) Section 415 or Section 402(g). Employees may also elect to contribute less than five (5) percent of their salary, but will not be eligible for the Monmouth contribution during any period in which they have elected to contribute less than five (5) percent.

The retirement plan is subject to the provisions of Section 403(b) of the Internal Revenue Code, and may be amended from time to time in accordance with these guidelines. It should be noted that the Tax Reform Act of 1986 established specific conditions regarding withdrawals from a 403(b) plan. The office of Human Resources suggests that you consult with your accountant regarding these conditions. The Office of Human Resources is knowledgeable about the guidelines, but cannot offer advice or counseling.

TUITION EXCHANGE PROGRAM

Monmouth University offers two (2) tuition exchange programs to which eligible employees may apply. The Tuition Exchange Inc. (TE) is a non-profit association of colleges and universities that participate in a reciprocal scholarship program. The Council of

Independent Colleges Tuition Exchange Program (CIC-TEP) is an association of independent colleges and universities willing to accept, tuition free, students from families of full-time employees of other CIC-TEP institutions.

Full-time employees who have completed seven (7) years of full-time continuous service at Monmouth University may apply to participate through the Tuition Exchange (TE) for their dependent children (as defined by the IRS). Full-time employees who have completed four (4) years of full-time continuous service at Monmouth University may apply to participate through The Council of Independent Colleges for their dependent children (as defined by the IRS). The University cannot guarantee participation in the TE program as the number of export spots available each year may be limited. However, all eligible applicants may participate in the CIC program. The choice of applicants permitted to participate in the TE program will be by lottery of all eligible applications received by September 30 of the year prior so as to anticipate enrollment at any hosting institution.

The TE program is based on an import/export exchange. For Monmouth to send our employees' dependents to participating colleges and universities, we must maintain an equal balance of imports and exports. Each fall, the TE administration calculates each institutions' balance, and determines if that institution is in "good standing", "on alert," or "on restriction." During years in which Monmouth University is determined to be on alert, the Tuition Exchange Liaison Officer (Benefits Administrator) will limit scholarship applications in this program. During years in which Monmouth University is on restriction, the Tuition Exchange Liaison Officer will freeze all applications in the program until the balance is in good alignment. Monmouth University reserves the right each year to limit the number of applicants in the program, if the number of applications would result in a future imbalance thus placing the University on alert or on restricted status.

The CIC-TEP program allows participating institutions to export eligible students without limit, as long as the institution agrees to import at least three new students each year on the same admissions basis as they accept all other students.

While an employee may be eligible to apply for a Tuition Exchange scholarship award through either or both of these programs, it is up to the hosting institution to make the decision of granting a scholarship award to an applicant; therefore, there is no guarantee of any scholarships on the part of Monmouth University. All applicants must be admitted to the school in compliance with its normal admissions requirements. The applicants will then be subject to the scholarship determination process established by each institution to which they have applied and been accepted. Each institution has its own guidelines for determining the number of scholarship awards it provides annually and to whom those awards will be provided. Therefore, the University cannot guarantee placement of any employee's dependent under either program.

Specific guidelines are available in the Office of Human Resources. You may also obtain more information and/or view a listing of participating institutions by visiting the website for either program (TE program: www.tuitionexchange.org; CIC program: www.cic.edu).

TUITION REMISSION

Full-time faculty members, their spouses, and dependent children are eligible for tuition remission at Monmouth University following three (3) years of full-time employment with the University, provided they meet the University admission requirement. Tuition remission applies to both undergraduate and graduate courses. Dependent children are those children reported as dependents on the most recent IRS Tax Return. Any tax resulting from utilization of this benefit is the responsibility of the employee. Proof of dependency is required.

All employees and/or dependents enrolling for a total of six (6) credits or more are required to complete Financial Aid Forms, which are available in the Financial Aid Office. Any New Jersey State and/or Federal awards and/or scholarships obtained must be used to defray the expense to the University.

Employees who are injured in the course of employment or who contract an occupational disease, as defined by law, may receive reimbursement for medical expenses incurred and lost wages, provided they have completed all the appropriate forms in a timely fashion. Employees are required to notify their supervisor of an injury or illness as soon as possible, as well as the Health Center or the Office of Human Resources. Eligibility is determined by the worker's compensation insurance carrier.

If fewer than eight workdays are missed as a result of a worker's compensation injury, the time missed is not compensated by the insurance carrier. The insurance will be retroactive to the day immediately after the injury occurred for absences in excess of seven days.

Employees requiring non-emergency medical treatment must contact the Office of Human Resources to obtain the name of a physician(s) to whom they may report for treatment. Employees who are treated by a doctor who was not approved by the Office of Human Resources or the insurance carrier will forfeit payment of incurred expenses.

Before an employee returns to normal job duties, a release from the attending physician must be presented to the Office of Human Resources. An employee is expected to report to work on the date specified in the physician's release.