



**Southern Connecticut
State University**

Faculty Resource Guide

August 2020

Introduction

The purpose of this Faculty Resource Guide is to provide new faculty with the most updated links and resources to Southern Connecticut State University's organization, guidelines, procedures and services relative to teaching and learning.

This handbook will direct you to SCSU's webpages for official versions of policies and procedures. We recognize that information and sources change rapidly, so we encourage you to consult with your Department Chairperson, colleagues, and university support personnel as you familiarize yourself with SCSU's operations. We look forward to working with you individually and supporting your professional endeavors throughout your career at SCSU.

If you have any questions, don't hesitate to reach out to anyone listed below.

Office of Academic Affairs <https://inside.southernct.edu/academic-affairs>

- Dr. Robert Prezant, Provost & Vice President of Academic Affairs, (203) 392-5350 Prezantr1@southernct.edu
- Dr. Trudy Milburn, Associate Vice President for Academic Affairs, (203) 392-5761, milburnt1@southernct.edu

Faculty Senate <https://inside.southernct.edu/faculty-senate>

President

- Dr. Deborah Weiss, Professor, Department of Communication Disorders, Davis Hall 012H (203) 392-6615, weissd1@southernct.edu

Calendar of meetings

<https://inside.southernct.edu/faculty-senate/meetings>

Southern Connecticut State University Mission

Southern Connecticut State University provides exemplary graduate and undergraduate education in the liberal arts and professional disciplines. As an intentionally diverse and comprehensive university, Southern is committed to academic excellence, access, social justice, and service for the public good. SCSU is a comprehensive metropolitan public institution serving approximately 8,000 undergraduate and 2,000 graduate students. SCSU is one of four universities that make up the Connecticut State Colleges and Universities System (CSCU) system governed by the Connecticut Board of Regents for Higher Education.



Professional Development & Evaluation

Coursework in the CSU System. After you have taught 18 credits, you and your spouse or dependents (under the age of 25) are eligible for tuition-free course work within the CSU system. Contact Linda Cunningham in the SCSU-AAUP office.

Office of the SCSU-American Association of University Professors (AAUP)

- Linda Cunningham, Membership Services Coordinator
EN C 111, (203) 392-5980 cunninghamL1000@southernct.edu
- Gary Holder-Winfield, AAUP office: EN C 111, (203) 392-5975
- Dr. Stephen "Zak" Tomczak, President of AAUP
Associate Professor of Social Work, tomczaks1@southernct.edu

Dean's Reassigned Time and Departmental Reassigned Time

Consult with your Dean and Department Chairperson for all reassigned time processes and application forms.

Faculty Evaluation

Consult with your Department Chairperson. Documentation and procedures for First Year Renewal are included here <https://inside.southernct.edu/faculty-senate/faculty-evaluation>

Mentoring

Office of Faculty Development, Buley Library 213

Jennifer Hudson, Faculty Development Associate, HUDSONJ1@southernct.edu

Sponsored Programs and Research

Amy L Taylor, Director (203) 392-6801, taylor28@southernct.edu

Student Information and Support Services

Student Handbook: <https://inside.southernct.edu/handbook>

Academic Advising: <https://inside.southernct.edu/advising>

Student Success Center: <https://inside.southernct.edu/academic-success-center>

Student Counseling Services: <https://inside.southernct.edu/counseling>

Student Support Team, <https://inside.southernct.edu/student-support-team>

Basic Needs Complete a "Student Basic Needs Form" on this webpage if you observe a student who may be lacking basic necessities such as: food, shelter, clothing, personal hygiene items, etc.

Classroom Management Information and Resources

[Academic Calendar](#) and Registration Dates. Information and five years of dates common to the CSCU system and specific to SCSU can be located b this link.

[Academic Misconduct](#) information can be found on the [Faculty Senate](#) website.

[Attendance Policy](#) See policies in the undergraduate/graduate catalogs and consult with your department for department-specific policies.

In order to ensure compliance with the United States Department of Education (US DoE) financial aid reporting requirements, Southern Connecticut State University monitors attendance and reports all students who stop attending or participating in on-ground classes or stop participating in online classes to the US DoE. This policy pertains to undergraduate and graduate students.

[Book orders](#) Faculty submit their book orders through Barnes and Noble.

Classroom Assignments and Scheduling Information on your course schedule, attendance reporting, midterm and final [grades](#) can be found on the faculty [OneStop page](#).

Classroom supplies: dry erase markers, chalk, bluebooks, folders, paper, etc. are supplied by the department. Ask the department secretary how to obtain them.

[Duplicating Services:](#) Buley Library (Lower Level) room 003

[Grade Appeal](#) document and form, can be found at the Faculty Senate website, under Senate Documents.

Midterm-grades – faculty are required to distribute/enter in Banner, midterm grades. Information will be emailed every semester by the Office of the Academic Affairs. Midterm and final grades are entered by faculty on Banner web. Incomplete and change of grade forms are also available on Banner web. The [OneStop page](#) for Faculty and Staff provides links and explanations.

Theses, Comprehensive Exams, Independent Studies and Internships - Policies and guidance can be found at the Graduate and Undergraduate Catalogs as well as from the Department Chairpersons and colleagues.

[Use of Intellectual Property](#)



Faculty Resources and Information

Faculty OneStop Portal <https://inside.southernct.edu/onestop/faculty-and-staff>

Buley Library <http://www.southernct.edu/academics/buley-library.html>

- Use of Buley Library for classroom instruction
<http://libguides.southernct.edu/formclass>

Catalogs

- Undergraduate <http://catalog.southernct.edu/undergraduate/>
- Graduate <http://catalog.southernct.edu/graduate/>

Center for Educational and Assistive Technology <https://inside.southernct.edu/ceat>

Disability Resources Center <https://inside.southernct.edu/drc>

Duplicating services and copyrighting information:

<https://inside.southernct.edu/facilities-operations/duplicating-services>

Office of Diversity and Equity

<https://inside.southernct.edu/diversity>

- Sexual Misconduct Reporting
<https://inside.southernct.edu/diversity/sexual-misconduct-reporting>

Office of Faculty Development <https://inside.southernct.edu/faculty-development>

Office of Human Resources <https://inside.southernct.edu/human-resources>

Office of Information Technology <https://inside.southernct.edu/information-technology>

- Help Desk is located on the 1st floor of Buley Library, x25123

Office of Online Learning <https://inside.southernct.edu/online-learning>

Organizational Structure <https://www.southernct.edu/about/university-leadership>

Southern Alert Notification System <https://inside.southernct.edu/southernalert>

Sponsored Programs and Research (SPAR) <https://inside.southernct.edu/spar>

Travel Procedures <https://inside.southernct.edu/accounts-payable/travel>