



## Faculty Handbook

2009-2010

Prepared By  
The Office of the Vice President for Academic and Student Affairs

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## **I. AFFIRMATIVE ACTION POLICY**

Middlesex County College is firmly committed to a policy of Equal Opportunity and Affirmative Action. The College will implement this policy to assure that the educational programs, activities, services, benefits and employment opportunities offered by the College are available to all persons regardless of race, color, national or ethnic origin, ancestry, age, religion, sex, affectional or sexual orientation, gender identity, marital status, veteran status or disability in accordance with applicable State and Federal laws. Inquiries regarding compliance may be directed to the Affirmative Action Officer, Middlesex County College, Chambers Hall, 2600 Woodbridge Avenue, Edison, New Jersey 08818-3050.

## **II. HISTORY, MISSION, and GOVERNANCE**

### **A. History of the College**

Middlesex County College was one of New Jersey's first five public county colleges to open its doors. Legislation to permit the establishment of county colleges was adopted into law in 1964 and in November of that year, the Board of Chosen Freeholders appointed the first Board of Trustees. The College Trustees were immediately successful in obtaining a federal construction grant under the Higher Education Facilities Act, and a building program of \$3.6 million began. Dr. Frank M. Chambers was appointed as the first President in March 1965, and a small administrative staff worked steadily to prepare the College for opening its doors to a freshman class in September 1966.

### **B. Mission**

The mission of Middlesex County College is to provide access to an affordable, quality education for diverse students and to promote lifelong learning opportunities to strengthen the economic, social and cultural life of the community.

### **C. The Board of Trustees**

The Board of Trustees is responsible for the overall planning and policy making for the College. The Board is responsible for the management and control of the College and for the custody of College property. Subject to relevant external regulations, the Board of Trustees will establish broad general policies and programs to govern the operations and management of the College, leaving the details of administration to the President of the College.

At present, the College Board of Trustees members are:

Dorothy K. Power, Chair  
Thomas Tighe, Vice-Chair  
Frank Antisell  
Hank Bauer  
Mark J. Finkelstein  
John P. Mulkerin  
Eileen Palumbo  
Patrick Piegari  
Praful Raja  
Alberto Rivas  
Robert P. Sica  
Saarth Shah  
Joann La Perla-Morales, President

## **D. College Governance**

In addition to the administrative organization of the College, a system of governance composed of the following groups has been established to provide members of the campus community a means of input regarding academic, student, and general College affairs:

### **1. College Assembly**

The College Assembly is a collegewide body comprised of students, faculty, staff, and administrators. The Assembly has the responsibility of making recommendations regarding academic, student, and other College affairs. Faculty members are elected to the College Assembly by the faculty members of division councils.

### **2. Task Forces**

Task Forces are subcommittees of the College Assembly and address specific areas or issues. Membership of the task forces reflects the different constituencies of the College. The Task Forces are: Academic Standards, Accessibility for Persons with Disabilities, Bylaws, Campus Diversity, Campus Life, Community Concerns, Curriculum, and Educational Resources.

### **3. Division Council**

Each academic division has a representative council composed of students, faculty, and administrators. This council makes recommendations to the dean of the division and to the College Assembly on matters affecting academic affairs and student services, as well as other College and divisional matters. The College Assembly By-laws committee will address the transition to two academic divisions. Until then, the College will continue using the structure as follows.

Anyone interested in membership on the College Assembly, its task forces or divisional councils should contact his/her division council chairperson or division dean.

Thomas Sabol, Chair, Division Council, or Dean Marilyn Laskowski-Sachnoff, Business, Computer Science and Engineering Technologies Division

Dr. Erin Christensen, Chair, Division Council, or Dean Reginald Luke of Science, Mathematics and Health Technologies Division

Jeremy Nickerson, Chair, Division Council, Social Sciences and Humanities Division

Dean Marla Brinson, Enrollment and Student Support Services

Dean Mary Ann Connors, Corporate and Community Education Division.

### III. REMUNERATION AND BENEFITS

#### A. Representation

The Board of Trustees has recognized the Faculty Union of Middlesex County College, as the collective bargaining agent for all full-time instructors, counselors, and librarians.

#### B. Faculty pay

Full-time faculty members receive pay twice monthly, on the 15<sup>th</sup> and 30<sup>th</sup> of each month, via paycheck or direct deposit. In the event the 15<sup>th</sup> or 30<sup>th</sup> falls on a weekend or on a day in which the College is not in session, pay will be issued on the last work day prior to such date. Requests to utilize direct deposit should be made with the Payroll Department, at extension 3120.

Payroll adjustments will be made in the month following the month in which the reason for the adjustment occurs. For example, a deductible absence occurring in October, would be reflected in the November payroll. Department chairpersons are responsible for reporting any adjustment data to the Payroll Department not later than the fifth day of the month following the month in which the reason for the adjustment occurs.

Faculty members are responsible for reporting all information that might affect their individual pay status by contacting the Payroll Department. Such information includes a change in name, in marital or dependent status, in place of residence, or adjustments to federal and/or State tax withholding calculations.

Ten month faculty members may elect to receive their pay over twelve months rather than over ten months. Please contact the Payroll Department for further details.

#### C. Health Benefits

The College provides health and dental benefit plans. This coverage for full-time faculty members hired for at least a one-year period commences on the 91<sup>st</sup> day of employment. Full-time, one-semester only faculty members will not be covered under the plan; however, one-semester faculty members who are hired for a second consecutive semester will be entitled to immediate coverage in accordance with normal enrollment procedures. Enrollment for a faculty member who becomes eligible for coverage (after the applicable waiting period) after the 24<sup>th</sup> of the month will be in effect on the first day of the following month. A detailed description of the health and dental benefit plans is available in the Human Resources Department located in the Gateway building.

#### D. Worker's Compensation Insurance

Worker's Compensation Insurance covers illness or personal injury that arises out of a condition or accident and upon investigation is found to have been job-connected. See page 23 for detailed procedures.

#### IV. TUITION REIMBURSEMENT

Faculty members are eligible for tuition reimbursement for a maximum of 12 credit hours per academic year at a rate not to exceed 115% of the rate charged at Rutgers, The State University of New Jersey. The official end date of the course determines the year in which the credits will be counted toward the maximum number of credits eligible for annual reimbursement. Tuition reimbursement procedures and requirements are as follows.

- A. In order to qualify for tuition reimbursement, faculty members must be employed on a full time basis at Middlesex County College and may not be on sick leave. One-semester employees or employees hired to replace faculty members on leave are not eligible for tuition reimbursement. The one semester exclusion applies only to those faculty members who have not been hired previously on a full-time basis at Middlesex County College.
- B. The graduate or undergraduate course(s) must be agreed to in advance by the administration and faculty member, and must be mutually beneficial to him/her and the College. In addition, the college or university offering the course must be regionally accredited and a grade of “C” or better must be earned in order to receive reimbursement.
- C. Tuition Reimbursement Application Forms are available in the offices of the division deans and the Office of the Vice President for Academic and Student Affairs. Faculty members who wish to apply for tuition reimbursement must file a completed application form with the chair, division dean, and vice president for academic and student affairs prior to the start of the course.
- D. The graduate or undergraduate course shall be relevant to the faculty member’s field or fields if he/she has or has had teaching assignments in more than one area.
- E. If circumstances necessitate a change in course registration after the filing deadline, the faculty member shall immediately notify the dean, in writing. The reason for the change in registration should be noted, and catalog course descriptions for the newly added courses should be included for review by the dean.
- F. The reimbursement is only for the cost of tuition and does not include travel, the cost of books or any type of fees. The tuition reimbursement will be made in accordance with provisions stated in the agreement between Faculty Union of MCC and the Board of Trustees.
- G. After the Vice President has either approved or disapproved and signed the reimbursement request, the yellow copy of the form will be sent to the faculty member for his/her records.
- H. The faculty member must submit the following items to his/her division dean in order to receive reimbursement:
  - 1. Either an official transcript or a copy of the student grade report which indicates that a “C” grade or above was earned, and
  - 2. A completed and signed Fast Pay Form with proof of payment, e.g., copy of the cancelled check.

## V. EVALUATION, TENURE, and PROMOTION

### A. Faculty Evaluation Criteria

The evaluation procedures at Middlesex County College are designed to assess faculty accomplishments in carrying out their professional responsibilities. It is recognized that the first priority in a community college is teaching. Faculty are expected to demonstrate the effort they put forth to improve and enhance their knowledge in a given discipline, as well as the methods used to impart this information to students. Promotion and retention will be based on continuing excellence in teaching and in student learning. In addition, professional responsibilities extend beyond the classroom in areas of tutoring, advisement and involvement in college activities and governance.

The six-point evaluation provides a method to evaluate these contributions to students, to fellow faculty and staff, and to the College community. It constitutes a comprehensive and systematic approach to the improvement of performance. All department chairpersons will apply the criteria uniformly when they evaluate each of their faculty members. Tenured faculty are evaluated at least once each academic year and nontenured faculty once each semester. With some exceptions, each evaluation will include a record of a classroom visitation and a faculty profile on the following six criteria:

1. **Versatility** - demonstrated by the instructor's ability to serve throughout a particular curriculum and to meet the special curricular service demands. Courses will be identified as follows:

#### **Courses currently teaching**

**Courses qualified to teach** - to be determined jointly by faculty member, chairperson, and dean.

**Courses taught effectively** - as determined by prior evaluations.

**Courses willing to teach** - this quality will be utilized if it is jointly determined that the faculty member is qualified.

2. **Special Efforts for Providing Tutoring and Advisement**

**Definition:** The faculty member must provide tutoring and advisement to student in regularly scheduled classes. The activities provided as examples in tutoring should demonstrate appropriate assistance by the faculty member and effective referrals for additional developmental work for the student. Advisement consists of providing course and program information to help students with their academic, occupational, and personal progress.

#### **Instructor**

At the rank of Instructor, the faculty member must be available to students. Regarding advisement, the faculty member should have knowledge of College policies and procedures in order to respond to student inquiries and problems. Also, the faculty member must maintain current knowledge of the curriculum requirements of assigned advisees. The faculty member should be knowledgeable about appropriate referral sources.

### **Assistant Professor**

To be considered for promotion to the rank of Assistant Professor, the faculty member must be able to demonstrate the above regarding availability to advise students, knowledge of College policies and procedures, curriculum requirements, and referral sources. There must be evidence of the faculty member's initiative in contacting students about their academic progress, efforts at making appropriate referrals, and activity in providing tutoring.

### **Associate Professor**

To be considered for promotion to the rank of Associate Professor, the faculty member must demonstrate accomplishment of the activities listed above. Also, there must be evidence that the faculty member has knowledge of overall College academic requirements and be able to advise students about a wider range of curricula.

### **Professor**

To be considered for promotion to the rank of Professor, the faculty member must demonstrate accomplishment of the activities listed above. The faculty member must demonstrate effective initiative and follow-up in contacting students concerning their academic progress. In addition to Collegewide policies, procedures, and program requirements, the faculty member must demonstrate knowledge of transfer and career placement requirements in the respective discipline.

## **3. Community Commitment**

**Definition:** The faculty member must be committed to the College community. He/she must effectively participate in College affairs, student affairs, and in the general development of the College as a learning community. Demonstration of community commitment activities for promotion must occur in the interval since the last promotion. Special responsibilities of a singular nature will be evaluated accordingly - for example, Chairperson of the College Assembly or an accreditation steering committee. Such service must reflect growth in the faculty member's performance and may include new and continuing activities. Activities for which a faculty member receives remuneration will not be considered evidence of community commitment.

### **Instructor**

While at the rank of Instructor, the faculty member is actively involved in all facets of the department's operation to include such things as departmental committees, attendance and assistance at departmentally-sponsored affairs, and attendance at Collegewide activities as a representative of the department. Collegewide activities would include events such as lectures, divisional hour programs, and recruitment visits to off-campus sites.

### **Assistant Professor**

To be considered for promotion to the rank of Assistant Professor the faculty member continues to perform all of the activities outlined above and becomes involved in divisional activities to include service on the divisional council, ad hoc divisional committees, and acts as a representative for the division in various College activities. An Assistant Professor should become an active moderator or advisor to a student activity or college club. He/she should also seek membership on collegewide committees.

### **Associate Professor**

To be considered for promotion to the rank of Associate Professor, the faculty member must demonstrate accomplishment of all the activities listed above and the faculty member must become a member of a Collegewide committee, ad hoc or standing committee, task force or board.

### **Professor**

To be considered for promotion to the rank of Professor, the faculty member must show evidence of the accomplishment of all of the activities above and, in addition, faculty must demonstrate leadership by chairing a divisional council, a collegewide committee, ad hoc or standing committee, task force, or board. Professors should also present a positive impression of the institution as participants of the larger community in which the College resides. With this in mind, the chairpersonship of a national or state board, committee or organization may be accepted as a substitute for the college-wide requirement.

## **4. Ability to Communicate Ideas**

**Definition:** A faculty member must be able to demonstrate effective teaching, effective course enrichment, effective rapport with students, use of student input and ability to communicate and cooperate with peers.

The most important part of a faculty member's role at the College is effective teaching for student learning. Faculty demonstrate, at all academic ranks, excellence in teaching through thoughtful preparation and planning, the use of effective strategies to promote student learning, and appropriate student evaluation.

The ability to communicate and cooperate with peers is one factor where growth should occur from rank to rank. Faculty are expected to serve on department committees at the ranks of instructor and assistant professor. The ability to communicate and cooperate with peers should grow within the faculty member's department. These abilities should grow to division and college wide proportions as a faculty member reaches the associate professor and professor levels.

For promotion to the rank of professor, classroom teaching performance must have reached a level of excellence over a considerable period of time as amply documented by student, peer, and chairperson evaluations.

## 5. Professional Growth

**Definition:** It is necessary for the community college instructor to keep abreast of new developments in his/her discipline and changing teaching strategies in order to improve the quality of classroom teaching and ensure student learning. A continuing process of education and intellectual development is universally regarded as a feature of the academic vocation. Personal development also enriches the institution as the divisions and the College must be flexible in adapting to changing educational needs.

Professional growth can be achieved by:

- a) Academic progress – relevant graduate courses in the disciplines. It is recognized that a broad-based education is as important to a community college as narrow specialization.
- b) Membership and participation in meetings of professional organizations to maintain currency in the discipline.
- c) Special assignments undertaken at the request of the College, such as directing cultural programs.
- d) Publications, papers, presentations, performances, and exhibits of a professional nature.
- e) Demonstration of flexibility and adaptability to the changing educational needs of the College.
- f) Preparation and participation in planning special courses, programs and Facilities, such as course development for Corporate and Community Education, and new curricula.
- e) Individual enrichment in the discipline from other than graduate courses, such as attendance at workshops, seminars, and for a.

## 6. Appropriate Academic Preparation and Experience

Please see the Agreement between the Board of Trustees of Middlesex County College and the Faculty Union of Middlesex County College, (Local 1940 AFT) (AFL-CIO).

### B. Evaluation of Nontenured Faculty

1. Nontenured faculty will be observed in the classroom during both the fall and spring semesters. The supervisor will prepare a written evaluation including qualitative statements to support the positive/negative judgments made on the basis of the observation. In the case of noninstructional faculty, an evaluation of the job performance in relation to the job description will be substituted for the classroom observation.
2. The department chairperson will develop a complete evaluative profile on the basis of the six-point criteria for all nontenured faculty (including one-semester-only faculty) during both the fall and spring semesters. In the case of noninstructional faculty, the supervisor will complete an evaluative profile on the basis of the six-point criteria.

3. As soon as possible after the classroom observation, the supervisor will review with the nontenured faculty member the classroom visitation and the six criteria which make up the faculty member's profile.
4. The faculty member will receive a copy of the observation and evaluation, will discuss it with the supervisor, and will sign and date the evaluation.
5. The nontenured faculty member will be informed in writing of the supervisor's intention to recommend renewal or nonrenewal of his or her contract.
6. The evaluation and written recommendation of nonrenewal by the supervisor must be given to the faculty member prior to January 31<sup>st</sup>.
7. Each evaluation for fall and spring must be filed with the division dean and the Vice resident or Academic and Student Affairs. Each evaluation must include the classroom observation, as well as signed evidence that the faculty member has reviewed the evaluation with the supervisor. In the case of the fall evaluation, there must be a notation that the faculty member was informed of the intention of the supervisor to recommend renewal or nonrenewal of his or her contract.
8. The division dean, after reviewing the evaluation of the supervisor, will forward an dependent recommendation concerning reappointment to the Vice President for Academic and Student Affairs.
9. The supervisor will inform the faculty member of the right to request a review of the evaluation by the division dean and the Vice President for Academic and Student Affairs, as well as the right to respond, in writing, to the Vice President for Academic and Student Affairs in reference to the conclusions reached by the supervisor in the evaluation.
10. Following the fall semester and after reviewing the recommendations of the supervisor and the division dean, the Vice President for Academic and Student Affairs will make recommendations concerning renewal or nonrenewal of contracts to the President.

C. **Evaluation of Tenured Faculty**

1. Tenured faculty will be observed in the classroom at least once during the academic year except those holding the rank of Professor who will be observed in the classroom once every three years and those holding the rank of Associate Professor who will be observed once every two years. The supervisor will prepare a written evaluation including qualitative statements to support the positive/negative judgments made on the basis of the observation. In the case of noninstructional faculty, an evaluation of the job performance in relation to the job description will be substituted for classroom observation.
2. During the fall semester, the supervisor will provide each tenured faculty member with a blank Evaluation Form. The faculty member will be advised to bring the completed form to an evaluation conference scheduled with the supervisor during the spring semester.
3. At the spring evaluation conference for tenured faculty, the contents of the Evaluation Form

and the results of the classroom observation, where applicable, will be discussed. After the conference, the supervisor will prepare a letter addressed to the tenured faculty member outlining the positive aspects of the faculty member's performance and, where appropriate, suggest items and methods for improvement. Copies of the letter will be filed with the Vice President for Academic and Student Affairs and with the division dean.

D. **Tenure**

1. There is a five-year probationary period prior to receiving tenure.
2. During the fall semester of the academic year preceding the academic year in which tenure would be awarded, the faculty member's total teaching effectiveness is reviewed and the accumulated comprehensive profile of the faculty member is evaluated for the purpose of recommending a faculty member to a tenured position.
3. Except under unusual conditions clearly beyond the control of the individual or the institution, a recommendation for promotion to the next academic rank shall be considered as a prerequisite for achieving tenure.
4. The supervisor will make recommendations of tenure to the division dean.
5. The division dean will send his/her recommendation of tenure to the Vice President for Academic and Student Affairs along with the recommendation of the immediate supervisor.
6. Following the fall semester and after reviewing the recommendations of the supervisor and the division dean, the Vice President for Academic and Student Affairs will make recommendations concerning tenure to the President.

E. **Promotion**

Procedures for promotion in academic rank are included in the agreement between the Board of Trustees of Middlesex County College and the Faculty Union of Middlesex County College (Local 1940 AFT) (AFL-C10).

1. During the spring semester, the supervisor will recommend to the division dean and to the vice president for academic and student affairs those departmental faculty members whose total teaching effectiveness and accumulated comprehensive profiles support a promotion to the next rank. In order to be counted, all graduate credits must be completed prior to the beginning of the spring semester, documented by means of official transcripts, and submitted to the Office of the Vice President for Academic and Student Affairs.
2. The respective division dean will send an independent recommendation to the vice president for academic and student affairs indicating support or nonsupport of the supervisor's recommendation for promotion. These recommendations are in addition to the promotion selection committee comprised of three bargaining unit members from the department or a related department of the faculty member seeking promotion.
3. All recommendations are due in the Office of the Vice President for Academic and Student Affairs by no later than the 30<sup>th</sup> of April.

4. In most cases, a minimum of three years is necessary to establish an appropriately strong profile for consideration of promotion to the next academic rank.
5. Following the spring semester and after receiving the recommendations of the committee, supervisor, and the division dean, the Vice President for Academic and Student Affairs will make recommendations concerning promotion to the President. After review, the President will make her recommendations to the Board of Trustees, whose decision is final.

## VI. STUDENTS

### A. **Information**

Names, addresses, and telephone numbers of students may be obtained for official purposes from the department secretary, Dean's office or Registrar. When requesting such information, faculty should state the educational purpose for the information as required by the Family Educational Rights and Privacy Act (FERPA). Contact the Registrar (ext. 4153) if you have any questions about privacy issues related to FERPA.

### B. **Student Attendance and Absence Policy**

To obtain the maximum benefits from educational opportunities, students must establish habits of regular class attendance. The College values educational growth that results from class attendance where ideas and concepts, social development, knowledge, and success result from the interaction of students and faculty. Therefore:

1. Students are expected to attend all classes, laboratories, and clinical sessions for which they are enrolled.
2. Students are graded solely on the basis of quality and quantity of work, as stated in the course syllabus distributed by the instructor at the beginning of each term. Students are responsible for all subject matter presented or assigned and should understand that work or tests missed may jeopardize their grades.
3. Students whose absence is caused by personal illness or serious personal matters should contact their instructors and be allowed to make up work when possible. It is the prerogative of the instructor to excuse absences provided the student will be able to fulfill course requirements. It is the student's responsibility to arrange promptly with the instructor to make up missed work which has been agreed to by the instructor. Excessive absences may result in not meeting the course objectives and therefore receiving a failing grade as defined in the instructors' syllabus.

### C. **CampusCruiser/WebAdvisor**

CampusCruiser/WebAdvisor (CC/WA) is the online portal available to all students, faculty and staff. CC/WA allows students and faculty to access both general and personalized college-related services from the internet. Services are available seven days a week, 24 hours a day except during scheduled maintenance. If you need more information about CampusCruiser/WebAdvisor, please e-mail [Cruiser\\_Help@portal.middlesexcc.edu](mailto:Cruiser_Help@portal.middlesexcc.edu) or call 732.906.2616 during business hours.

### D. **Electronic Communication with Students**

All official electronic communication with students containing personally identifiable information will be conducted using the student's assigned Campus Cruiser e-mail address. The student will be responsible for checking his/her official e-mail regularly and maintaining the security of that address.

### E. **Class Rosters**

A class roster is provided at the start of the semester to verify who is enrolled in class as of the

date the roster was generated. Please note that you will need to check your class roster periodically on CampusCruiser/WebAdvisor so that you can see changes as students add and drop.

F. **Early Warning System**

Early Warning is a system that allows us to identify students in the third week of the semester who are at risk. Faculty members are encouraged to participate as both instructors and advisors. If you have a student in your class who is having academic difficulty or seems to be a high risk for failure, you can initiate the process by identifying this student. All you need to do is enter the Web Advisor grading system three weeks into the semester and select from a group of codes that identifies the problem. The Registrar will use this code to trigger a message to the student and to the assigned academic advisor. A message will be sent to the department chairperson for part-time students. If you have assigned advisees, you are encouraged to check your e-mail to determine if one of your advisees is at risk.

G. **Grading**

*Midterm Grading:* All grades need to be submitted via CampusCruiser/WebAdvisor. Paper rosters are not sent. Instructions for entering grades will be posted to the InfoNet during the grading period. Please call the Registrar's Office at ext 3127 if you have questions.

*Final Grading:* All grades are entered via CampusCruiser/WebAdvisor. Final grades must be entered within 48 hours of the last class or final exam. Students will be able to view their final grades through Web Advisor once posted. Grades will not be mailed to students unless they specifically request a paper copy from the Registrar's Office.

If you have never been trained to enter grades via CampusCruiser/WebAdvisor, please contact your Chairperson, the Help Desk (ext. 4251) or Registrar's office (ext. 3127) for assistance.

H. **Special Final Examinations**

Special final examinations may be scheduled for the first three days after classes end. Faculty who participate must adhere to the time schedule for the specific exam. A make-up exam hour is scheduled for students with a time conflict. Please contact the Registrar's office if you have questions.

I. **Classroom Scheduling**

The Registrar's office assigns campus classrooms for academic instruction, course-related activities (e.g., mid-term examinations, reviews) and final examinations. To request a classroom assignment, the department representative should contact the Registrar's office.

J. **Faculty Guide for Handling Disruptive Students**

As a faculty member, there may be occasions when students exhibit disruptive behaviors that interfere with the learning process. The use and abuse of alcohol or other drugs, psychological disturbances, or personal crises may precipitate disruptive behavior and inhibit the ability of students to learn. It is the classroom instructor who frequently first observes this behavior. The intervention process is normally an informal interaction between the student and professor, but as needed, such intervention can draw on professional help from other College support services.

1. **Prevention:** Disruptive behaviors can often emerge when clear boundaries are not outlined. Clearly stating the boundaries in concrete, behavioral terms at the onset of the course is probably one of the simplest and yet most effective strategies. This can be accomplished in several ways. Specifically stating requirements and expectations in the syllabus allows the student to review these as needed. Orally stating the requirements on the first day of class provides students with the opportunity to hear the information and ask questions if needed. Creating and fostering a classroom environment of respect is also critical. An easy first step toward this goal is to model respectful behavior. The actions of the professor can send a powerful message. For example, if you want the students to be on time, it is important to model timeliness.
2. **Intervention:** If a disruptive behavior is interfering with learning, an intervention must be made. Follow the guidelines below to assist you in making the most appropriate intervention.
  - a) **Gentle reminders.** If disruptive behaviors do emerge, a gentle reminder about the inappropriateness of the behavior may prove to be effective. It is important to give this reminder in a respectful way.
  - b) **Carefully observe student behavior.** Observation can help determine patterns of behavior which can be helpful in counseling. In a case of serious behavioral problems, it is helpful to keep a written record of your observations. It is common for behaviors to gradually escalate, making it difficult to determine when intervention is necessary. Once the behavior becomes disruptive to the classroom environment, it is important to meet with the student and discuss your concerns directly. As always, you may consult with others if you are unclear about how to proceed.
  - c) **Meet with the student in private unless there is an immediate safety concern.** Having a one-to-one meeting not only communicates respect for their privacy but also increases the likelihood of an honest exchange. Be candid in explaining what you have observed and how you see the behavior affecting college work, general well being, and/or the classroom learning environment.
  - d) **Let students know that boundaries exist for themselves and others.** MCC publishes and distributes the Code of Student Conduct. This formal procedure is to be used when informal attempts have not been successful. Informing the student that a code does exist and can be enforced will often prove helpful.
  - e) **Campus Resources.** You are not in this alone. In the past, students have responded to caring intervention. Staff and faculty report a sense of pride and accomplishment in reaching out in humane attempts to understand disturbing behaviors. However, a student may be experiencing a major psychological crisis. In such cases, counseling, medical, and legal intervention may be necessary. You are always welcome to consult with other professionals on campus. Depending on the type of assistance needed, please call one or more of the following:
    - (1.) **Your Chairperson** - To express your concern about a particular behavior and seek advice regarding action.
    - (2.) **Counseling and Career Services** - When the student is likely to need any form of counseling or psychological supportive assistance. If needed, bring the student with you. (Edison Hall, Ext. 2546). The Director's ext. is 3548.

- (3.) **Health and Safety** - When the student needs information, health assistance, or has a physical problem. (South II, Ext. 2530)
- (4.) **Director of Student Activities** – When disruptive behaviors are present and you are considering a Code of Student Conduct charge. (Ext. 3450)
- (5.) **Campus Police** - When the safety and security of the student and others are at immediate risk. (Ext. 3500 or use red phones)
- (6.) **Assistant Dean of Enrollment and Student Support Services**-When you want to consult with someone about challenging student situations. (Ext.2509)
- (7.) **Vice President for Academic and Student Affairs** - When filing a formal Code of Student Conduct charge is involved. (Ext.2515)

F. **Legal Issues:** In dealing with behavioral problems, faculty are often concerned about their personal liability or the general legal guidelines when working with disruptive students. The College has and will remove students from class or classes when due process guidelines are initiated and followed. By doing so, the rights of all parties are protected. Due process means we have treated students fairly and provided them with a legitimate opportunity to appeal our action. This process, when followed in good faith, requires time for investigation and documentation. The reader must remember that such a process protects us all and can be accomplished quickly in emergencies. Most concerns are usually resolved informally.

Specifically, a faculty member can order a disruptive student out of a class meeting but cannot arbitrarily prevent a student from attending remaining class meetings without implementing the Code of Conduct guidelines listed above in #5. This process allows for the rights of the student and the community to be protected. Salient and potentially conflicting issues of safety and confidentiality emerge when discussing disruptive behavior. The College is obligated to provide a safe environment for learning, teaching and working; students have the legal right to privacy. These guidelines are designed to protect the rights of student and the safety of everyone on campus.

### 3. **Student Organization Advisors**

Faculty members frequently choose to serve as advisors to student organizations and clubs. Information pertaining to being an advisor is available in the Office of Student Activities.

### 4. **Official Notices to the Student Body**

Official notices to be read in class must be approved in the office of the respective dean. It is requested that faculty read all such notices to classes since the College is dependent upon this means of quick communication. Such notices will be kept to a minimum so that there will be the least possible intrusion upon instructional time.

## VII. PROCEDURES FOR PROVIDING SERVICES FOR STUDENTS WITH DISABILITIES

### A. Introduction

Middlesex County College provides reasonable accommodations for qualified individuals with disabilities, as noted in the College's Affirmative Action and Compliance Statement:

Middlesex County College is firmly committed to a policy of Equal Opportunity and Affirmative Action. The College will implement this policy to assure that the educational programs, activities, services, benefits and employment opportunities offered by the College are available to all persons regardless of race, color, national or ethnic origin, ancestry, age, religion, sex, affectional or sexual orientation, marital status, veteran status or disability in accordance with applicable State and Federal laws. Inquiries regarding compliance may be directed to the Affirmative Action Officer, Middlesex County College, Chambers Hall, 2600 Woodbridge Avenue Edison, New Jersey 08818-3050.

Federal Laws, Section 504 of the Rehabilitation Act of 1973 and The Americans with Disabilities Act of 1990, provide the following definition of a person with a disability:

A person with a disability according to federal and New Jersey laws is someone with a physical or mental impairment that substantially limits one or more major life activities. A person is considered disabled if (1) he/she has a disability, (2) has a record of the disability, or (3) is regarded as having the disability. This includes, but is not limited to such disabling conditions as visual impairments, psychological/emotional disabilities, speech, hearing impairments, mobility impairments or learning disabilities. A qualified handicapped person under Section 504 of the Rehabilitation Act of 1973 is defined as one who meets the requisite academic and technical standards required for admission or participation in the post-secondary institution's programs and activities.

### B. Procedures and Services

#### 1. **Counseling and Career Services Responsibilities**

The Department of Counseling and Career Services will assist students with disabilities in the provision of accommodations. This will be done for persons with disabilities who identify themselves, provide adequate documentation of their disability and request services. This Department works with academic departments to assist them in meeting their responsibilities. the Counselor for Students with Disabilities may be reached at (ED 100, Ext. 2546)

2. **Handling Confidential Material:** Any documentation provided to the Disability Services Staff is treated as confidential material. This information is not released to anyone else without the student's written consent. Confidential records are maintained for five years after a student graduates or leaves the College.

## C. Student Responsibilities

A Middlesex County College student with a disability has the right to reasonable accommodations under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

1. **Self-identification.** It is the responsibility of the student with a disability to identify herself/himself to Disability Services (ED 100, or ext. 2546) and to request appropriate accommodations. Students requesting services are required to complete a Special Services Application and submit appropriate documentation in a timely manner.
2. **Documentation.** Eligibility for services and accommodations for a student with disabilities is based on review of appropriate documentation. The College reserves the right to request additional documentation.

Examples of appropriate documentation for various disabilities may include:

- a) Students with learning disabilities should provide recent written documentation (typically within the last three years) which includes:
    - (1) Psychological evaluation
    - (2) An educational evaluation. The student will also be asked to discuss the nature and severity of the learning disability and its impact on academic work.
  - b) Students with physical, visual, hearing, emotional, or other health impairments must provide:
    - (1) Medical and/or psychological documentation of the impairment; and
    - (2) Professional recommendations of accommodations necessitated by the impairment in an academic setting.
  - c) The College is not responsible for diagnosing a student's disabilities.
3. **Accommodations.** It is the student's responsibility to make the specific request for an accommodation and allow sufficient time for the arrangements to be made.

Once the accommodation need has been verified by Disability Services Staff, it is the student's responsibility to complete a Classroom Accommodation Form and transmit it to the faculty member or office involved. Classroom Accommodation Forms must be completed at the beginning of each and every semester.

#### D. **Faculty Responsibilities**

Faculty are required by federal law to adhere to the reasonable accommodations established for the student. Failure to do so may result in personal as well as institutional liability.

A faculty member is not required to provide any accommodations unless notified through an official Accommodations Form from the Department of Counseling and Career Services. Faculty may verify the request by contacting the professional staff named on the form.

The accommodations shall not compromise the content of the course or the essential requirements of the degree. If a faculty member has questions about the request, they are encouraged to contact Disability Services.

Faculty are encouraged to alert students to the availability of special services by placing a statement such as the following on their course syllabi:

Students with disabilities, whether physical, learning or psychological, who believe that they may need accommodations in this class, are encouraged to contact Disability Services as soon as possible to ensure that the accommodations are implemented. Please meet with the Disability Services staff in (ED 100, Ext. 2546).

#### E. **Institutional Responsibilities**

The College makes every effort to accommodate a student with a disability. However, the student must meet all the academic requirements of his/her program. An accommodation is not a guarantee of success.

If a student believes that he/she has not received a reasonable accommodation, the student should be encouraged to meet with the Counselor through Disability Services (ED 100, Ext. 2546).

#### F. **Grievance Procedure**

Students have the right to file a grievance if they feel they have been discriminated against due to a disability. The Middlesex County College student grievance procedure is outlined in the student handbook which can be obtained in the Office of Student Activities.

#### G. **Project Connections**

Students with learning disabilities may apply to Project Connections, the comprehensive support service program for students with learning disabilities. This supplemental service which goes above and beyond what the law requires, is grant-funded. Students must submit a separate application form directly to the Project Connections office. Students may call 732.906.2507 to request an application. The application to the program is competitive and space is limited. The application deadline is February 15<sup>th</sup> for the following fall semester. Students not accepted to Project Connections may receive accommodation support through Disability Services (ED 100, Ext. 2546).

## H. Testing

Students with disabilities may request accommodations during testing (e.g. scribing, oral testing, extended time, quiet environment, etc.). Decisions for appropriate accommodations are made (based on what the documentation supports) on an individual basis by the Counselor for Students with Disabilities and/or a member of the Project Connections staff or Disability Services.

Alternate testing arrangements may be made directly by the instructor or through the Adaptive Testing Service.

1. The following are procedures for the use of the Adapted Testing Service:
  - a) **Notification.** The student must notify the instructor that alternative methods of testing during the semester may be needed. Verification of this need can be obtained from the Project Connections Office (732.906.2507) in JLC, or from the Counselor for Students with Disabilities (732.906.2546) in EH. Instructors should call if there are questions about stated needs or requested accommodations for testing.
  - b) **Test Provision and Instructions.** The student must provide the instructor with an “Adaptive Testing” form a week prior to test date. A form is needed for each test to be taken in the Adaptive Testing Center. The instructor must hand-deliver the test several days in advance to the Adaptive Testing Center. In addition, the instructor should specify any special directions regarding administration or note any allowable materials on the *Adaptive Testing Service* form. Exams or tests should not be delivered by students or through campus mail.
  - c) **Scheduling an Examination.** The student is responsible for scheduling the date and time of an examination, as far in advance as possible, and with the instructor's approval. It is preferred that students schedule the appointment at the same time that the rest of the class is taking the test.
  - d) **Test Administration and Security.** Adaptive Testing staff will log the receipt of the test, the instructions, the amount of time used, and the proctor's name. Completed tests will be hand-delivered directly to instructors or authorized representatives, who will be asked to sign a receipt. The signed receipt and written instructions will be on file in the Adaptive Testing Center Office.
  - e) **Student Responsibilities.** Students are asked to complete a contract which outlines procedures in order to use the service. Any student found cheating will be referred immediately to his or her instructor for sanctions or to initiate a Code of Conduct charge.
2. **Additional Services**
  - a) **Class Relocation.** When necessary and feasible, classes will be moved to accessible locations to accommodate students with mobility impairments. If a student needs to meet with a staff person whose office is in an inaccessible location, the staff person will meet the student in an alternate accessible location.

- b) **Notetakers.** If a student needs a note taker for a class, several options are used by the College to satisfy the request. In some cases, the instructor of the class is asked to identify a student to act as a note taker. Students from class may be paid a stipend for their services. In other cases, a peer tutor is hired by the peer tutoring service to act as a note taker. Some students may use shared notes and others prefer to use a tape recorder. When a tape recorder is needed, the student may sign a “Tape Recorder Agreement” form available from the Counselor for Students with Disabilities to protect confidentiality and ensure proper handling of the tapes.
- c) **Interpreter/C-Print Services.** Interpreters will be hired for deaf students who use sign language skills. Due to the difficulties securing interpreter services, significant advance notice is required. It is the responsibility of the student to attend every class throughout the semester. However, if there is a situation where the student cannot attend class, he or she should notify the Counselor for Disabilities Services Office, 732.906.2546, 24 hours in advance. Students who miss two consecutive classes without notifying the Office may have their support services temporarily suspended. To continue services, it will be necessary to have a meeting with the Counselor for Students with Disabilities.

For interpreter requests outside of regularly scheduled class times, students are to contact Disability Services Office, 732.906.2546, two weeks prior to the event or as soon as they are aware of the need.

- d) **Recorded/Taped Texts.** Recorded texts are ordered from Recordings for the Blind and Dyslexic as the College maintains an institutional membership. The Counselor for Students with Disabilities will assist students to apply for services and to order texts.
- e) **Tutoring.** Tutoring services are available to all students by peers in the Tutoring Center, JLC, Room 241. Specialized tutoring for Project Connections students is also available.
- f) **Adaptive Computer Lab Equipment.** The Counseling and Career Services Department has specialized adaptive computer hardware and software for student use in JLC 221. A lab coordinator is available to assist students in learning to use the equipment.
- g) **Cooperative Education Programs.** Career Services will assist students with disabilities in finding an accessible field placement location.
- h) **Parking.** Edison campus is equipped with handicapped parking in several locations on campus. Students who have New Jersey handicapped license plates or placards may park in these designated spots. Designated handicapped parking is also available at the New Brunswick and Perth Amboy Centers.

### 3. **Services Not Provided**

- a) **Equipment.** The College does not provide personal devices such as wheelchairs or individually prescribed devices such as hearing aids.
- b) **Personal Assistants.** The College does not provide personal assistants. It does not provide personal services in eating, dressing, toileting or on-campus travel.
- c) **Transportation.** The College does not provide on-campus transportation. However, if the College provides transportation to any off-campus activity, the College will make special arrangements for a student with a disability. Advance notice must be provided to the sponsor of the activity.
- d) **Guide Dogs.** The College does not provide guide dogs. However, students with impairments are permitted to bring their guide dogs to campus.

Any disability or accommodation not covered in this document may be discussed with the Counselor for Students with Disabilities, Department of Counseling and Career Services, Edison Hall, 732.906-2546 or via email to [EDaidone@middlesexcc.edu](mailto:EDaidone@middlesexcc.edu).

## VIII. POLICIES AND PROCEDURES

### A. **Police Department**

The MCC Police Department is a duly sworn law enforcement agency whose officers are empowered to enforce New Jersey statutes. The mission of the Middlesex County College Police is to protect life and property and ensure that individual freedoms are protected.

The Police Department operates 7 days a week, 24 hours a day. For medical or emergency assistance dial 911 or extension 2500. For all non-emergency assistance or information dial extension 3500. From off-campus dial 732.906.2500.

Anyone who requires general information or directions can visit the College Police department's drive-up window located in the Gateway Building at the College's main entrance off Woodbridge Avenue.

Parking rules are in effect 365 days a year, 24 hours a day. Call the Police Department for assistance if your vehicle will not start, or if you've locked your keys in the vehicle. Someone will assist you as soon as possible. Faculty and staff vehicles must display a parking decal when parked on campus.

All accidents and thefts, no matter how minor, must be reported to the College Police. For more information on the Police Department, available services, parking, and for instructions on reporting a crime, go to the College's main website and click on Police.

### B. **Emergencies**

Emergency call boxes are located in each main classroom building. Simply press the button and speak to a Police Dispatcher if you need assistance.

### C. **First Aid Procedures**

The Health and Safety Office is usually open from 8:00 a.m. to 4:00 p.m., Monday through Friday and from 4:00 p.m. to 8:00 p.m. on Monday and Thursday evenings. During those times, if someone becomes ill or is injured while on campus, he/she should be directed to the Health and Safety Office located in South II (ext. 2530 or 3530). First aid will be given if a nurse is present and if aid is appropriate. If further care is indicated, the employee will be referred to Solaris Occupation Health Unit at JFK Hospital. In the event that someone is unable to walk to the Health and Safety Office, or a nurse is not on duty, call ext. 2500 or use the red phones located in building hallways to summon aid. If an injury to an employee occurs when the Health and Safety Office is closed, the employee should contact the College Police Department, extension 2500, and may be referred to the JFK Emergency Department.

### D. **Fire and Safety Procedures**

The College expects all personnel to be well-versed in fire and accident prevention procedures, and will from time to time provide instruction in such procedures. In the event of fire alarm activation, all occupants of the building must evacuate.

Instructors are responsible for acquainting students with procedures for vacating a building and with procedures for the use of specialized safety equipment peculiar to particular areas, such as power cut-offs or eyewash stations and emergency showers. The Health and Safety Department will arrange any special training programs that you may require. For information call ext. 4658.

E. **Acceptable Use Policies for Computer Facilities**

To protect the integrity of its computing resources, the College reserves the right to monitor such resources. Any behavior in violation of the College's standards is cause for disciplinary action. Implicit in the use of the College's computer resources is the user's obligation to abide by the following rules and regulations:

- Usage is limited to registered students, employees and authorized guests.
- Each user is responsible for his or her own account, which may not be shared or transferred to another individual. Accessing another individual's account is strictly forbidden.
- No one shall attempt to degrade the performance of the computer resources by: sending mass mailing, introducing computer viruses/worms/Trojans/spyware/malware, using the facilities for commercial purpose, participating in interactive game playing, or engaging in any other attempt to degrade the system.
- Each user must refrain from sending, printing, requesting, displaying, or storing images, audio files, and/or other materials for purposes unrelated to the missions and goals of the College.
- No one shall attempt to circumvent any system security measure.
- No one shall violate copyright and/or software agreements.
- All federal, state, and local laws will be adhered to when using the College's computing equipment.
- The College's computing resources may not be used for commercial purposes including solicitations on behalf of groups or organizations that are not related to the College.

The College will make every effort to insure the integrity of the computer resources and the information stored thereon. However, MCC is not responsible for the loss of information from computing misuses, malfunction of computing and networking hardware, software and or external contamination of data or programs.

F. **Ordering Textbooks**

All texts or supplies required or recommended for students must be ordered from the bookstore on the special text and supply requisition form and have the approval of the chairperson. Desk copies should be ordered directly from the publishers on an individual or departmental basis. In an emergency, a "Text Loan Authorization" form is available through the bookstore and must be approved by the department chair prior to the pickup of the text. Loaned texts that are not returned will be charged to department's budget.

The bookstore offers the Faculty Center Network (FCN). FCN allows faculty to search for books by using the author's name, the title of the book or ISBN, allowing them to review the book or see the current editions. The site can be accessed from Blue Colt Bookstore website [www.bluecoltbookstore.com](http://www.bluecoltbookstore.com) and a password can be obtained from the Textbook Manager. Packets with in-depth information about FCN can be obtained through the Bookstore.

Students can buy textbooks on-line from the Blue Colt Bookstore by logging onto the Middlesex County College homepage under Quick Find.

Textbooks shall be in use for at least a two-year period before any change is approved by the department chair.

G. **Office Supplies**

Office supplies are ordered via a web based online process; see your department chairperson or department assistant.

H. **Scheduling Facilities**

All instructional facilities are scheduled through the Office of the Registrar. Instructional facilities are not normally available for scheduling during holiday periods and semester breaks. All non-academic space and non-instructional events are scheduled through the Office of Student Activities. This includes, but is not limited to, the College Center, West Hall, Chambers Hall, Edison Hall, Raritan Hall, Technical Services Building and small meeting rooms in L'Hommedieu Hall. The TV studio located in the Johnson Learning Center may be requested through Media Services.

The Office of Student Activities maintains the College Master Calendar. All special events including athletics, social events, and interest group sessions must be scheduled on the master calendar. The master calendar is maintained to prevent conflicts and to provide an opportunity to schedule events throughout the entire college year.

A room reservation form must be completed in order to reserve the use of space, and obtain specific information concerning physical logistics, food service, equipment needs.

I. **Food Services**

The Retail Services Corporation, through the services of a contracted vendor, exclusively provides all food, vending, and catering services on campus. A wide selection of fast foods is available for breakfast, lunch, and dinner. Catering services offer custom menus at competitive prices, and can be ordered online at [www.mcc.e-cater.com](http://www.mcc.e-cater.com) by the department Chair or assistant.

J. **Emergency Closings**

The College is in full operation every scheduled class day. At times, such as when inclement weather occurs, classes may be delayed or cancelled. A delayed opening usually means that the College will open at 11 a.m. Consult the College web site, [www.middlesexcc.edu](http://www.middlesexcc.edu) and/or the telephone information line (732.906.2555) for the most accurate and up-to-the-minute information. Announcements will also be made on radio station WXKW (101.5 FM) Trenton as well as on television stations News 12 New Jersey, Fox 5 and WNBC. The President and Vice President for Academic and Student Affairs are authorized to cancel classes in the event of inclement weather.

The College operates an Emergency Notification System (ENS) to announce to the campus community events of a critical and urgent nature. ENS is not used for weather-related notices or other routine

announcements. To sign up for ENS, visit the MCC InfoNet, click on *Emergency Notification System* and follow the instructions. The ENS can send email, text or phone messages.

K. **Campus Transfers - Materials and/or Furniture**

Please use the “material transfer form” to request Transfers of College inventory and other moves. The form must be completed and signed by the department chair and forwarded to the Purchasing Department for processing. Requests to transfer and move material and/or furniture, will be processed by the Warehouse Department on a first-in basis. The request form must include all pertinent data, including locations, the extent of material or furniture to be moved and decal asset numbers. Except in emergency situations approved at the Vice President's level, the Division of Facilities Management will assign dates for moves and will advise the appropriate persons involved.

L. **Material to be Shipped Off Campus**

A “Transfer Form” must be completed and sent to the Purchasing Department for items being shipped for repair, replacement, returned, and temporary use. Please see your department chair for assistance.

M. **College Equipment**

Equipment and supplies owned by the College may not be taken from the campus without written approval of the appropriate department chairperson and written notice to the Purchasing Department. Please use the “material transfer form” issued by the Purchasing Department for this purpose. Each faculty member is responsible for the equipment assigned to his/her office and/or laboratory. A list of this equipment is on file in the Purchasing Department and will be updated and issued annually to each chairperson to verify the information.

N. **Maintenance**

For all maintenance requests, please use the “request for all maintenance or repair” form provided by the Facilities Maintenance Department. Such requests must bear the signature of a department chair.

In cases of emergency involving potential injury to persons or damage to property, please call the Facilities Maintenance Department directly to request assistance at ext. 3868, from 8 a.m. to 4:30 p.m. After 4:30 p.m., contact the College Police Department at ext. 3500.

O. **Construction and Alterations**

All requests for construction and alterations must be addressed to the Facilities Engineering Office on the “Facilities Engineering Request” form. This form is also available on InfoNet under the “Forms” tab. Such requests must be approved by the chair of the department and the division dean and provided detailed information regarding the scope of the project being considered. The Director of Facilities Engineering will meet with the appropriate individuals, review the extent of the alterations and/or construction, and prepare a cost estimate and brief report. Sufficient time should be allowed for the planning and approval process.

## IV. TRAVEL

The following regulations shall apply regarding requests for travel from faculty:

### A. General Policy

1. Travel funds may be requested in order to present at and attend a professional conference or meeting. The purpose of travel is for the faculty to bring back to the college:
  - a) New ideas or fresh approaches to existing problems.
  - b) Information on new methods, strategies or equipment.
  - c) A broadening of the viewpoint and experiences through association with colleagues, associates, or others in his/her field.
2. Travel funds may be limited to the amount budgeted for the division. These amounts have been established in consultation with the Deans who project their needs on an annual basis. Travel funds may also be available from other funds.
3. Mileage reimbursement is paid per IRS regulations. Please check Infonet for the current rate.
4. The individual instructor will make arrangements with his/her colleagues to have all of his/her classes covered and should inform the department chair of the arrangements.
5. Travel authorization forms are not required for one-day local programs, though department chair approval is required. Use a "Fast Pay" form to pre-pay registration. Following the program, you may submit another purchase requisition for mileage and meal reimbursement.
6. For general travel requiring an overnight stay, a "Travel Authorization" form should be submitted to the Business Office with appropriate approvals as soon as possible but no later than one month prior to the date of the event. The approving Dean may provide all or part of the total funds requested. Approval of the department chair is also required for travel being paid by an outside agency.

After approval, please submit a "Purchase Requisition" for registration, hotel, and air or train costs that can be prepaid.

Following the event, resubmit the yellow copy of the approved Travel Authorization Form with appropriate receipts on a Fast Pay Form for final reimbursement.

Employees may request a copy of the current Travel Procedures and Policy from the Business Office.

### B. Specific Limitations

1. For participants who attend multi-day programs, the total meal reimbursable allowance is a maximum of \$45.00 per day. Meal reimbursements will be limited to the amounts noted unless approved in advance by the Vice President for Finance and Administration. Any reimbursement greater than \$25 requires a receipt (per IRS guidelines). Receipts are also requested for amounts less than \$25.

Meal costs may not exceed:	Breakfast	\$ 7.00
	Lunch	\$13.00
	Dinner	\$25.00

**C. Approving Authority**

1. The Dean will have the final approval for any travel under \$200 within his/her division. The division Dean, however, must have all travel authorizations for which the expenditure will exceed \$200 approved by the Vice President for Academic and Student Affairs.
2. The required documentation involved for any travel will be submitted directly by the division dean to the Business Office.

**D. Reports**

Written travel reports should be submitted within seven days of return to the approving authority. They shall contain:

1. Event
2. Location
3. Purpose of trip and/or objectives
4. Degree of attainment of purpose and/or objectives
5. Value to College
6. Summary of the activity

**E. Use of College Vehicles**

**1. Purpose**

The College owns several vehicles, which are available for use by personnel for College business. They should be used, if possible, in preference to private automobiles.

**2. Policy**

The Facilities Maintenance Department is responsible for College vehicles. Requests to use a vehicle will be honored on a first-come, first-served basis. Boundaries for use of vehicles include the New York City to Philadelphia corridor.

Whenever a College vehicle is not available for an employee who needs to travel on official College business, reimbursement at the rate stipulated by the AFT contract will be made for the use of personal cars. Mileage is to be computed on the basis of the distance between the campus and the destination or between one's residence and the destination, whichever will be the shortest.

No College vehicle may be used for anything other than official College business. All drivers of College vehicles must have a valid New Jersey driver's license and should be 25 years of age or older. Under special circumstances, the Director of Facilities Maintenance will approve drivers under the age of 25, but in no event shall drivers under 21 years of age be permitted to operate the vehicles.

Overnight use of a College vehicle is prohibited except under special circumstances with prior approval from Director of Facilities Maintenance.

All drivers of College vehicles should be alert for mechanical or other difficulties and should report any malfunctions or other problems to the Facilities Maintenance Department.

### 3. **Procedure**

As soon as a member of the staff realizes that he/she will need a College vehicle, he/she should prepare, in duplicate, a "Request for Use of College Vehicle" form. This form is available on the InfoNet under the "Forms" tab. Both copies of the form should be forwarded to the Facilities Maintenance Department. If it is at all possible to schedule the use of the vehicle, the Director of Facilities Maintenance will approve the request and send one copy back to the individual concerned. If a vehicle is not available, the individual will be so notified.

If an unanticipated need should arise and a vehicle is needed for a short time, a phone call to the Director of Facilities Maintenance can determine availability. In that case, the form can be completed when the vehicle is picked up.

Immediately prior to the departure time, the faculty member should pick up the keys and the vehicle at the Facilities Maintenance Department. Persons who intend to pick up a vehicle before 8 a.m. shall obtain keys from Facilities Maintenance on the previous day. Vehicles are to be picked up and returned to Facilities Maintenance when the trip is concluded.

The Facilities Maintenance Department opens at 8 a.m. and closes at 4:30 p.m. Persons who return a vehicle after 4:30 p.m. should park the vehicle at the Facilities Management Building and place the keys in the key box which has been installed for that purpose. There is parking space available where individuals may leave their personal cars while they are using a College vehicle.

It is important that College vehicles not be left in various lots around campus and that keys not be retained overnight or on a weekend, since either of these practices could prevent the next person from using the vehicle as scheduled.

The College gasoline pump (adjacent to the Facilities Management Building) will be the fuel source for all College vehicles. If drivers intend to travel long distances, they should be sure that the vehicle's gas tank is filled before leaving the College. Please contact the Administrative Assistant to the Vice President for Finance and Administration if the trip requires additional gasoline purchases so that a credit card for the trip may be provided.

### 4. **Emergency Procedures**

In case of a mechanical breakdown, call the nearest garage first and the College Controller, 732.906.2574. That office will arrange to have the emergency repairs billed to the College. During evenings, holidays, or weekends, the second call should be made to the Police Department at 732.906.3500.

In the event of an accident, the same procedure generally prescribed for all drivers should be followed. These are:

- a) To arrange as quickly as possible for first aid for any injured person.
- b) Obtain a list of the names of all injured parties and of any persons who may have witnessed the accident.
- c) Note the names of the drivers and owners of any other cars involved in the accident as well as the license numbers of the other cars.
- d) Exhibit to any person in authority, or to the other driver, your driver's license along with the insurance card and the registration certificate for the vehicle, which are in the glove compartment.
- e) Report as soon as possible full details of the accident to the Controller at 732.906.2574. That office will handle all reports to insurance companies and police departments.

## X. SERVICES TO FACULTY

### A. The Library

The library offers numerous services to assist faculty with their teaching and research. These include:

#### 1. **Library Instruction**

The library faculty will provide group instruction for your students in research, evaluation of information, and effective search strategies. This includes instruction in searching the library's academic database and evaluating and citing Internet sources. Specialized sessions for research in particular subject disciplines are also offered. Faculty may also arrange individual meetings with a librarian for students who need help finding sources for their assignments. Contact the Reference Librarians at ext. 2561 to schedule instruction.

#### 2. **Term Papers and Writing Projects**

Classroom faculty are advised to consult with a librarian when preparing assignments to make sure the library has appropriate and sufficient materials; providing copies of the assignments in advance to library faculty will facilitate student success.

#### 3. **Online Databases**

All of the library's periodical and reference databases are accessible from any computer on campus and from home. Many of these databases provide the full text for all or a large percentage of the articles indexed. To access the Library's databases from home:

Go to the Library's website: [www.middlesexcc.edu/library](http://www.middlesexcc.edu/library)

Proceed to the resource you are interested in searching click on "database"

Click on "Off Campus Access"

Click on "Click Here to Login"

- When prompted, type in your Campus Cruiser ID in the "Username" box.
- Type in the **last four digits** of your Campus Cruiser ID in the "Password" box.
- Click on "Login". (Please note that the last four digits will be the Password ONLY for accessing the "Library Databases" from home).

#### 4. **Course Reserves**

Upon request, the library will maintain reserve materials for your courses at the Circulation Desk. Submit copies of articles, books from the Library's collection or your personal copies to Circulation Desk. Links to specific periodical articles from the EBSCO and JSTOR databases may also be maintained as course readings on the library's web page, when appropriate.

#### 5. **Reference**

Librarians are available for reference assistance during regular library hours. Telephone and e-mail queries are also accepted; however, depending on the nature of the question or the extent of the response, an in-person visit may be suggested.

## 6. **Loan Periods**

Faculty may borrow an unlimited number of books for a loan period of 15 weeks.

## 7. **Interlibrary Loan (ILL)**

Faculty members are encouraged to take advantage of Interlibrary Loan services to assist with their research. Most books and articles can be obtained at no charge. Forms are available at the library references desk or online at [www.middlesexcc.edu/library](http://www.middlesexcc.edu/library) under “Policies and Services.”

## 8. **Borrowing Privileges at Other Academic Libraries**

Full-time faculty members are entitled to borrowing privileges at several academic libraries in New Jersey, including Rutgers. Application forms and a list of participating libraries can be obtained at the Library.

## 9. **Book/Journal Recommendations**

Requests for the library to purchase books or journals may be made via e-mail to [refmcclibrary@yahoo.com](mailto:refmcclibrary@yahoo.com). Book request cards can be obtained from the Library’s Technical Services Department (ext. 3750), or send an interoffice memo to any of the Reference Librarians with the pertinent information.

## 10. **Adaptive Equipment**

The Library is equipped with state-of-the-art adaptive equipment for vision impaired and learning disabled students. Please refer students to the reference staff for individualized assistance with this equipment.

## 11. **Photocopying**

Faculty may use the copy machine in the library offices at no charge to copy library materials. Color copies are also available for \$.25 per page.

## 12. **Guidelines for the Use of Copyrighted Material**

The College has adopted a policy regarding the use of copyrighted materials and faculty members should be familiar with this policy. A copy of it is available in the Library.

## **B. Media Services and Instructional Design**

Media Services offers a range of services including requests for the delivery of media equipment to classrooms, media software reservations and purchasing, media equipment purchasing and media production. The Instructional Design Studio offers support to faculty in exploring and incorporating instructional technologies in the teaching and learning process.

### 1. **Media Equipment Requests for Classroom Use**

All requests for classroom media equipment should be made through Media Services. Requests may be made either in writing, using forms available in the department office or the Instructional

Resources Center (IRC), or by calling Media Services on ext. 2527.

Requests should reach Media Services as far in advance as possible, but no later than by 2:30 p.m. on the day before. Last minute requests will be considered on an “as available” basis. Weekend requests should be filed by 2:30 p.m. Friday.

All media equipment for classroom use will be delivered and picked up at the times indicated on the request.

The Media Services staff can provide training in the use of any of the media equipment delivered to classrooms. Faculty may make appointments for training by telephone or in person to Media Services. Media staff cannot provide detailed instruction in equipment use at the time of a delivery due to the need to make other deliveries.

The Media Services staff are available to assist you with any questions, or concerns you may have.

If media equipment is not operating properly or has not been delivered on time, please call the Media Help Line on ext. 3224 and the Media Services staff will remedy the problem as soon as possible.

## 2. **Media Software Reservations for Classroom Use**

Software requested for classroom use should be placed on reserve with Media Services staff at the Media Desk in the IRC. Media Services does not deliver software; faculty should pick up requested material prior to class use, and return it immediately after class use. Media Services has a catalog that lists all videotapes and other media acquired by the College.

The Media Services staff are available to assist you in the search for any college-owned software.

## 3. **Media Software Acquisitions (Rental or Purchase)**

Our staff can assist you in locating media software for rental or purchase, using the following:

- FMG Video on Demand see <http://www.fmgondemand.com>
- A collection of catalogs received from commercial and educational vendors.
- A list of commercial and educational vendors’ websites which is also available online at the Instructional Design Studio website address given below.

Please send your media order request to the Director, Instructional Design and Media Services.

## 4. **Media Production Requests**

Requests may be made either in writing, using forms available in your department office or the IRC, or by calling Media Services on ext. 2527. Requests should be filed well in advance. Services available include the following:

- Photography – B/W, Color and Slide
- Digital Photography
- S/VHS Video Taping and Editing

- Digital Video Taping and Editing
- VHS Video Tape Duplication
- Audio Taping and Duplicating
- Video Conferencing

The Director of Instructional Design and Media Services can assist you in specifying your Media Production requirements, at ext. 2618.

## 5. **Media Equipment Purchase**

Our Staff can assist you in specifying and identifying media equipment for purchase. For assistance contact the Director of Instructional Design and Media Services in JLC136 or call ext. 2618.

## 6. **Instructional Design Services**

The Instructional Design Studio is here to enable faculty to explore and incorporate instructional media and technologies in the teaching and learning process, for both classroom and distance learning delivery.

The Instructional Designer offers support to faculty by:

- Encouraging faculty interest in the potential of technology for meeting instructional needs and enhancing student learning.
- Working cooperatively with faculty to identify goals, define instructional strategies, select and/or develop appropriate media.
- Identifying, in collaboration with faculty, areas of application of multimedia and information technology for instructional purposes.
- Assisting faculty in the design and creation of internet web-based and technology-based instructional strategies and materials for classroom- based and distance education settings.

For further details contact the Director of Instructional Design and Media Services, ext. 2618 or, visit the Instructional Design Studio in JLC 136.

## C. **Printing and Communications Support**

The Printing and Communications Department offers a wide variety of duplicating and reproducing services for faculty and staff such as: high speed copies, offset reproduction, collating, stapling (corner, saddle, or dual staple on edge), spiral binding, padding, carbonless forms (2-part, 3-part, and 4-part), color reproduction (minimum 300 sheets), perforating; and postcard reproduction. Special reproductions can be performed. Please contact the Printing and Communications manager for details. Copy work can be sent directly to Printing and Communications by email to [copycenter@middlesexcc.edu](mailto:copycenter@middlesexcc.edu). An electronic request form must accompany each order.

All requests for duplication or reproduction requires a department Chairperson's or Dean's signature on a "Request for Reproduction" form. Work is completed on first-come, first-served and machine availability basis only. Projects requiring special color inks or paper stock can be reproduced, however these projects take longer to complete.

Printing and Communications Support is located in the East Hall Annex, Department Manager ext. 2537, Assistant Manager ext. 4255, Mail Services ext. 3537, Copy Center ext. 3409 and Printing Services ext. 3808.

#### D. **Mail System**

Mail is received on campus once each day. All incoming mail is delivered to the various buildings and is distributed within the buildings by departmental clerical staff. Faculty members who wish to have official mail posted should leave it with the department clerical staff before 1:00 p.m. each day, or it may be taken to East Hall Annex before 3:30 p.m. The postage meter is available only for official College mail. It is imperative that all interdepartmental mail be properly addressed with department as well as building designations. Please do not use College envelopes for on-campus correspondence. Also, mail going outside the United States must be indicated separately with an attached note and forwarded to East Hall Annex in an interdepartment envelope.

#### E. **Bookstore**

The Bookstore provides the following services for faculty:

1. Special ordering of books and software
2. Color reproductions, enlargements and transparencies
3. Fax, duplication, and lamination services
4. Engraving - name plates, badges, and plaques
5. Certificates and awards
6. Office supply orders and deliveries

#### F. **College Telephones**

The College telephones are to be used for official College business only. The College, a public agency, is to bear no expense for personal calls. The College telephones may be used with the supervisor's permission, and the caller will be billed.

The switchboard is open Monday through Friday from 9:00 a.m. to 5:00 p.m. (The campus will be notified of any change in the above schedule during semester breaks and the summer months.) When the switchboard is closed, the campus police handle all operator calls.

The Auto Attendant system (dial 6000 or 50 for campus access) allows you to say the name of the person or department you are trying to reach, confirms your request, and then connects you.

When calling the college from off campus (732.548.6000) say the name of the person or department you are trying to reach or say or enter the four digit extension number you are trying to reach.

Please notify [Telecommunications@middlesexcc.edu](mailto:Telecommunications@middlesexcc.edu) of any change of name, location, or telephone number. Telephone problems can be reported to the Help Desk at ext. 4251.

## **G. Physical Education Center**

The Physical Education Center is the campus recreation facility. The building houses racquetball courts, a swimming pool, a fitness center, saunas, and the gymnasium. The air-conditioned fitness center equipment includes Stairmasters, computerized bicycles, a Smith machine, and treadmills. Open hours are posted in the building as well as on the internet at [www.middlesexcc.edu/athletics](http://www.middlesexcc.edu/athletics). Interested faculty and staff can either call ext. 3558 or stop by Room B100 for additional information about individual and family memberships. Please be prepared to show valid College ID when obtaining membership.

## **H. Bulletin Board Policy**

All information for bulletin boards will be coordinated and processed through Student Activities.

## **I. Campus Tours**

All requests for campus tours for students must be directed to the Office of Admissions, ext. 4243, which will then arrange and coordinate such tours with the various departments and areas involved. Regularly scheduled campus tours are offered Tuesdays and Thursdays at 11:30 a.m. and 3:00 p.m.

## XI. MARKETING AND PUBLIC INFORMATION DEPARTMENT

### A. **Graphic Services, Writing, and Printing**

(See Printing, Publications and Mail Services section for photocopying details.)

The image of Middlesex County College as a quality educational institution is reflected in many ways. Its printed material constitutes an important vehicle for a strong, visual identification. This requires the uniform use of the Middlesex logo and the appropriate use of paper, color and graphic elements.

The Marketing and Public Information Department (MPI) provides on-campus design and desktop publishing services for printed materials requiring creative direction and graphic arts expertise. The office serves as an in-house advertising agency staffed by professional graphic artists acting for you, the client, in producing your publications.

Ordinarily, most print projects other than routine photocopying must be submitted to MPI Department for production. Please make an appointment with the Assistant Director, Marketing Production, in order to determine the best approach to your project and to establish a reasonable production schedule. Most graphics projects are handled on a first-come, first-served basis. Please allow at least four weeks for design and production. Complex projects will require additional time and planning. Projects sent to Printing and Communications for reproduction with any changes will be redirected to MPI.

To formally initiate a project, please submit a completed client request form with all required signatures, a budget code and a completion date, along with approved text, supplied in both hard copy and in a WORD file emailed to [www.graphics@middlesexcc.edu](mailto:www.graphics@middlesexcc.edu). "*Graphic Client Request*" Forms and "*Business Card Request*" Forms can be down loaded from the InfoNet under the "Forms" tab. A completed client request form must be submitted before a project can be added to the design and production schedule. Clients will be required to proofread and sign off on projects during certain stages of production.

For more detailed information, please call MPI at ext. 2566.

### B. **Statements to the Press**

The Marketing and Public Information Department (MPI) is responsible for communicating the Middlesex County College message to the public. This office responds to all media questions related to the College.

Sometimes employees are contacted directly by the media about campus activities. If this occurs, please refer the reporter to MPI, ext. 2512. On occasion, a reporter will call the College for information on a particular subject in which a staff member may have expertise. If contacted, please advise the MPI Department.

Visits by television, newspaper, and radio reporters must be cleared through the MPI Department before arrival on campus or upon arrival. It is preferable that these press members have escorts while at the College.

C. **Press Releases and Media Features**

MPI promotes the College through releases and other material designed to attract positive media attention. Timely press releases greatly advance the College's mission and recruitment efforts.

The media is often responsive to information generated by the College. When you have a project or a person to promote, contact MPI and they will make arrangements for publicity. The Department is always eager to hear from all areas of the College. MPI values the support of College staff in identifying potential newsworthy stories.

D. **Campus Events**

MPI should be apprised of all groups using campus facilities and all events taking place. When appropriate, and with adequate lead time, MPI will generate publicity for these events. Contact MPI as soon as possible before an event in order to ensure adequate time to arrange for publicity and/or media coverage. Requests for photo coverage of an event must be submitted far enough in advance to plan for the photographer's time. Please call ext. 2566 or 2512.

Many organizations reach out to MPI to request speakers for special events and programs. In those cases, MPI will contact appropriate members of the College to present the details, determine the interest and make the arrangements with the outside group. Occasionally, an honorarium is offered, which will be made known in advance to the prospective speaker. Although this activity is strictly voluntary, it reflects favorably upon the College throughout the community. And, in the case of television appearances and other media coverage, showcases the expertise of individuals employed by our College.

Members of the staff may, of course, accept personal invitations to speak before outside groups. However, those doing so should make it clear that their participation is a personal one, and all promotion should avoid giving the impression that they are speaking on behalf of Middlesex County College. Only when arrangements are made through MPI should it be indicated that the speaker is representing the College. Those making such personal speaking arrangements, while using the College's name as their affiliation, are requested to inform MPI as a courtesy.

D. **Photographic File**

The Marketing and Public Information Department maintains files of selected College photographs. Please contact the office (ext. 2566) for details.

E. **College Internet Presence**

The College maintains a public website at [www.middlesexcc.edu](http://www.middlesexcc.edu) for the purpose of providing current information about the College to the general public as well as to faculty, staff, and students. The website contains a wide variety of information about the College, including course offerings, academic programs, departmental pages, application and enrollment procedures, and a calendar of current events. The appearance and content of the website is always evolving to increase its effectiveness as an information tool and to make it more user friendly. Responsibility for maintaining and upgrading the website is shared by the Department of Information Technology for server, related hardware, software and technical issues, and MPI for webpage design and consulting, maintenance of existing pages to conform with Internet standards, and updating of college-wide information.

F. **College Intranet**

Information helpful to the internal work of the College can be found on the intranet at <http://infonyet> . The homepage for the intranet is the default installed on College PC's so this will be the screen that first appears on a computer when it is connected to the network. This makes it easy for faculty and staff to access internal communications and stay informed about the latest College news. Policies and procedures, forms, staffing changes, tips of the day, special events, accomplishments of faculty and staff, and e-mail/phone directories are just a few of the helpful kinds of information to be found on the intranet. Like the College website, the intranet is continually evolving. Each department on campus is encouraged to be represented on the intranet. For assistance in doing so, please contact MPI.