

# Faculty Resource Guide

## AY 2023-2024

### 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 guide 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>

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

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

- President: Dr. Natalie Starling [starlingn1@southernct.edu](mailto:starlingn1@southernct.edu)
- [Calendar of Faculty Senate Meetings](#)
- [Grants, Sabbatical, and Faculty Resources](#)
- [Graduate Council](#)
- [Undergraduate Curriculum Forum \(UCF\)](#)

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

<https://www.csuaaup.org/southern-connecticut-state-university/>

1. Linda Cunningham, Membership Services Coordinator  
EN C 111, (203) 392-5980 [cunninghamL1000@southernct.edu](mailto:cunninghamL1000@southernct.edu)
2. Kari Swanson, SCSU-AAUP President (203) 392-5774  
[swansonk8@southernct.edu](mailto:swansonk8@southernct.edu)
3. Gary Holder-Winfield, AAUP office: EN C 111, (203) 392-5975

#### **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 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.

HR Policies can be found here <https://inside.southernct.edu/human-resources/policies>

Policies and procedures related to courses can be found in each annual catalog

*Catalogs*

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

*Professional Development*

[Office of Faculty Development](#), Buley Library 213

- Faculty Co-Directors: Darcy Kern [kernd2@southernct.edu](mailto:kernd2@southernct.edu) and Shuei Kozu [kozus1@southernct.edu](mailto:kozus1@southernct.edu)
- Jennifer Hudson, Faculty Development Associate, [HUDSONJ1@southernct.edu](mailto:HUDSONJ1@southernct.edu)

[Sponsored Programs and Research](#), Engleman Hall B213

- Julianne Fowler, Interim Director (203) 392-6802, [fowlerj3@southernct.edu](mailto:fowlerj3@southernct.edu)

*Faculty Evaluation*

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

## Student Information and Support Services

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

Graduate Student Handbooks available from each department

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

Center for Academic Success and Accessibility Services (CASAS):

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

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

Dean of Students, <https://inside.southernct.edu/student-support-team>

Basic Needs: The university has many on-campus resources for those lacking basic necessities such as: food, shelter, clothing, personal hygiene items, etc. As well as off-campus referrals. Please see <https://inside.southernct.edu/wellbeing/resources>

[Use of Intellectual Property](#) Policy concerning the assigning of faculty authored textbooks or other Intellectual Property to students taught by the same faculty

## 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 (Schedule a Class)  
<http://libguides.southernct.edu/formclass>

**Center for Academic Success and Accessibility Services (CASAS)** <https://inside.southernct.edu/casas>

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

**Center for Teaching** <https://www.southernct.edu/ctl>

**Duplicating services and copyrighting information:** <https://inside.southernct.edu/facilities-operations/duplicating-services>

**Division of Diversity, Equity, and Inclusion** <https://www.southernct.edu/dei>

**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 International Education** <https://inside.southernct.edu/international>

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

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

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

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

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

## Professional Development

**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.