# 2014 INSTRUCTIONAL GUIDEBOOK

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### PART ONE: INSTRUCTIONAL PROCEDURES AND POLICIES

Some instructional policies for the Graduate School of Education & Allied Professions differ from those in this handbook. Please check with your dean or department chair for details.

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Dear Faculty Colleague,

The Instructional Guidebook gathers and consolidates a variety of statements, policies, and information about the University. This Guidebook also contains basic educational policies set by the General Faculty and contained in the Journal of Record.

To help you find useful information and helpful suggestions, this Guidebook has been composed to provide you with information about instructional resources available on campus. There are also recommendations regarding effective teaching, though the staff of the Center for Academic Excellence, your faculty colleagues, support staff and even your students will also be tremendous resources in this regard. Faculty members are asked to consider these recommendations as they strive to advance the mission of Fairfield University. In particular, we recognize that the function of the instructor is not simply to transmit information or certify a student’s level of achievement. It is also the responsibility and the joy of all of us as dedicated instructors to enhance and enliven the learning process with high impact pedagogical practices for the holistic education of our students. We set high expectations for our students. Our syllabi articulate the learning objectives and course requirements clearly. Syllabi also alert students of their responsibilities. We design learning experiences within and beyond classrooms, labs and studios that enable students to achieve intended learning outcomes. We also empower students such that they take more and more personal responsibility both for their pursuit of knowledge and for gains of critical thinking and imaginative skills, the appropriation of wisdom, a sense of personal integrity, and a sense of responsibility for the common good as well. We promote these lofty goals by such pedagogical practices as enhanced classroom participation, sophisticated use of library resources, service learning in the local community, residential learning communities, internships in the region, study in foreign venues, and engaging students in collaborative research projects with fellow students or with faculty mentors. Indeed, in partnership with librarians and colleagues in Student Affairs, we are all mentors and role models for our students. Our engagement – both inside and outside of the classroom – is vital to student development. Thus, our efforts do not end at the classroom door. In addition to being effective teachers, we recognize that through our own research, scholarship, and service with and as colleagues, we demonstrate to Fairfield students that learning is a lifelong, gratifying and wonderful process.

Lynn Babington, PhD, RN
Senior Vice President for Academic Affairs
I. GETTING SETTLED

A. Offices and Office Keys
   Office space is provided for every faculty member. Part-time or adjunct instructors usually share offices. Office space is assigned by the Senior Vice President for Academic Affairs in consultation with the Dean. Office keys are distributed by the Dean or by the departmental program assistant. It is the responsibility of adjunct instructors to return their office keys as soon as the keys are no longer needed.

B. Mailboxes
   Each faculty member is given a mailbox. Both campus mail and off-campus mail delivered by the U.S. Postal Service or other providers that is addressed to the faculty member is placed in the mailbox. Mailboxes are located in each of the office buildings. Normally a faculty member will be given a mailbox in the same building where his/her office is located. Departmental program assistants can tell you the location of your mailbox. Be sure to check it each day that you are on campus.

C. Phones and Faxes
   1. Phones are available in all faculty offices, although adjunct faculty generally shares phones.
   2. The university’s office of Information Technology Services provides voicemail and related services. Phone ext. 4069 for information and assistance.
   3. While long-distance phone service is available, instructors should limit such calls to pressing professional matters.
   4. Fax machines are located in each office building. Check with your departmental program assistant for the location of the fax that serves your department/school and for instructions regarding the sending and receiving of facsimiles.

D. Parking and Parking Stickers
   1. Detailed traffic and parking regulations can be found in “my.Fairfield” under the employee tab. A color coded map inside the Parking brochure may be viewed online and is also available at the Parking Office and/or the Department of Public Safety located in the ground level of Loyola Hall.
   2. To avoid fines for parking on campus, each instructor must register his/her vehicle and will be issued a parking decal from the Parking Office. The online vehicle registration form can also be found in “my.Fairfield.” After logging into “my.Fairfield,” highlight the employee tab and click on Parking for Employees. Links to view and verify current vehicle information, register a new vehicle and/or register as a commuter can be found on the left hand side, under Quick Links. After completing the registration form for a new vehicle,
please print a copy and bring it to the Parking Office with your Fairfield I.D. and your vehicle’s state registration. **PLEASE NOTE: DECALS MUST BE ADHERED TO THE FRONT WINDSHIELD, DRIVER’S SIDE.**

3. The parking stickers are valid from September 1st until August 31st. Fairfield University Faculty are permitted to register one vehicle free-of-charge. There are fees for employees who choose to register more than one vehicle. Employees are strongly encouraged to register their vehicles during August before the students return for the fall semester.

4. Faculty/staff parking decal allows parking in any legal, unrestricted parking space anywhere on campus.

**E. StagCard (Identification Card)**

The StagCard is your official University identification card and should be carried with you at all times. It allows you access to your office building after hours as well as to computer labs in the different academic buildings. In addition, your StagCard can be used to check out materials from the DiMenna-Nyselius Library and, if you purchase a membership to the Quick Recreational Complex, it will gain you access there as well.

The StagCard Office is located on the ground floor of the Barone Campus Center. If you have any questions regarding your StagCard or are having problems accessing resources, please call the office at ext. 4009 or send an e-mail to stagcard@fairfield.edu. Please also report any lost or stolen StagCard to the office as soon as possible.

**F. Computer Accounts**

All faculty receive a computer account, called a NetID, which provides access to the University’s computer network and services. Among those available are a University e-mail account, file storage and sharing, privileges on course management systems, iTunes U, and access to the DiMenna-Nyselius Library’s collection of databases and other electronic resources.

NetID and e-mail accounts are created automatically as part of the hiring process. For information on how to activate, or claim, your NetID account, please visit [http://www.fairfield.edu/netid](http://www.fairfield.edu/netid)

An additional service available to faculty is the University’s portal, known as "my.Fairfield". Accessed via NetID credentials, the portal offers instructors a full list of the courses they are teaching along with complete class lists and other useful tools and information. At the end of each semester, the portal must be used by faculty to submit official grades for every student.
G. Office Supplies
Office supplies can be obtained from your departmental or school program assistant. Items for in office use can be ordered online via Stapleslink.com, with pre-approval from a departmental chairperson and/or Dean. All other purchases require a Purchase Requisition countersigned by a departmental chairperson and/or Dean. Purchase Requisitions are available from departmental or school program assistant.

H. Access to Locked Office Buildings
Faculty are not given keys to the exterior doors of office/classroom buildings as these buildings are open seven days from early in the morning to late in the evening. When the buildings are locked, either in the evening or during holidays, you must swipe your StagCard in the card reader to unlock the door. To ensure you have after-hours access to your office building, please call the StagCard Office at ext 4009 or send an e-mail to stagcard@fairfield.edu. If for any reason your card does not work, please visit the StagCard office, located in Kelley Center. Please be prepared to show your StagCard. Please note: Access to student residences is limited to students and their guests. Faculty and other University employees can gain access with the approval of the Office of Residence Life in the Barone Campus Center lower lobby.

II. THE BASICS: SYLLABUS, OFFICE HOURS, AND BOOKS

A. The Course Syllabi - Content
University policy is explicit on the matter of course syllabi. In all classes, students are to be provided a course syllabus setting out the course outline, readings and grading policy including the number of tests, method of evaluation, and weight of each evaluation.

Suggestions:
A well-designed syllabus can eliminate many student misunderstandings about the instructor’s expectations for performance in the course. It is recommended that all of the following items be included in the syllabus in a manner appropriate for the learning environment, e.g., lecture, seminar, laboratory, clinic, studio, fieldwork, or independent study:

1. Basic information: Course number, title, and credit hours
2. Course goals and objectives including cognitive and/or behavioral outcomes and the relation of assignments to the proposed outcomes.
3. Assignment schedule including lecture topics, textbooks, reading and writing assignments, due dates, required out-of-class work, e.g., field trips, group projects, review sessions, and examination dates.
4. Evaluation criteria including the components of the final grade, weights of various grades, the relationship (if any) of class participation and attendance to
the final grade, grading criteria, and other information relevant to the evaluation process.

5. Instructor policies including policies on attendance, excused absences (see section VII) late work, group projects, requests for extensions, missed exams, make-up exams, materials allowed at examinations, and retention of materials submitted to meet course requirements.

6. Academic Honesty statement including a definition of behavior that would constitute misconduct in the course (see section IX), and an invitation to students to seek advice if they have any doubts about actions or procedures which might constitute academic misconduct e.g., plagiarism.

7. Accommodation of disability statement indicating that the instructor will work with the office of student support services to provide appropriate accommodations for students with documented disabilities. The Office of Academic and Disability Support Services is located in the Kelley Center (ext. 2615).

8. Instructor information and resources including office address, phone number, office hours, course or lab assistant, and tutoring availability.

9. Student evaluation statement indicating the expectation that all students will participate and complete the IDEA course evaluation at the end of the semester.

B. Distribution of Syllabi

Each student enrolled in a course must be given a copy of the course syllabus at the start of the semester. In addition, within the first two weeks of each semester, it is also recommended that the instructor submit a copy of each syllabus that he/she has developed for that term to his/her department chair or Dean.

C. Office Hours

1. All instructors are expected to be available to meet with students outside of the classroom. To that end, each instructor should schedule regular office hours each semester.

2. Office hours should be included in the course syllabus and posted on the instructor’s office door.

3. It is recommended that, at the outset of each semester, all instructors should provide their departmental or school program assistant with their office hours, office phone extension, and e-mail address. The program assistant, in turn, will post office hours for the entire department or school. (Adjunct instructors who have minimal office hours should also provide the program assistant with their home address, home phone number, as well as fax and e-mail address, if available.)

4. Please inform the program assistant whether you will permit the release of your home phone number to students.
D. Textbooks
The choice of textbooks is generally at the discretion of the instructor. In some cases, departments have agreed on a common textbook for a course.

E. Book Orders
1. Books for next semester's courses can be ordered through the university bookstore by emailing 1276txt@fheg.follett.com
2. Instructors are responsible for ordering their own instructor’s editions from the publishers.
3. Unsold books are sent back to the publishers around midterms.

III. CLASSROOMS -- SCHEDULING AND RELATED ISSUES

A. Classroom Assignments
The assignment of classrooms for courses is the responsibility of the University Registrar. Room assignments are made prior to the start of each semester. They are printed on the class roster and also available in the University Registrar’s office.

B. Requests for Specific Classrooms
If an instructor needs a particular classroom, (e.g. multimedia classroom, science laboratory, arrangement of furniture for seminar format) it should be noted on the department class schedule submission form. Information Technology Services (ITS) offers technology classroom training sessions periodically and sends out emails to the faculty concerning the dates and times for these sessions.

C. Classroom Changes
If a room change is required after the semester begins, the instructor should submit the Change of Room Request form, available on “my.Fairfield,” to the Assistant Registrar for scheduling. Room changes will be made during the first week of classes on a space available basis.

D. Problems with the Classroom
Problems with the classrooms can be reported by dialing HELP (ext. 4357) or (203) 254-HELP. This will direct the faculty member to a phone tree for specific assistance. A copy of the phone tree information is listed on the wall near each classroom door. There is also an email address that can be used to report classroom problems: Classrooms@fairfield.edu. The University Registrar coordinates the email account and serves as Chair of the Classroom Advisory Committee reporting to the Senior Vice President for Academic Affairs.
FOR CLASSROOM PROBLEMS
Dial ext. HELP (4357) or (203)254-HELP (4357)

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Please note: Not all offices are staffed 24 hours a day.
E. Classroom Supplies

Basic classroom supplies such as chalk, white board markers, and examination blue books can be obtained from the University Registrar in the Kelley Center.

F. Science Labs

Problems relating specifically to the use of science laboratories (e.g., ordering materials, lab preparation, safety issues), should be taken directly to the designated departmental lab coordinator.

IV. COURSE REGISTRATION AND CLASS ROSTERS

A. Advising and Online Registration

The purpose of advising is to guide the student in academic program planning and to facilitate the student’s entry into appropriate courses. Accordingly, in each school of the University, registration of matriculated students is closely linked to advising. In most cases, students are assigned faculty advisors in their majors. A special advising period is scheduled prior to the start of registration. The schedule of course offerings and general instructions regarding registration are prepared by the University Registrar. Detailed information and specific instructions for advising and registration are sent to majors and minors by each department or school.

For full-time undergraduate students, advising and registration takes place in April for the following fall semester and in November for the spring semester. Online registration is divided into two phases. (1) by class year and (2) with open registration. The student information system enables Deans, Chairs, and Area Coordinators to review course enrollment as registration progresses, so that courses can be added or deleted and maximum enrollment figures can be increased if necessary.

In addition, you may run an online degree evaluation for your advisees.

Instructions are as follows:

1. Login to “my.Fairfield.”
2. Click on Faculty at the top of the screen. Select Advising.
3. On the left side of the page click on Advisee ID Selection.
4. Type the Student ID# or Search for the student by First & Last Name.
5. Click Submit.
6. On the next page, verify the student listed is the one you wish to work with. Click Submit.
7. Click on Degree Evaluation.
8. Click Generate New Evaluation at the bottom of the screen.
9. On the next screen, press the bubble next to the student's program.
10. Select the appropriate term.
11. Click the Generate Request button.
12. Click the bubble next to Detail Requirements
13. Click Submit.
If you run into problems with running another student’s degree evaluation, repeat the process above. Under Quick Links, there are also instructions for Degree Evaluation.

**DEGREE WORKS**

- Degree Works will be used for degree evaluations for students matriculated under catalog year 2013-14 to present. (Mainly Freshmen and Sophomores)
- Training for Faculty and Students will be held during the Fall semester, plans To Be Announced.
- CAPP Degree Evaluations will continue to be used and maintained for students prior to 2013-14 who utilized CAPP Degree Evaluations previously.
- All students, regardless of catalog year, will be able to use certain features of Degree Works such as Class History, GPA Calculator. This will be communicated to all students, faculty, staff, etc.

**B. Admission to a Closed Course**

Once the registration for a course reaches the assigned maximum enrollment, the course is listed as closed. Students can “waitlist” themselves on most closed courses. The student receives an e-mail when a seat becomes available. Students requesting permission over and above the waitlist for a special circumstance must see the chair of the department or one of the assistant deans in the school the course is being offered.

Instructor approval to register into a closed course is not accepted, until the add/drop period for the semester, and is limited to space available in the classroom.

**C. Adding/Dropping Courses**

During the first week of classes in the fall and spring semesters, students may add or drop courses from their schedules on a space available basis. Students may change classes online up to the seventh day of the first week of the semester. No registration (adds) will be accepted after the first week is over. Drops after this date must be approved by the student’s Dean [see withdrawal].

Students who wish to withdraw from a course after the initial add/drop period may do so by the mid-point of the course (e.g., through the end of the seventh week of a traditional semester) provided that (a) the student's academic dean, in consultation with the course instructor, finds withdrawal to be in the student's best interest (note that a student must maintain 12 credit hours for full-time status). After the mid-point of the term, course withdrawal will only be granted in highly unusual circumstances, such as documented health emergency. Withdrawal after the mid-point of the term will not be permitted simply to prevent receipt of a grade that might not meet the student's satisfaction. In addition, students who have violated the academic honor code may not be eligible for withdrawal. In all approved cases, the University
Registrar will record a grade of a "W" (withdrawal) on the student's permanent record. To initiate a request to withdraw from a course, a student must complete a Course Withdrawal Form and meet with his/her academic dean. A "W" may not be granted after final grades have been submitted except in very rare cases, which are determined by the Dean.

D. Withdrawing from the University
Voluntary Withdrawal Process
To discuss voluntarily withdrawing (for non-medical reasons): contact the appropriate Academic Dean’s Office. This meeting is necessary to facilitate the withdrawal process and to discuss any future plans to return to the University.
- College of Arts & Sciences, CNS 100, ext. 2221
- Kelly Center, ext. 2222
- Dolan School of Business, DSB 1125, ext. 3230
- School of Nursing, SON 102, ext. 4150
- School of Engineering, MCA 106, ext. 4147

The student must submit a written request for withdrawing from the University, including the reasons for the withdrawal. Voluntary withdrawals from the University are subject to the following conditions:
- There are no pending student conduct issues.
- The student is not liable for academic withdrawal due to insufficient progress or excessive absence.
- The student has settled all financial obligations to the University.
Voluntary withdrawals cannot be granted retroactively.

E. Class Roster
Faculty print their class lists from their “my.Fairfield” accounts. The main purpose of the class roster is to provide the instructor with the current enrollment status of his/her course and to provide supplemental information about students in the section. Such information usually includes the student’s name, University ID number, major, and year of graduation as well as their picture.

Below are instructions to follow:
1. Login to “my.Fairfield.”
2. Click on Faculty tab and then select Classes.
3. On the left side of the page, click Summary or Detailed Class List. This will default to the current term in progress.
4. Select the class and CRN from the drop down menu.

To view another class within the term:
1. Click on CRN Selection at the bottom of the class list you are currently looking at.
2. Select the CRN from the drop down menu.
3. Click Submit.
4. Click on Detail Class List or Summary Class List.

To view another class list for a different term:
1. Click on Term Selection on the left side of the page.
2. Select the Term from the drop down menu.
3. Click Submit.
4. Click on CRN Selection.
5. Select the CRN from the drop down menu.
6. Click Submit.
7. Click on Detail Class List or Summary Class List.

F. Class Roster Verification
Instructors are expected to verify the course enrollment as it appears on the revised class list that is prepared after the add-drop period. If a student’s name appears on the roster, but the student has never attended the class, the instructor should report such information to the University Registrar’s office.

G. Students Who Do Not Appear on the Class Roster
Any student attending a class whose name does not appear on the class roster should not be permitted to attend or remain in the class until proof of registration into the course (and payment of fees) is provided. If the student is not enrolled during the add/drop period, the student should register online or in person at the University Registrar’s office.

If the student is not enrolled after the add/drop period, the student will need to get written permission from the department chair/assistant dean of the school in which the class is taught, and go to the University Registrar’s office to enroll for the course. The student should not be permitted to attend class until he/she is officially registered.

V. GRADES

A. Definition of Academic Grades - Undergraduates
A letter grading system is used at Fairfield University to indicate the quality of student performance in coursework. Academic grades have the following meanings:

- A --- Outstanding achievement
- B --- Superior level of achievement
- C --- Acceptable level of achievement with course material
- D --- Minimal achievement, but passing
- F --- Unacceptable level of achievement; course must be repeated to obtain credit

A “plus” (+) may be added to grades of B or C to indicate work performed at the top of that range.

A “minus” (-) may be added to grades A, B, or C to indicate work performed below the range.
[In addition to the foregoing academic grades which indicate the quality of student performance, the notations “I” (Incomplete) or “W” (Withdrawal) may appear on a student’s grade report. Those notations are explained elsewhere in this guidebook.]

B. Quality Points and Numerical Equivalency for Letter Grades

The final letter grade earned in a course is assigned quality points. As set forth in the Journal of Record the quality points per credit hour and the numerical equivalency for letter grades are as follows:

<table>
<thead>
<tr>
<th>Quality Points</th>
<th>Numerical Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

93-100

90-92

87-89

83-86

80-82

77-79

73-76

70-72

60-69

0-59

The grade of D is not available for graduate students.

C. Posting of Grades

The Family Education Rights and Privacy Act places legal restraint on the release of student information, including grades. Grades may not be posted, announced, or otherwise left in a manner that allows others to identify the student and the evaluation of the student’s work. Thus, posting grades by names, initials, or ID numbers is not permitted.

D. Privacy of Academic Records

Students have the right to inspect academic records and challenge the contents which they believe to be inaccurate or misleading. A student’s academic progress may be revealed to those within the institution with a legitimate educational interest. Faculty may, as necessary, discuss a student’s progress with deans, chairs, advisors, colleagues, and support staff. No disclosure of academic progress may be made to
those outside the institution, including parents, without the written consent of the student unless the University Registrar has confirmed in writing that the party has a right to the information under the Family Educational Rights and Privacy Act of 1974, as amended, or replacing legislation.

E. Early Alerts, Midterm Estimates, and Final Alerts
In order to identify and intervene with first--year students who are struggling in a course or several courses, it will be required that all faculty submit midterm estimates in the fall and spring semesters for their first-year students in danger of receiving a C —, D, or F. Additionally, at two other points in the semester, faculty are asked to provide feedback about the performance of first year students and NCAA Division I athletes enrolled in their classes. All information provided through Alerts and Estimates are not part of the student’s official record. Instead, they are used by the student, as well as by the faculty advisor, assistant directors, directors, and the academic deans, to review the student’s academic progress and to act to correct or improve academic performance.

Special meetings are scheduled with students who have early alerts, mid-term estimates, and final alerts as well as students who have a low grade point average after the fall term. Assistant directors, directors and deans meet with students, give advice about strategies to improve grades, and connect students to appropriate resources.

F. Submission of Final Course Grades
Grades are submitted by faculty directly into their “my.Fairfield” account, preferably within 72 hours after the end of the final exam period. The following are the instructions:

1. Login to “my.Fairfield”
2. Click on Faculty and select Grades.
3. On left side of screen click Submit Final Grades.
4. Select the CRN from the drop down menu that you wish to enter grades for.
5. Click Submit.
6. The class roster will appear
7. Under the GRADE column, select a letter grade from the drop down list
8. When finished, click on Submit Grades button at the bottom of the page. After you hit submit, you will not be able to change a grade that you have already entered. (NOTE: click on the Submit button often. There is a 30 minute time limit on this page, meaning if there is no activity on the page for more than 30 minutes the system will log you out and you will lose all information entered.)

To enter grades for another class, click CRN Selection at the bottom of the page. Select the CRN from the drop down menu. Click Submit. Click Final Grades. Repeat steps 7-9.
G. “Incomplete”

An Incomplete ("I") is issued when due to an emergency situation such as a documented illness, a student arranges with the course instructor to complete some of the course requirements after the term ends. All course work must be completed within 30 days after the beginning of the next regular semester. Any Incompletes still outstanding after the 30-day extension will convert to the grade of F. Any requests to extend the 30 day time period for completing an ‘Incomplete’ requires approval by the appropriate Dean and notification to the Registrar’s Office.

H. Change of Grades

Change of Grades can be done on-line by faculty members through a work flow that goes to their dean for approval and that notifies the faculty member and the student when it is completed.

Instructions are as follows:
1. Login to “my.Fairfield.”
2. Click on Faculty and then click on Grades
3. Click on Term Selection, click Submit
4. Click Grade Change Request.
5. Select the course from the drop-down menu. Click Submit.
6. The Class list will appear. Click “Change Grade” for the student that you are requesting a grade change for.
7. Select the New Grade and Grade Change Reason from the drop-down lists.
8. Click Submit.
9. You will receive an email when your grade change is approved or denied by the Dean’s Office.

I. Grade Disputes

Students have a right to appeal course grades in cases where they believe the grade assigned them does not correctly reflect the quality of their work. Such appeals must be initiated by the end of the subsequent fall or spring semester after the event that is the subject of the grievance. Appeal procedures for academic grievances are set forth in the university catalog chapter on “Educational Policies and General Regulations.”

J. Retention of Grade Records and Graded Materials

Because students have the right to dispute grades, instructors should retain, at least until the end of the following term, both grade records and graded work not returned to students.

VI. FINAL EXAMINATIONS

A. University Policy on Final Exams

1. Each instructor should be given wide latitude, so as to provide for a degree of creativity and flexibility in how the students will be tested. The form of evaluation should be in keeping with the goals and purposes of the course.
2. In every case the form of the final, end-of-semester comprehensive evaluation (such as written examination, take-home, oral exam, paper, etc. or a combination of these) must appear on the syllabus at the beginning of the semester.

3. No form of final evaluation is to be due prior to the date assigned by the Registrar for that course’s final examination.

4. The final comprehensive evaluation should reflect integration of course materials discussed during the semester.

B. Weighting of Course Components for Grading Purposes

There is no single formula for the weighting of course components, but in all classes, students should receive feedback on their work at multiple points during the semester. In classes for which the final assessment is an in-class examination, that exam should not count for more than 1/3 of the course grade.

C. Final Exam Schedule

Final exams are centrally scheduled by the University Registrar. The schedule is published in each semester’s booklet of course offerings and is also on the Fairfield Website. All instructors are expected to adhere to the official examination schedule. Even if the final assessment is something other than an in-class exam, it cannot be due prior to the final exam date assigned by the Registrar. Any deviation from the schedule must be preapproved by one’s Dean in consultation with the University Registrar. Furthermore, that change must be announced to students during the first week of classes and stated clearly on the course syllabus.

D. Number of Final Exams on a Single Day

Students are not required to take more than two exams in any final exam day.

E. Retention of Final Examinations

Final examinations (blue books, etc.) and term papers or other written assignments used by the professor for determining the final course grade [should] be retained by the professor until the end of the following term, so as to be available for student inspection.

VII. CLASS ATTENDANCE & ABSENCES

A. Class Attendance:

All students are expected to attend every scheduled class session. The impact of attendance on grading is specified in the syllabus for each course. Unexcused absences may be reported to the appropriate academic dean. Faculty members should have a policy for dealing with student absence on the syllabus for each course. If a student will miss a class due to an illness/injury, the professor should be notified according to the policy on the syllabus. If a student will miss an exam, quiz or in class
presentation due to illness/injury or another type of emergency, the professor should be contacted beforehand. A faculty member may request that the student provide verification of the absence from a health care provider. If a faculty member considers it necessary to seek verification from a health care provider (e.g., the Student Health Center, Counseling & Psychological Services, or the student’s independent medical provider), then the faculty member should address the request to the student and the student must consent to having the health care provider disclose information as to the student’s treatment. It is the purview of the faculty member to determine when or if a student absence will be excused. Neither the Student Health Center nor Counseling & Psychological Services is able to excuse a student from class, examinations or other class-based requirements; the ultimate decision to excuse a student from class/class work rests with the faculty member.

In situations where the Student Health Center, Counseling & Psychological Services or an outside provider determines that the student’s health is severely compromised, (e.g., in need of immediate medical treatment or other recommended activities to alleviate symptoms/contagion) or when the student must otherwise be absent from class for more than three days, the student should inform the appropriate faculty of the absence. On occasion, the Academic Dean’s Office will advise professors that a student has notified the University that he or she will be absent for a specific period of time. This notification is provided as a courtesy and does not constitute a verification or excuse (unless it is determined that the student’s condition constitutes a health or safety emergency, in which case the Office of the Dean of Students reserves discretion to restrict a student from attending class). When able to return to class or campus, the student will work with the necessary faculty and/or follow the procedure/guidelines outlined in the faculty member’s syllabus for making up missed work.

B. Released Time or Excused Absences for Students

A student participating in a university-sponsored event has the right to be excused without penalty or grade jeopardy from exams, student presentations, attendance and other classroom events during that time, provided the student makes up the required work in the fashion mutually agreed upon by the professor and the student.

Students participating in such university-sponsored events will be allowed to make up any major exams, tests, or quizzes which they miss in a course, when they are involved in a scheduled event, provided that participating students, or the faculty moderator, inform all their professors in writing at the beginning of the semester, or as soon thereafter as possible, once scheduling is confirmed.

University sponsored events covered by this policy are defined as follows:

1. Athletics
   a. all varsity sporting events; to include post-season tournaments
   b. all club sporting events
2. Others
   a. concerts, plays or other group performances where the absence of a
      member would detract from the overall performance.

   Not included in this policy are clubs formed on a departmental basis such as Biology
   Club, Psychology Club, etc.

C. Course-Related Field Trips
   The provisions for make-up of missed work outlined in the policy stated above on
   released time for students do not apply to absences due to course-related field trip.

VIII. OFFICE OF ACADEMIC ENGAGEMENT

The Office of Academic Engagement (OAE) supports the goals of a Jesuit education by
promoting a learner-centered approach to the education of the whole person. Working with
students, faculty, and staff, the OAE:
   ▪ Promotes an integrated academic advising program
   ▪ Coordinates academic support services and resources, such as tutoring and
     learning support services
   ▪ Collaborates with Student Affairs on Living and Learning initiatives, such as
     Cornerstone courses for first-year students

   The undergraduate academic advising program offers support to advisors and advisees in all
   areas of academic planning. Students work closely with faculty advisors at each stage of the
decision making process regarding their academic career – from course selection and major
options to co-curricular involvement and high-impact educational practices, such as study
abroad, capstones, and internships.

   Students repeatedly cite the close relationships they have with our faculty members to be
among the most significant highlights of their Fairfield experience. The academic advising
relationship is one of the ways we ensure individualized attention to our students’ academic
success. Faculty promote a holistic approach to academic advising, characterized by
students’ active engagement and deliberate decision-making regarding their current and
future plans. For resources to assist in advising, faculty are encouraged to check the OAE

The Office of Academic Support and Retention serves undergraduate students who are
undeclared, changing majors and/or schools, or in need of advising to help them make a
successful transition to a declared program of study. The Office supports and monitors
coordinates with faculty advisors, deans’ offices, and campus resources to assist students
in achieving academic success. Using a holistic advising model, the Office helps
students meet their academic, personal, and professional goals through comprehensive
and integrated academic support services and resources.
The Director and Assistant Directors of Academic Support and Retention work with students individually and in groups on issues related to exploring majors, academic planning and academic success. This includes meeting with individual students who are identified as “at risk” or who are on academic probation. The directors also meet with transfer students who are exploring their interests and various programs upon arrival at Fairfield. This Office is responsible for designing programs to assist students in discerning their academic paths and facilitates changing majors and/or schools in collaboration with departments and schools. In addition, the Office works with the Career Planning Center to assist students in determining their academic interests and design a plan for work opportunities after graduation from Fairfield University. The Office of Academic Support and Retention also collaborates with the Center for Academic Excellence, as well as the academic deans’ offices to develop programs for faculty and staff pertaining academic advising.

A. Academic Support Services

The Peer Tutorial Program
The Peer Tutorial Program offers free group-based tutorial assistance, to all undergraduate students. The program recruits undergraduates who are proficient in their major concentration and/or other subjects, and trains them to function as peer tutors.

Group sessions are available for certain high-demand subjects, e.g. Chemistry and Mathematics. These services are available during the fall and spring semesters.

Faculty who identify students in their classes who need additional help (beyond what is provided by faculty in office hours or by teaching/lab assistants), are asked to advise those students to seek help from the Office of Academic Support and Retention, the Math Center, or the Writing Center. In addition, faculty are encouraged to assist the office in recruiting capable student (peer) tutors by identifying students who have demonstrated a true mastery or facility with the material covered in their courses.

Student Athlete Support Services-Academic Center
Fairfield University is committed to a strong academic support program for our student-athletes. The Academic Center is designed to meet the unique needs of the college athlete. The staff consists of the full-time coordinator and one graduate assistant and is located in the Walsh Athletic Center. Year-round efforts will encompass:

• Overseeing the academic success of all varsity team members by cultivating a relationship between the student-athletes, coaches, faculty and other University personnel.
• Assisting student-athletes in meeting the requirements of satisfactory academic progress and athletics eligibility as designated by Fairfield University policies and NCAA regulations.
• Providing an academic support system which integrates the use of study halls, tutorials, basic study skills workshops and personal advising. The support series are
tailored to meet the specific needs of each athlete but include mandatory study hall hours for freshmen.

- Implementing a Life Skills Program to create opportunities for personal and professional development through campus and community outreach and career exploration.
- Requesting mid-semester progress reports on all student-athletes. Faculty participation in this process is essential to the early engagement and ongoing academic success of our student athletes.

We appreciate your help in providing our student athletes with the tools to perform both in the classroom and on the field. If you have any questions on academic support for athletes, please call Mary Ann Palazzi at extension 2011.

International Students and Scholar Services (ISSS)
The Office of International Students and Scholar Services (ISSS) coordinates services for international students and scholars. Please contact the Office of International Student and Scholar Services, Dolan House, room 214 at (203) 254-4332 or email intlprog@fairfield.edu for information on the services provided for international students and scholars.

B. The Writing Center
The Writing Center, located on the lower level of the DiMenna-Nyselius Library, offers writing assistance and resources to all students. Tutors work with students on any writing project and at any stage of the project’s development. For more information or to schedule an appointment, please visit http://www.fairfield.edu/writingcenter.

Individual Assistance
The Writing Center offers assistance in producing effective written communication. The Writing Center provides one-on-one tutoring at no charge to any Fairfield University student during the regular academic year. Peer tutors are available to help students with course papers; case, field, and lab studies; creative writing; professional and graduate school application essays; resumes; or other forms of writing. Tutors are ready to work with students at any stage of composing: finding ideas, drafting, revising, documenting sources, or proofreading. The tutor will not correct a student’s paper; rather, the tutor will assist the student by offering advice on how to improve weaknesses and recognize strengths. For more information about the Writing Center or to schedule an appointment, please visit the Fairfield University Writing Center website at http://www.fairfield.edu/writingcenter.
Additional Services
Classroom visits: Writing Center tutors can visit a class to talk about the services offered at the Center. In these brief presentations, tutors describe Writing Center services, explain how to schedule an appointment, and answer students’ questions about what to expect in a conference.

Special topic presentations: The Writing Center Director and staff can work with you to prepare longer presentations and workshops. Past presentations and workshops have included writing an abstract, using APA style, and writing the personal statement for medical school.

C. The Mathematics Center
The Mathematics Center is located in Bannow 129A and is open most days during the fall and spring semesters and for a limited number of hours during the summer.

At the Mathematics Center, students can obtain assistance in learning and achieving success in their core mathematics courses. This is provided via individual and small group tutoring sessions by trained mathematics majors and minors. To view the hours of the Mathematics Center or to schedule a free tutoring appointment, please visit the Fairfield University Mathematics website at: https://www.fairfield.edu/mathcenter. All mathematics tutoring appointments are half-hour sessions that are scheduled online on a first-come first-served basis. Because so many students request mathematics tutoring, we ask that students not make more than one appointment per day and not more than three per week.

For additional information, contact a Co-Director of the Mathematics Center: Dr. Matthew Coleman (ext. 2512, mcoleman@fairfield.edu) or Dr. Laura McSweeney (ext. 2194, lmcsweeney@fairfield.edu).

IX. MISCONDUCT BY STUDENTS

A. Student Conduct
Fairfield University takes seriously its academic mission of fostering the creative intellectual potential of each of its students. In order to maintain an atmosphere which nurtures this potential, the University has established rules of conduct. In general, each individual is expected to act as a responsible member of the academic community and to respect the personal and property rights of all other persons and of the University itself. As outlined in the "Student Handbook," the scope of the University's student conduct code includes policies on alcohol, assault, arson, assembly, damage to property, discrimination, disorderly conduct, drugs, fires and fire alarms, harassment (including sexual harassment), indecent conduct, property damage, sexual misconduct, theft, and weapons, among other things. The University reserves the right to discipline any student who, after being afforded the processes described in the student handbook, is found in violation of the University’s student conduct code.
If an instructor finds that a student is disruptive in class or engages in other non-academic misconduct, he/she may ask the student to stop such activity. If the student fails to cease such behavior, the instructor may wish to file a report concerning the student’s behavior by obtaining a “report of incident” form from the Office of Residence Life (Barone Campus Center, lower lobby), the Office of the Dean of Students (Barone Campus Center 408) or the Department of Public Safety (Loyola Hall). The completed report should be returned to the Office of the Dean of Students (Barone Campus Center 408) where the matter will be reviewed by the Office of the Dean of Students.

If a student presents a clear and immediate threat of bodily harm or injury to the instructor or to fellow students, the instructor should contact the Dept. of Public Safety for immediate assistance. The Dept. of Public Safety is located in Loyola Hall, room 2, extension 4090.

B. Case Management Committee

The Case Management Committee is a group comprised of representatives from each of the schools and the College, as well as representatives from Student Affairs. The committee serves as a proactive mechanism to identify and address students of concern.

During the regular academic year, the Case Management Committee meets every other week/on a regular basis to receive and review behavioral concerns of non-emergency nature that are raised to the Committee’s attention by members of the University community. The Committee considers coordinated and appropriate responses in a confidential setting. Examples of student issues that would come to this group include concerns resulting from inappropriate or disturbing comments made in class, worrisome writings, excessive class absences, health issues (e.g., weight loss, headaches, sleep problems, etc.), death of a family member or close friend, substance abuse, behavioral changes and aggression.

To report a concern about a student to the Case Management Committee, please contact either your respective academic dean’s office, or the Office of the Dean of Students at ext. 4211. The Case Management Committee does not address emergencies or instances where an immediate threat is posed. In cases of emergencies or immediate threat, please notify Public Safety at ext. 4090.

C. Academic Honesty

All members of the Fairfield University community share responsibility for establishing and maintaining appropriate standards of academic honesty and integrity. As such, faculty members have an obligation to set high standards of honesty and integrity through personal example and the learning communities they create. Such integrity is fundamental to, and an inherent part of, a Jesuit education, in which teaching and learning are based on mutual respect. It is further expected that students will follow these standards and encourage others to do so.

Students are sometimes unsure of what constitutes academic dishonesty. In all academic work, students are expected to submit materials that are their own and to include
attribution for any ideas or language that is not their own. Examples of dishonest conduct include but are not limited to:

- Falsification of academic records or grades, including but not limited to any act of falsifying information on an official academic document, grade report, class registration document or transcript.
- Cheating, such as copying examination answers from materials such as crib notes or another student’s paper.
- Collusion, such as working with another person or persons when independent work is prescribed.
- Inappropriate use of notes.
- Falsification or fabrication of an assigned project, data, results, or sources.
- Giving, receiving, offering, or soliciting information in examinations.
- Using previously prepared materials in examinations, tests, or quizzes.
- Destruction or alteration of another student’s work.
- Submitting the same paper or report for assignments in more than one course without the prior written permission of each instructor.
- Appropriating information, ideas, or the language of other people or writers and submitting it as one’s own to satisfy the requirements of a course, commonly known as plagiarism. Plagiarism constitutes theft and deceit. Assignments (compositions, term papers, computer programs, etc.) acquired either in part or in whole from commercial sources, publications, students, or other sources and submitted as one’s own original work will be considered plagiarism.
- Unauthorized recording, sale, or use of lectures and other instructional materials.

In the event of such dishonesty, professors are to award a grade of zero for the project, paper, or examination in question, and may record an F for the course itself. When appropriate, expulsion may be recommended. A notation of the event is made in the student’s file in the academic dean’s office. The student will receive a copy.

D. Honor Code
Fairfield University’s primary purpose is the pursuit of academic excellence. This is possible only in an atmosphere where discovery and communication of knowledge are marked by scrupulous, unqualified honesty. Therefore, it is expected that all students taking classes at the University adhere to the following Honor Code:

“I understand that any violation of academic integrity wounds the entire community and undermines the trust upon which the discovery and communication of knowledge depends. Therefore, as a member of the Fairfield University community, I hereby pledge to uphold and maintain these standards of academic honesty and integrity.”

E. Proper Faculty Response to Incidences of Academic Dishonesty
If a faculty member believes that a student may have committed an act of academic dishonesty, he/she should meet with the student as soon as possible to discuss the matter. It is recommended that a third party be present for that meeting. If, after the meeting, the instructor still believes that an act of dishonesty has occurred, he/she should file a
written report (plus supporting materials such as a plagiarized paper and the source from which it was copied) with his or her Dean, indicating reasons for believing the student has committed an academic offense, and indicating the proposed academic sanction. The student will receive a copy. (If the student is in a school other than that of the faculty member, a copy will be sent to the Dean of the student's school.)

**F. Appeal Procedures**

Students have a right to appeal academic dishonesty charges under the standard academic grievance procedure. The appeal must be initiated by the end of the subsequent fall or spring semester after the event that is the subject of the grievance. The appeal procedure includes informal and formal processes, all of which are spelled out in the Journal of Record found at [faculty.fairfield.edu/gfs](http://faculty.fairfield.edu/gfs).

**X. OFFICE OF DISABILITY AND SUPPORT SERVICES**

Fairfield University is committed to providing qualified students with disabilities an equal opportunity to access the benefits, rights, and privileges of its services, programs and activities in an accessible setting. Furthermore, in compliance with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and applicable state law, the University provides reasonable accommodations to reduce the impact of disabilities on academic functioning or upon other major life activities. If you would like more information please contact the Office at 203-254-4000, ext. 2615, email DSS@fairfield.edu, or view the website at [http://www.fairfield.edu/lifeatfairfield/studentservices/disabilitysupportservices/](http://www.fairfield.edu/lifeatfairfield/studentservices/disabilitysupportservices/).

**Student with Disabilities**

If a student with a disability would like to be considered for accommodations, he/she will self-identify to the Office of Disability Support Services by completing an orientation packet and providing documentation of the disability. The student will then meet with the Director to determine reasonable accommodations designed to provide equal access. If a student with a disability chooses not to self-identify and provide documentation, accommodations need not be provided. Students who are qualified to receive accommodations will be provided an accommodation letter each semester (at their request) which they will share with their professors to discuss how accommodations will be implemented. The contents of the accommodation letter will be treated as confidential information between the student and professor.

Fairfield University encourages all faculty to read all communications from the Office of Disability Support Services (DSS) and to comply with all requested accommodations as written. If the written accommodations in a letter are unclear, appear to fundamentally alter the requirements of a course, or appear to be unreasonable, faculty are expected to contact the Director of DSS immediately. If a student asks for accommodations and the faculty member has not been notified of the student’s need for accommodations by DSS, then the faculty member should not provide accommodation and should refer the student to DSS. Fairfield University also encourages faculty to include information on the course syllabus and to make an announcement at the beginning of the semester inviting students with
disabilities to schedule an appointment to discuss academic accommodations. The suggested
syllabus statement is below:

“Fairfield University is committed to achieving equal educational opportunities, providing students with documented disabilities access to all University programs, services and activities. In order for this course to be equally accessible to all students, different accommodations or adjustments may need to be implemented. The Office of Disability Support Services (DSS) is available at DSS@fairfield.edu and at (203) 254-4000, ext. 2615. They are your primary resource on campus to help you develop an accessibility plan to help you achieve equal access in your courses this semester. Please make an appointment with them as early as possible this semester to receive a letter to present to me so that we can discuss how potential accommodations can be provided and implemented for this course. If you have received an accommodation letter, please provide me with that information privately so that we can review your accommodations together and discuss how best to help you achieve equal access in this course this semester.”

XI. EVALUATION OF TEACHING

A. The Function and Value of Assessment

As we strive for excellence in teaching, evaluation plays a vital role. Evaluations can reveal factors that hinder an instructor’s effectiveness such as style or presentational difficulties, weaknesses in the structure or organization of a course, poorly-conceived assignments or distracting personal habits. Conversely, evaluations can confirm the professor’s effectiveness in terms of his/her organization of a course and presentation of material. In addition, evaluations can be of use to administrative and faculty committees charged with making personnel decisions.

B. Student Evaluations

In the spring of 2010, the Academic Council, on the recommendation of the Faculty Development and Evaluation Committee, adopted the IDEA form and system for use in all classes for student evaluations of courses. Faculty may opt for either the electronic version of the evaluation form which is e-mailed to the individual students or a traditional paper copy of the evaluation. All faculty have the option of using the long form or the short form. For individuals who do not specify which form they wish to use in a class, tenured Full Professors and part-time faculty will default to the short form and all other faculty members will default to the long form. The form will also contain five questions developed by FUSA and approved by Academic Council. These questions and responses will be published by FUSA for use by students prior to the registration period for the following semester. Faculty may request that their evaluations not be included in the FUSA publication. In addition we will continue the use of the traditional “yellow sheets” qualitative evaluations.

The results of the evaluations will be returned directly to the individual faculty members.
The Faculty Development and Evaluation Committee in conjunction with the Center for Academic Excellence will run workshops throughout the year to explain the effective use of the IDEA system for student evaluations.

C. Other Methods of Evaluation and Assessment
The FUSA-sponsored questions, included with the IDEA evaluation are not the only vehicle for assessment. Faculty are welcome to devise their own questions and evaluation forms to be administered to current students. Of course former students can offer a retrospective analysis of the effects of a course and instructor. Some departments have initiated surveys of alumni or exit interviews with graduating seniors to tap into the student perspective that has matured through distance and time.

Beyond students, other sources of information on teaching effectiveness might also be pursued. The Center for Academic Excellence, headed by Dr. Suzanna Klaf, is an excellent resource for faculty interested in enhancing their teaching. One’s colleagues are valuable resources; they can be invited for peer visitation. Having oneself videotaped in the classroom might reveal previously unrecognized strengths or weaknesses, especially regarding style and method of presentation. Videotaping can be arranged through the Media Center.

D. Teaching Awards
Various student and alumni groups, e.g., departmental clubs, honor societies, recognize outstanding teaching on the part of Fairfield faculty. In addition, Fairfield faculty have been recognized for their distinguished teaching by professional or national organizations, e.g., Amoco Distinguished Teaching Award, Carnegie Foundation Outstanding Teacher of the Year. The College of Arts and Sciences and the Charles F. Dolan School of Business present an annual award to an outstanding teacher on their respective faculties. The most prominent undergraduate and graduate University awards for teaching excellence are conferred annually by Alpha Sigma Nu, the National Jesuit Honor Society.

XII. MISSED CLASSES AND WEATHER DELAYS/CLOSINGS

A. Missed Classes
All instructors should begin and end their classes on time as a courtesy to their students and fellow instructors. When, for any valid reason, they are unable to meet their classes, they should notify the appropriate Dean and, if possible, make arrangements for conducting the class. Students have been instructed to wait at least ten minutes after the beginning of the class period for the arrival of the instructor unless word has been sent in advance that class has been delayed.

B. Canceling classes in inclement weather
In the event of inclement weather, when the University remains open, faculty members should make every reasonable effort to meet their regularly scheduled classes. The final judgment on what is reasonable effort, and therefore whether to hold class, resides with
the individual faculty member. Faculty members should try to notify their students of a decision to cancel class in a timely manner.

C. Inclement Weather Notification
The operations and activities of a residential, comprehensive university, such as Fairfield University, necessitate that the campus remain open with essential services available 24 hours a day, 365 days a year. Therefore, the University never fully closes or ceases operations. The default position in the event of inclement weather is that classes and all other activities will continue as scheduled, and cancellations or delays will be kept to an absolute minimum. Students, faculty, and staff should plan in advance accordingly.

In the event of extraordinary inclement weather conditions that affect the normal operations of the University, the information regarding the changes will be disseminated in three ways:

1. Outgoing message on the University’s main line: (203)254-4000 or ext. 4000
2. Posting on the University’s website, www.fairfield.edu
3. Utilization of the StagAlert emergency notification system

Due to space or other limitations with voice recordings, the University’s Web site will contain the most complete and updated information. For specific departmental activities or services, further information may be available at the following numbers:

- Athletics: (203) 254-4136 or ext. 4136
- Alumni Relations: (203) 254-4280 or ext. 4280
- Bookstore: (203) 254-4262 or ext. 4262
- Campus ministry/mass schedule: (203) 254-4050 or ext. 4050
- Library: (203) 254-4044 or ext. 4044
- Quick Center for the Arts: (203) 254-4010 or ext. 4010
- RecPlex: (203) 254-4140 or ext. 4140

Due to limited options with radio and television station notifications which can result in conflicting and incomplete notifications, the University has discontinued the use of radio and television notifications and utilizes only the three methods above.

XIII. CLASSROOM EMERGENCIES
The Department of Public Safety provides police, fire, and emergency medical services on campus; call ext. 4090 or 203-254-4090 for immediate assistance. The department can also be contacted using the specially marked emergency “Code Blue” phones that are located outdoors throughout the campus. The Department of Public Safety works closely with the Town of Fairfield Police and Fire Departments as well as with ambulance/emergency medical services and area hospitals. Faculty/staff emergency guides have been developed that provide information and instructions in the event of an emergency on campus. If you
have not obtained an emergency action guide, please contact the Department of Public Safety.

A. Medical Emergencies
Public Safety Officers are the first responders to any medical incident on campus. All officers are certified by the State as Emergency Medical Technicians. Each patrol vehicle is equipped with emergency supplies and oxygen. In the event of a medical emergency, immediately notify the Dept. of Public Safety at Ext. 4090 or 203-254-4090. Please be as specific and detailed as possible when describing the nature of the problem.

B. Fire and Fire Drills
Whenever an alarm is sounded, everyone must evacuate the building immediately in an orderly fashion. At the beginning of the school year, locate the exits nearest to the room you are in. If smoke becomes severe, stay near the floor. Never use elevators during a fire or fire drill. They could stop working at any time. If you locate a fire that has not been previously detected, activate the fire alarm system in the building and immediately leave the building. Do not attempt to put out the fire.

C. Hazardous Materials
In the event of spillage, explosion, breakage, etc. involving hazardous materials, notify the Dept. of Public Safety immediately (ext. 4090). Public Safety, in turn, will contact the Director of Environmental Health and Safety/Fire Marshall and the University Safety Officer. The University Safety Officer is also the designated Chemical Hygiene Officer and the Radiation Safety Officer.

No attempt should be made to clean up a spill if it is considered hazardous. Situations that are especially hazardous include chemical spills of toxic, corrosive, flammable, radioactive, pathogenic, or other health-threatening materials. Under no circumstances, should one clean up a spill of hazardous material that equals or exceeds four liters. If in doubt about the nature of the spill, do not attempt to clean it up until the University Safety Officer has assessed the situation. Evacuate the classroom or laboratory immediately. Close the doors and prevent access to the room. In the event of physical harm to individuals, the lab manager will know the right protocol regarding proper medical treatment. Prior to the arrival of the Public Safety Officer(s) or other first responders, the manufacturer’s safety data sheet (MSDS) for the spilled chemical must be secured and presented to the Public Safety Officer, who will transfer it with the injured party(ies) to the Health Center or other medical facility. Under no circumstances should any party directly involved in the spill or contaminated in any way as a result of the spill be allowed to leave prior to the arrival of Public Safety Officers and the University Safety Officer. This policy applies even if the party appears uninjured or indicates that he/she/they feel fine. The University Safety Officer has the authority to order the evacuation of the building, if in his/her opinion, the situation poses further danger to the building occupants.
D. Severe Weather and Power Outages
If severe weather conditions or power outages occur while a class is in session, the instructor should first determine if the class should be continued. If class is continued, movement should be restricted to areas that are adequately illuminated. Do not remain in close proximity to windows or exterior doors, and do not operate any A.V. equipment.

If evacuation of the building is necessary, do not use elevators. Emergency lighting in stairwells is adequate for egress. Candles and other open flame devices should not be used. Do not re-enter the building until instructed to do so.

E. Emergency Evacuation Plan for Students with Physical Disabilities
At the beginning of each semester, each faculty member should make note of students in their classes who may have difficulty in an emergency evacuation of the classroom building due to physical disabilities. In consultation with the student in question, develop a plan whereby you and/or other students in the class would assist such individuals in exiting the building. If for any reason you are unable to develop such a plan, notify the Dept. of Public Safety at the outset of the semester and, in the event of an evacuation, alert a uniformed Public Safety Officer or other rescue personnel of your situation. You must be able to inform Public Safety of the exact location of the individual who will require assistance.

F. Criminal Acts and Suspicious Activity
Acts that appear to be of a criminal nature should be reported directly to the Dept. of Public Safety (ext. 4090). Upon receipt of the call Public Safety Officers will be dispatched to the site, an investigation will be conducted, and appropriate action will be taken.

Suspicious activity or persons should also be reported immediately to Public Safety. Please provide as complete a description as possible of physical appearance, location, and circumstances to the dispatcher when you call. This information will be extremely important to the Public Safety Officers who respond.
## INITIAL ACTIONS

The individual discovering or receiving information about an incident will take the following steps:

1. **Call DPS ext. 6090 or 911**

2. **Provide the following information:**
   - Your name
   - Nature of incident
   - Location of incident
   - Severity of injuries or property damage
   - Telephone number (if a cell phone)

3. **Take action to protect students, faculty, staff and property.** This might include:
   - Moving people away
   - Isolating and securing the area
   - Providing assistance as needed to students and personnel
   - Directing public safety responders to the scene

4. **Assist instructions from DPS, police, or University officials**

## RESPONSE OPTIONS

### SEEK SHELTER

- If inside:
  - Use a desk or piece of furniture as a shield
  - Move away from windows and doors
  - Make body as small as possible and stay low
  - Remain quiet and still and be prepared to move quickly

- If outside:
  - Try to get behind any solid object
  - Lie flat with face away from source of event
  - Cover head and face
  - Remain quiet and still and be prepared to move quickly

### LOCKDOWN

- Faculty will oversee the lockdown by drawing blinds to windows and doors. If possible, lock doors and windows and turn off lights
- Dispose any objects on the door or surrounding areas and be alert for students who may still be in the hallway

### EVACUATION

- All students and personnel should move into isolated sections of building and reduce exposure to outside windows and doors
- Calm students and remain quiet
- Faculty will be notified when it is safe to resume normal operations
- Silence cell phones

### EVACUATION/RELOCATION SITES

<table>
<thead>
<tr>
<th>ON CAMPUS</th>
<th>Secondary — Recreational Complex/Field House</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary — Alumni Hall</td>
<td>OPP CAMPUS</td>
</tr>
<tr>
<td>Secondary — Recreational Complex/Field House</td>
<td>Primary — University of Bridgeport</td>
</tr>
</tbody>
</table>

Emergency Shuttle Bus Locations:

- Doleman Commons
- Alumni Hall
- Quick Center for the Arts
TYPES OF INCIDENTS

HOSTAGE SITUATION
- Avoid obvious actions or quick moves
- Do everything your captor asks to do
- Speak only when spoken to
- Stay calm, try not to show emotion openly
- Sit, if possible, to avoid appearing aggressive
- Do not turn away from the captor unless ordered to do so
- Model the appropriate behavior that you would expect of your students

FIRE/EXPLOSION
- Activate the fire alarm system by pulling the alarm
- Evacuate the building immediately in a safe and orderly manner
- If a heavy smoke condition exists, get low to the ground and crawl to the nearest exit
- Alert authorities with any information you may have about the incident, only after you have reached a designated "safe area"

HAZARDOUS MATERIAL RELEASE/LEAK
- Avoid contact with the material spilled
- Turn off air conditioning
- Do not turn on any electrical devices or lights
- Do not use cell phones
- Be prepared to evacuate the building

BOMB THREAT
If you are the receiver of a call indicating there is a bomb in the building:
- Remain calm, do not hang up
- Record time of call
- Attempt to keep the caller on the phone as long as possible
- Document everything the caller states: ask questions about type and location of device, time of detonation, and reason for planting the device
- Document characteristics of the caller's voice (sounding, muffled, accent, intonation, etc.)
- Listen to any background noise that may be present (television, traffic, music, etc.)

VIOLENT INTRUDER
- Calm students and remain quiet
- Draw blinds to windows and secure doors, turn off lights and equipment
- Erase any knock on the door or unusual visitor
- Be alert for students who may still be in the hallway
- All students should move into an isolated corner of the room or building, reducing their exposure to windows and doors
- If doors are locked, have everyone get low to the ground and seek shelter (if possible)
- As a last resort, you may have to decide whether to or not to confront the intruder

WEATHER EMERGENCIES
- All outdoor activities will be suspended when thunder is heard
- Shelters should be sought indoors by all members of the community until the severe weather is no longer a threat
- Occupants of temporary or portable buildings (tents) should move into a building
- Depending on the severity of the storm, all occupants should be brought into the nearest congregate area away from outside windows. Close all doors
- Do not take time to collect books or other personal belongings
- If not sure from falling objects, seek shelter beneath a desk, table, or bench
- Stay away from outside walls and windows

KEY WEATHER TERMS
WATCH — Threatening weather is likely. Remain alert and be prepared to implement a plan for action.
WARNING — Severe weather is occurring or has been indicated by radar. Take immediate action.
XIV. SEXUAL HARASSMENT

A. Definition

Sexual harassment is prohibited by State and Federal statute. Fairfield University defines sexual harassment in the following way: Sexual harassment shall include, but not be limited to direct or indirect sexual demands, requests for sexual favors, sexual comments, gestures or other physical actions of a sexual nature when:

1. Submission to such conduct is either made explicitly or implicitly a term or condition of an individual’s employment or academic success.

2. Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individuals, or,

3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile or offensive working or educational environment.

[The above definition is taken from the Connecticut Discriminatory Employment Practices Act and Title 7 of the Civil Rights Act of 1964.]


B. University Policy Statement

Sexual harassment, including sexual misconduct, is unlawful conduct and constitutes wrongful discrimination against the rights of others. It is the policy of Fairfield University with its long-standing Catholic and Jesuit tradition, not to condone or tolerate any behavior, verbal or physical conduct by a University employee, student or member of the University community, male or female, which would constitute sexual harassment. Such behavior of identified individuals will be subject to appropriate action, including but not limited to educational counseling, probation, suspension, or expulsion, from the community or the campus as well as civil or criminal action when appropriate. All members of the Fairfield University community are urged to be alert to possibilities of sexual harassment and to prevent, report and correct occurrences in our University community. Retaliation against an employee for bringing a complaint under this policy or for assisting in any such investigation is prohibited and will not be tolerated.

Fairfield University has adopted written procedures for reporting and remedying acts of sexual harassment, including sexual misconduct. Remedies for sexual harassment may include termination, expulsion, cease and desist orders, changes to hiring, promotion, and/or reinstatement, or damages. Employees should contact the Office of Human
Resources, 203-254-4080 (ext 4080) or the Title IX Compliance Coordinator (ext. 2704) for more information or to have questions answered.

C. **Action: What to Do in Cases of Sexual Harassment**

Any employee who is the victim of sexual harassment by a University employee or Staff member of the University community should promptly report the matter to a supervisor or to the Office of Human Resources at ext 2277. Any supervisor who receives a complaint shall promptly notify the Office of Human Resources at x2277.

Any student who is a victim of sexual harassment should promptly report the matter to the Dean of Students at ext 4211 or the Title IX Coordinator at ext 2704. Please see the Non-Discrimination and Harassment policy set forth in the Student Handbook: [http://www.fairfield.edu/documents/student/sl_sthandbook.pdf](http://www.fairfield.edu/documents/student/sl_sthandbook.pdf)

The complainant and the accused will be promptly advised of the outcome of the investigation or proceedings, and action taken by the University.

Note: The source for the definition, policy statement, and action plan set forth in this chapter on Sexual Harassment is the university’s *Security Policy Statement and Uniform Campus Crime Report, 1993.*

D. **Suggested Syllabus Language:**

Fairfield University requires all employees, including faculty, who are not otherwise governed by confidentiality rules or laws, to report incidences of sexual harassment including sexual misconduct. To assist faculty, the following language was developed and approved by the Academic Council for inclusion (at the discretion of the faculty member) in the course syllabus:

Fairfield University seeks to provide an environment that is free of bias, discrimination, and harassment. If you have been the victim of sexual harassment, misconduct or assault, we encourage you to report it, knowing that if you report this to a faculty member, she or he must notify Fairfield University’s Title IX coordinator about the basic facts of the incident (you may choose whether you or anyone involved is identified by name). For more information about your options at Fairfield:

The broader context for the language about reporting is found in the student handbook, pp. 49-51.

XV. CENTER FOR ACADEMIC EXCELLENCE (CAE)

Supporting innovation and scholarship in teaching and learning

The Center for Academic Excellence (CAE) helps Fairfield University faculty improve student learning by supporting innovation and scholarship in teaching and learning. All faculty – full-time, visiting and adjunct – may take advantage of CAE offerings.

Our Offerings

- **Workshops on Teaching & Learning**
  The CAE hosts workshops on a variety of teaching and learning topics. Previous topics include: Course Design, IDEA Student Ratings of Instruction, Community Engagement as Scholarship. We also co-host sessions with collaborators across campus (including: Academic Computing – ITS, DiMenna Nyselius Library, the Office of Service Learning, Faculty Development & Evaluation Committee – FDEC, among others).

- **Individual Consultations**
  The CAE staff is available to consult with individuals on a variety of topics whether in-person, over the phone or via email. These consultations are confidential. Previous consultation topics include: the Scholarship of Teaching and Learning (SoTL), interpreting student evaluations, classroom strategies and pedagogies, elements of course design.
  - Interested in receiving anonymous student feedback mid-semester? We offer a Mid-semester Assessment of Teaching (MAT) by appointment both in the Fall and Spring semesters. A CAE staff member conducts a focus group with your students which is followed by a one-on-one debrief discussion with you.

- **Communities of Practice**
  The CAE facilitates the formation of various communities of practice across campus. These informal communities include: teaching circles, writing circles, or faculty & professional learning communities (FPLCs) all of which are intended to assist you build networks and meet your teaching and scholarship goals.

- **Lending Library Collection**
  Our collection of books and other materials from general teaching guides to resources on collaborative learning, Ignatian Pedagogy, the assessment of student learning, etc. Find titles online through the library catalogue or browse our shelves on the lower level, and check materials out at library circulation.

- **Professional & Organizational Development**
  The CAE staff is available to work with departments, programs, schools to plan, facilitate, and assess their retreats, meetings, events, or teaching and learning initiatives.

- **New Faculty Mentoring Networks Program**
  Incoming faculty are encouraged to create networks outside their department. This program includes gatherings and social events aimed at helping new colleagues acclimate to life and work at Fairfield University.
• Institutes and Conferences
  The CAE offers multi-day institutes for faculty in need of time and structure to work on course, curriculum, pedagogical or assessment projects, as well as documenting teaching.

  o Course Design Institutes (CDI)
    Design a new course or revise course using the Backward Design Model, a proven method that focuses on student-centered learning. These 4-day institutes allow faculty to interact with colleagues from across campus.

For over a decade the CAE has hosted an annual conference in May or June on Innovative Pedagogy & Course Redesign, open to Fairfield University faculty, staff, administrators, and participants from other institutions. This is an opportunity for the University community to showcase their Scholarship of Teaching & Learning and network with and learn from invited speakers and colleagues.

Confidentiality Policy: To retain our formative / improvement function, we do not reveal which individuals have used our services without prior consent. We also do not advocate for or argue against promotion, tenure or retention of faculty.

Offices and lending library are located in the lower level of the DiMenna-Nyselius Library.

♦ For more information visit the CAE online at:  http://www.fairfield.edu/cae  ♦

Contact us:

<table>
<thead>
<tr>
<th>Suzanna Klaf, Ph.D.</th>
<th>Cynthia Delventhal</th>
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<tbody>
<tr>
<td>CAE Director</td>
<td>CAE Program Assistant</td>
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<tr>
<td>Library 107A</td>
<td>Library 106</td>
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<td>Ext. 3489</td>
<td>Ext. 2876</td>
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<td><a href="mailto:sklaf@fairfield.edu">sklaf@fairfield.edu</a></td>
<td><a href="mailto:cae@fairfield.edu">cae@fairfield.edu</a></td>
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For the past twenty-five years, Fairfield University has been a member of the Faculty Resource Network (FRN) housed at New York University, Washington Square, New York City. The FRN at NYU is an award-winning professional development initiative that sponsors programs for faculty members from a consortium of over 50 colleges and universities.

Fairfield faculty are eligible to participate in FRN programs and events offered year-round, including summer seminars, research residencies, lunchtime lectures, panel discussions, national symposia, and more. The FRN also sponsors a Student Exchange Program with a number of historically Black Colleges and Universities and Hispanic-serving institutions.

Since 1984 ninety-two Fairfield University faculty members have participated in one or more of the following programs and services offered through the FRN.

**Symposia and Institutes**
The Faculty Resource Network’s series of symposia and institutes are designed to bring faculty and administrators together to examine the broader issues that are timely and important in academia. During these weekend-long events, participants listen to keynote speakers and panelists and participate in breakout sessions, all of which invite critical analysis of the selected topic. Based on the Network’s mission to foster connection, collaboration, and collegiality, the institutes and symposia provide rare opportunities for communication across disciplines, professions and lines of scholarly inquiry.

**Scholar-in-Residence Programs**
The Visiting Scholar Programs offer Network faculty an opportunity to come to New York University to engage in scholarly work. Participants in the program spend either a semester-long sabbatical or a month-long summer residency engaging in research, revising and developing curricula, and producing manuscripts for publication.

**University Associates**
The University Associate (UA) program enables full-time faculty members of Network institutions to come to New York University throughout the academic year to use some of NYU’s academic facilities. University Associates can make use of their semester-long tenure by auditing courses, researching in the University libraries, and by participating in open departmental or interdisciplinary colloquia, lectures, symposia and seminars.

University Associates may apply for one or all semesters in the academic year, and may audit one class per semester (except during the summer, when class auditing privileges are not available.) upon completion of each semester as University Associate, participants are required to submit to their Liaison Officers a brief description of academic work accomplished during that semester. A copy of the report should be sent to the Faculty Resource Network offices.
Continuation of University Associates privileges is contingent upon submission of the report.

To apply for FRN offerings:

Please visit the Faculty Resource Network page on the New York University web site, http://www.nyu.edu/frn, for upcoming opportunities, applications and deadlines.

Note: Faculty members must apply to these programs and be endorsed by the Fairfield University FRN liaison.

The liaisons are Dr. Suzanna Klaf, Director of the Center for Academic Excellence (sklaf@fairfield.edu; ext. 3489) and Dr. Mary Frances Malone, Associate Vice President for Academic Affairs (malone@fairfield.edu; ext. 2142).

Please contact either of them for additional information.

(Much of the text describing the programs was excerpted with permission from the New York University/Faculty Resource Network web page)

XVII. ONLINE COURSE MANAGEMENT RESOURCES FOR FACULTY

The University provides a number of options for faculty who wish to conduct part of their courses online.

The Blackboard Course Management System (http://fairfield.edu/blackboard) can be used to distribute readings, show audio and video recordings, administer quizzes and tests, conduct threaded discussions, schedule online chat sessions, ePortfolio, and more. Other services that can be used as an adjunct to Blackboard include iTunes U, faculty web sites, video streaming, and Google Docs. During the 2013-2014 academic year the Blackboard Collaborate solution was introduced, which boasts live online course meetings.

For more information about these and other course management tools, contact Information Technology Services at its@fairfield.edu

XVIII. DiMENNA-NYSELIUS LIBRARY

The DiMenna-Nyselius Library serves the entire University and Prep School community. Its holdings include more than 373,000 carefully selected bound volumes, access to 545,000 eBooks, the equivalent of another 110,600 volumes in microform, and 443 journals and newspapers. In addition, another 72,000 journals are available electronically. A Media Department contains resources in many formats as well as equipment for their use. The stacks are open to all students and there is study space, at individual carrels, large tables and collaborative group areas for over 900 students at any one time. For the convenience of the campus community, the library is open more than 105 hours a week except during vacation periods. The library houses the IT Help Desk, the Writing Center, and the CAE.
Key phone extensions are:

General information:  x 4044 (or 254-4044 from off campus)
Dean of Libraries & University Librarian:  x2182
Collection Development Librarian:  x 2184
Circulation Desk:  x 2188
Reserve Collection: x 2234
Reference Desk:  x 2178
Library Instruction:  x 2178
Reference and Media Librarian:  x 4206
Interlibrary Loan x2135
Fax:  254-4135

A. Library Borrowing

Your University ID or StagCard is your library card. Circulating books are loaned to full-time faculty for 120 days and may be renewed once for an additional 120 days by bringing the book to the library or by renewing online. Adjunct faculty have borrowing privileges only for the terms in which they are teaching and all loans are due on the last day of that term. If materials are not returned to the library at the end of the loan period or after two overdue notices have been sent, a bill-for-replacement will be sent to the faculty member. No fines are assessed faculty members, but they are responsible for the replacement cost of books that are lost or not returned.

Faculty may request that books and media be delivered to their offices. Sign up at: http://fairfield.edu/library/libdpt_bkdelivery.html. Journals articles from the library’s microform and print collections can be scanned and sent electronically upon request.

All 120-day loan material is subject to recall after two weeks in circulation, or immediately if needed for reserve. Faculty on sabbatical may request an extended loan period and are when they return from sabbatical. Videotapes, DVDs, software, and Media CD-ROMs circulate for seven days. Audiocassettes and music CDs circulate for seven days.

B. Reserve Collection

The Reserve Collection is located on the main level. Faculty may request that materials required for graduate and undergraduate class assignments be placed on traditional reserve. Library-owned materials may be placed on reserve and circulation is limited according to faculty instructions. Materials belonging to faculty may also be placed on reserve, provided they fully comply with the copyright law. The following circulation periods are available: in-house use only; overnight (9:00 pm - 10:00 am); three-day; and seven-day. In addition, faculty are asked to provide syllabi to be kept in the Reserve Collection whether or not a course is using reserve materials, as they are very useful for both students and collection development.
Reserve materials are processed on a first-come, first-served basis. To ensure that the correct items are placed on reserve, faculty members are asked to bring materials to the Reserve Desk at least one month before the beginning of classes. Do consider carefully the use that an item will receive before placing it on reserve; past experience has shown that many items placed on reserve are never used. Usage reports for reserve materials can be provided on request. Personal copies of books will be treated for the security system and will have library bar-codes and other labels affixed to them.

All reserve items MUST be in compliance with the copyright law. Detailed information on reserve policy and procedures, including copyright restrictions, can be obtained at the Reserve Desk or by calling ext. 2234 or online at:
http://fairfield.edu/library/aboutthelibrary/departmentspolicies/reserveservices/
Comprehensive copyright information is available at:
http://fairfield.edu/library/aboutthelibrary/departmentspolicies/reserveservices/traditionalreservespoliciesinlibraryreserves/#trescopyright

C. Interlibrary Loan
Faculty may obtain for their personal use books and photocopies of articles from journals not owned by the library through interlibrary loan, a service free of charge for faculty, students and staff.

Request forms are available at https://fairfield.illiad.oclc.org/illiad/logon.html
Information about the material requested should be as complete and accurate as possible. Requested material is usually received in one to two weeks or sooner.

Any restrictions imposed by the lending library must be observed by the borrower. Loan periods vary, and some material, particularly theses and old materials, may have to be signed for and used only in the library. Any violation of the lending library's rules may lead to withdrawal of borrowing privileges for our library. Many libraries will not lend theses, but the patron may purchase these in hard copy directly from a vendor such as UMI, Inc. Please call the Reference Desk, ext. 2451, for order forms or more information.

D. Serial Holdings
Consult the library’s online Journal tab on the homepage for the serial title you wish to locate to determine holdings, format (electronic, bound or microform), and location of each periodical title. Periodicals do not circulate but there is a faculty copier/scanner available in the Curriculum/Copy Room that allows charging photocopies to one’s academic department. Most of the journals are online and available 24/7.

E. Electronic Resources
Access to the library’s electronic resources is easy via the WWW at http://www.fairfield.edu/library/index.html From the web page one can access the online catalog for holdings information for all library materials (books, journals, media, and reserves). Select “Databases” to link to an extensive list of Web-based electronic
database subscriptions with hot links to the individual databases. Databases may be accessed from off campus at: http://www.fairfield.edu/library/help/connectfromoff-campus/

F. Library Instruction
The goal of the Library’s Instruction Program is to develop information-literate lifelong learners. In addition to the mandatory Information Literacy Program for first year students, we encourage faculty members to schedule research instruction sessions with the library. An instruction librarian consults with the faculty member concerning their objectives for the course, course content, materials covered, and specific course assignments. The instruction session is then tailored to meet the particular needs of the faculty member and students. To find out more about library instruction or to schedule a class, contact a Reference Librarian at least two weeks in advance at ext. 2178 or ext. 2138.

G. Media Resources
The library has microforms, non-print media, multimedia and the equipment necessary to use these materials. Equipment includes DVD and VHS videocassette players, compact disk players, and microform readers and reader-printers. Patrons may use this equipment to view either library-owned or personal materials. There is a color television monitor connected to the campus television network and cable TV.

The Reference and Media Librarian is available to assist faculty in locating commercially produced audiovisual programs. Faculty may request that a DVD or VHS item be streamed for classroom use. For the procedure, visit http://www.fairfield.edu/its/services/academiccomputing/. Some library funds are available for the purchase of audiovisual programs. Some of the more expensive programs may be purchased with a combination of library and departmental funds. Additional information concerning the Media Department may be obtained by visiting or calling ext. 4206.

H. Liaison Program
The professional library staff maintains a library liaison program to forge a formal link between the library and academic departments. A librarian is assigned to work with each department, school, or program and each unit, in turn, designates a faculty representative to work with the librarian.

The purpose of the liaison program is to build a collection of resources that will serve the curricular needs of the students and faculty of Fairfield University and to keep faculty updated on current research tools and resources. The liaison librarian and the faculty representative work together to evaluate the existing collection and to select materials to be added to the collection. Further, the liaison librarian keeps all departmental faculty informed of library services, resources and programs and works with the faculty to meet faculty and student research needs.
I. Ordering Library Materials

The library welcomes faculty suggestions for purchase or subscription and requests may be made through the Liaison Librarian assigned to the department. It is understood that all materials ordered with library funds will be cataloged and circulated by the library.

Library holdings can be checked using the online catalog in the library, in the office, or at home at http://fairfield.edu/library. Please make sure that materials which students will be expected to consult are in the library. Materials to be assigned should be checked well in advance of the semester, and those needed should be ordered at least six weeks in advance, as even in-print titles take time to order, receive, and process.

Faculty members preparing grant proposals should make provision in the proposal budget for the purchase of library materials.

1. Procedures

Faculty members should consult their deans or department heads concerning school and departmental purchasing policies. In many cases, the library has been instructed to process only those requests that have been approved and signed by the dean, department head, or departmental liaison.

You may order online at: http://fairfield.edu/library/help/onlineforms/recommendapurchase/ or by using an order card. Please write your name clearly on your order form so that it can be returned to you with the call number on it when the material has been purchased and cataloged. You can also be notified by phone or via e-mail if you wish. If you would like the item held for you, please write HOLD on the order request. It will be kept at the Circulation Desk for one week. If you registered for Office Delivery, it will be delivered to your office.

2. Books

Order cards for book requests are usually available in school or department offices, or may be obtained at the Circulation Desk, or by calling the Acquisitions Department. An order request should be filled out for each title requested. Author, title, publisher, and date are essential. The 10-digit ISBN is a key element. If the book will be required for reserve, please attach a completed reserve request form, (available from the Reserve Desk), to the order card.

Sale catalogs, special order forms, and prepublication price announcements should be attached to your order cards. Prices, review citations, and the complete names and addresses of non-commercial publishers will help to expedite your order.
The library subscribes to reviews on cards published by Choice, an academic review journal of the Association of College and Research Libraries. These cards, sorted by subject, are sent to each school or departmental liaison, which is responsible for circulating them among the faculty. Signed cards for any titles approved for purchase are returned to the Collection Development Librarian, and serve in lieu of the standard request card. Please check the online catalog to see if we own a copy of the book before filling out an order request.

**Book Index with Reviews** database can be used to verify author, title, and other publication information. If you wish to find out what books are published on certain subjects, or to read reviews of books you are considering for purchase, your liaison librarian or the Reference Department will assist you.

3. Media and Computer Software

Orders for audio CD, DVD, and videocassettes, other AV material, and software may be submitted online or on book request. Be sure to supply any catalog or order code number and the producer or publisher, with address, in addition to the title. A URL is extremely helpful. Any special order forms or additional descriptive material should be attached. Obtain departmental approval, if it is required.

4. Journals

Current periodical subscription costs are paid from the library's general budget, as is the expense of maintaining bound, microform or electronic back files. The realities of a decreased budget and significant annual inflation in subscription costs require that librarians continuously review journal holdings and work with a department to identify titles that support the curriculum. New subscriptions will be added as funding sources are identified. Please contact the Collection Development Librarian to arrange a review of the subscriptions assigned to your department. Back files may also be requested.

Information regarding periodical or back file costs can be obtained from the Collection Development Librarian. Additions to and deletions from the current subscription list are made each July when the annual invoice is received from our subscription agency, and becomes effective the following January 1. The cut-off date for journal requests is June 1.
5. Other deadlines

Orders for books, media, and other materials should be submitted by April 15th of each year to ensure receipt of the items and processing of invoices by June 1st.

For further information concerning ordering procedures, please call:

- for books, periodicals, and microforms, the Collection Development Librarian, ext. 2184.
- for media, the Reference and Media Librarian, ext. 4206.

J. Faculty Library Committee

The Faculty Library Committee is a Standing Committee of the General Faculty. Its general purpose, as described in the Faculty Handbook, is to study and make recommendations concerning library policies and utilization of funds.

Seven members are elected from the faculty for three-year overlapping terms. The Dean of Libraries & University Librarian serves as an ex-officio member. Call the library office at ext. 4044 or check the committee roster at http://faculty.fairfield.edu/gfs/ for the names of current members. The committee welcomes your comments and suggestions.

K. Special Services for Individuals with Disabilities

Handicapped accessible public access workstations and study carrels are available throughout the library. For the visually handicapped, an adaptive technology workstation is located in the Media Department. This machine scans print material and converts it to an audible format. An Ednalite ViP Masterlens magnifies print images and is available at the Circulation Desk. For the hearing impaired, a Loud-r hearing enhancer may be checked out at the Circulation Desk to enable patrons to more easily converse with staff. ABBYY FineReader, Dragon Naturally Speaking, JAWs software is available on a computer for public use.

XIX. THE MEDIA CENTER

The Media Center has been recognized as a leader in Connecticut higher education, offering the latest in media services and equipment. The Center supports and serves the educational needs of Fairfield University - its faculty, administration, and students.

Facilities - Located on the ground floor of Xavier Hall, the Media Center's facilities include:

- administrative offices
- digital production and post-production suites
- two film and television production studios
- media equipment circulation and repair offices
- digital design labs
- multimedia classrooms and screening rooms
- STAGSTV (student TV offices and production facilities)

**Services**
The Media Center provides video and audio production services, event and presentation support, classroom media equipment support, and A/V technology design and instruction. For more information visit [www.fairfield.edu/mc](http://www.fairfield.edu/mc) or call us at extension 2697.

**A. Video, Audio and Web Production Services**
1. Video production (Commercials, Web Videos, TV Shows)
2. Web design and production
3. Photography
4. Digital Graphic Design
5. Media Duplication and Digitization

**B. Event and Presentation Services**
1. Event and Presentation Design, Production and Capture
2. Event web streaming
3. Classroom lecture capture

**C. Classroom Media Equipment Support**
1. Classroom media equipment delivery services and reservations*
   Reservations can be made via [www.fairfield.edu/mc](http://www.fairfield.edu/mc)

**D. A/V Technology Design, Installation and Instruction**
1. A/V systems design and installation
2. RCade - Resource Center for Advanced Digital Exploration
   Provides free courses to faculty, staff, and students in media design, technology, and software

**E. Cable System Management and Maintenance**
1. Cable television installation and service
2. CTN Campus Television Network Channel Management

**XX. COMPUTING SERVICES AND FACILITIES**

**A. Technological Advances**
After making an initial multi-million dollar investment in voice, video, and data technology infrastructure in the mid 1990s, Fairfield University has continued to devote substantial funding to maintaining a robust and reliable network. This commitment permits faculty, staff, and students to enjoy the latest technologies for their research and learning needs. The entire campus is linked via a core of redundant fiber optic cabling, with hard-wired Ethernet connections now supplemented by wireless access in all residence halls, in public buildings such as the DiMenna-Nyselius Library and the Barone Campus Center, and in the majority of classrooms.
Two separate connections provide Internet connectivity for campus, one devoted to faculty, staff, and classrooms/computer labs, and the other to student resident halls and public areas. With demands for bandwidth increasing on a continual basis, the University closely monitors the usage of its Internet connections and periodically increases the capacity as the need dictates.

B. Information Technology Services Help Desk
The ITS Help Desk (ITS4U) is the place for all faculty, staff, and student computing needs. Located within the DiMenna-Nyselius Library, the Help Desk is open Monday through Friday, from 8:30 am to 7:00 pm. (Summer hours apply) Staffed by Two university employees as well as student employees, the Help Desk can assist with simple troubleshooting measures, password-reset issues, and basic software assistance. As well as issues relating to Banner, for more complex issues, the staff will gather all the pertinent details and escalate the problem to an appropriate ITS staff member. The Help Desk can be contacted at ext. 4069 (203-254-4069 from off campus), or via email at its@fairfield.edu.

C. Instructional Labs
Information Technology Services maintains a number of computer labs on campus that are accessible to faculty, staff, and students. A full listing of the labs, along with the hardware and software in each can be found at: http://www.fairfield.edu/its/services/academiccomputing/technologyclassrooms
Please note that at times, some labs are reserved for class use or other instructional purposes, so they may not always be available for general use.

D. Software and Software Support
ITS licenses and supports standard productivity software applications such as Microsoft Office for all faculty and staff. In addition, anti-virus software is provided at no cost to faculty and staff, in order to protect the integrity of the campus data network. ITS regularly offers training seminars on the more commonly used applications as well as on selected packages or programs that are used extensively on campus.

E. Web Access
In addition to the main University website, http://www.fairfield.edu, the content of which is managed by the Marketing & Communications Division, ITS provides faculty members with space to develop their own web pages in support of their courses. Instructors can contact the ITS Help Desk for assistance in getting their web space activated.

XXI. LANGUAGE RESOURCE CENTER

Location
The Charles E. Culpeper Language Resource Center is located in Canisius Hall, room 207 (tel: 254-4000, ext. 2303).
Services
The Language Resource Center (LARC) supports the multimedia language/culture needs of students, faculty, and staff, especially those engaged in the study and teaching of modern languages and literatures. The LARC houses several Windows-based PCs, and Apple iMAC computers which foreign language students and faculty at large can use to access Computer Assisted Language Learning materials. A variety of international TV programs and films are also available. The LARC staff, which consists mostly of students, assists users with interactive homework tutorials, cultural stimulation software, foreign language adventure games, multilingual word processors, e-mail programs, and audio-video language projects. LARC staff aids language faculty both in the Center and in the classroom by providing technological support for teaching.

XXII. USE OF UNIVERSITY FACILITIES FOR CAMPUS EVENTS

The Office of University Activities, Barone Campus Center, Room 212, is responsible for registering all University events, and can be reached at ext. 2377. That office is headed by Matthew Dinnan, Senior Associate Dean of Students for Student Activities and Facilities.

Academic Classes
All reservations for academic classes for ANY location on campus must be registered with the office of the University Registrar, Kelley Center, ext. 4288.

Meetings and Related Events
All reservations for non-classes, academic meetings, student meetings and administrative and staff events must be registered with the central reservation location on campus, the Office of University Activities, ext. 2377.

Liturgies and Religious Events
All reservations for liturgies and religious events sponsored and coordinated by the Campus Ministry Office in the Arrupe Center, ext. 2550 must be registered with the office of Campus Ministry. That office, in turn, will coordinate information with the Office of University Activities. Undergraduate student events of a non-religious nature must first be registered with the Office of University Activities in the Barone Campus Center, room 212.

Quick Center Cultural Events
All reservations for cultural events held in the Regina A. Quick Center for the Arts must be registered with the House Manager of the Regina A. Quick Center for the Arts, ext. 4242, who in turn will coordinate event information with the Office of University Activities. Undergraduate student requests must first be registered with the Office of University Activities.
**PepsiCo Theatre Usage**
All reservations for the PepsiCo Theatre must be registered with the technical director of the PepsiCo Theatre, ext. 3406, who in turn will coordinate information with the Office of University Activities. Undergraduate requests must first be registered with the Office of University Activities.

**Intercollegiate Athletic Events**
All scheduling of events for any indoor or outdoor athletic facility, with the exception of the Recreational Complex, must be made through the office of the Associate Athletics Director for Facilities and Equipment, ext. 2491.

**Intramural Athletic Events**
All reservations for intramural athletic events must be registered with the Director of the Recreational Complex, ext. 4140, who, if needed, will coordinate information with the Office of Student Activities and Facilities.

**XXIII. DIVISION OF MARKETING AND COMMUNICATIONS**

The Fairfield University Division of Marketing and Communications oversees all external and internal outreach across the University to enhance its reputation and support the institution’s mission and strategic plan. The departments and employees of the division innovate and provide leading edge programs and tactics to drive the critical initiatives that showcase the institution’s distinctive nature. The Marketing and Communications department will demonstrate the value of the Fairfield experience in a holistic and integrated fashion, and will successfully implement strategic and integrated marketing programs.

The marketing and communications division will drive and implement and support programs across advancement, athletics, admissions, student services, academics, the arts and Quick Center with the following capabilities.

- Internal & External Communications that include: public relations, community relations, photography, publications, executive thought-leadership
• Digital Marketing, Branding and Advertising that include: web marketing, content marketing, social marketing, e-marketing, newsletters, video, advertising strategy & placement, and brand strategy

• Strategic Marketing and Internal Communications
  Digital Design & Print Services

Any department or individual requiring these services should contact the Marketing & Communications department at: ext. 4190 or ext. 3479

XXIV. HELPFUL LINKS:

The my.Fairfield employee tab includes travel forms, health care and withholding policies and other important human resource policies.