

2008

William Paterson University

Board Policies



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ACADEMIC PROGRAM REVIEW POLICY

PROGRAM EVALUATION CRITERIA/SELF-STUDY OUTLINE

A. Program Goals and Objectives

1. Program Data

- a. State the current program goals and objectives and describe how these goals and objectives relate to the University's Mission Statement.
- b. Describe the relationship between this program & courses/programs offered within the College.
- c. Describe the relationship between this program & courses/programs offered within other Colleges in the University.

2. Evaluation Criteria

- a. Are the program goals and objectives consistent with William Paterson University's mission?
- b. Is there an adequate and appropriate relationship between this program and courses/programs offered within the College?
- c. Is there an adequate and appropriate relationship between this program and courses/programs offered within other Colleges in the University?

3. Recommendations

B. Program Content and Structure

1. Program Data (Form 1 - available in the Office of the Provost and Executive Vice President for Academic Affairs)

- a. List the courses comprising the program and designate major, support, and general education courses.
- b. What is the enrollment history for these courses over the past three years, fall, spring, pre-session and summer session?
- c. Describe the scheduling of classes in terms of the frequency with which courses are offered and the scheduling techniques used (e.g., off-campus, evening, Saturday, etc.).
- d. List the instructor or instructors participating in each course during the past three years.

2. Evaluation Criteria
 - a. Are the program content and structure, as well as the learning experience provided, appropriate in light of the stated objectives?
 - b. Is the student demand at an appropriate level?
 - c. Are staffing patterns equitable to staff and students?
 3. Recommendations
- C. Enrollments (Forms 2 and 3 - available in the Office of the Provost and Executive Vice President for Academic Affairs)
1. Program Data
 - a. Report enrollments in the program and percent change by year for the past three-year period, and describe any major trends/shifts in enrollment. This data should reflect the total number of students who have declared the major.
 - b. Describe any special admission policies or procedures and any special techniques used to recruit students into the program.
 - c. Provide yearly retention data for the past three-year period. This data should reflect the effect of change of major transactions.
 - d. Report the number of program graduates and percent change per year for the past three-year period.
 - e. Report the number of course sections offered, the number of course sections cancelled per semester, enrollments and student credit hours for all courses comprising the program for the past three-year period.
 - f. Provide program enrollment projections for the next three-year period.
 - g. Provide projections of the number of program graduates for the next three-year period.
 - h. Provide projections for employment opportunities for program graduates for the next three-year period.
 2. Evaluation Criteria
 - a. To what extent is the program meeting FTE enrollment projections?
 - b. How satisfactory is the pattern of student retention?
 - c. Does the frequency with which courses are offered enable students to complete the program in a timely fashion and are courses scheduled at times and locations designed to meet the needs of students?

- d. Are enrollments sufficient to warrant the continuation of the program without alteration over the next three-year period?
 - 3. Recommendations
- D. Faculty (Form 4 - available in the Office of the Provost and Executive Vice President for Academic affairs)
 - 1. Program Data
 - a. List the full-time faculty involved in the major courses and describe their qualifications in terms of educational background, work experience, other experience, and certification standards, if applicable.
 - b. List the part-time faculty involved in the major courses and describe the ratio of part-time faculty to full-time faculty and describe, in general, the qualifications of the part-time faculty.
 - c. Describe the criteria and procedures for the recruitment and selection of full-time faculty.
 - d. Describe the criteria and procedures for the recruitment and selection of part-time faculty.
 - e. Describe faculty turnover for the past three-year period.
 - f. Describe the ratio of faculty to students and the average number of student credit hours per FTE faculty for the past three-year period.
 - 2. Evaluation Criteria
 - a. Do the criteria and procedures for the recruitment and selection of full-time faculty enable us to attract and retain qualified personnel and thus insure high standards of instruction?
 - b. Are the full-time faculty sufficiently qualified to insure that high standards of instruction are maintained?
 - c. Are the part-time faculty sufficiently qualified to insure that high standards of instruction are maintained?
 - 3. Recommendations
- E. Facilities, Equipment, and Support Services
 - 1. Program Data

- a. Describe the on-campus facilities (classrooms, laboratories, and other designated areas) used primarily by the program.
 - b. Describe any off-campus facilities used by the program.
 - c. Describe the equipment available to the program.
 - d. Describe projected facilities needed over the next three-year period.
 - e. Describe projected needs for new equipment or replacement of major equipment over the next three-year period.
 - f. Describe the instructional support services (e.g., Library, audio-visual) used by the program.
2. Evaluation Criteria
 - a. Are the facilities needed to support the program available?
 - b. Does the program have adequate instructional equipment and materials for the number of students in the program?
 - c. How adequate are the instructional support services used by the program? (Are these services adequately utilized?)
 3. Recommendations
- F. Student Achievement
1. Program Data
 - a. Describe the measures of student progress used by the program.
 - b. Report the grade distribution for the program's courses.
 2. Evaluation Criteria
 - a. Are appropriate and suitable measures of student progress utilized?
 - b. What are the strengths and weaknesses of the program as identified by graduates and employers?
 3. Recommendations
- G. Continuing Education (Form 5 - available in the Office of the Provost and Executive Vice President for Academic Affairs)
1. Program Data

- a. List all continuing education offerings for the last three years.
 - b. Describe the enrollment in terms of demography (e.g., professionals, senior citizens, community workers).
 - c. Describe the costs of the program and resulting revenues.
2. Evaluation Criteria
- a. Have the continuing education offerings been appropriate to the goals and objectives of the program?
 - b. Have enrollments been sufficient to warrant the costs of the offerings?
 - c. What effect have the offerings had on overall enrollment?
3. Recommendations

WILLIAM PATERSON UNIVERSITY

ADMISSIONS AND ACADEMIC PROGRESS REGULATIONS

1.
 - A. A baccalaureate degree must be completed within a period of ten years from the time the student first matriculated. Waivers and extensions of time must be approved by the College Dean.
 - B. A master's degree must be completed within a period of six years from the time the student first matriculated. Waivers and extensions of time must be approved by the College Dean.
2. At the time of readmission, students with William Paterson University courses more than four years old may opt not to receive credit toward the degree for these courses. Selective exclusion will not be permitted (i.e. credits for all courses taken in each semester will be excluded as a group). Should the option to exclude prior work be chosen, courses will be listed on the transcript with the indication zero credits attempted/earned and zero grade points calculated.
3. A returning student with a completed A.A. or A.S. degree has the option of wiping out all prior William Paterson University work for credit for the baccalaureate degree and for the grade point average.

Approved: Board of Trustees, April 27, 1987

WILLIAM PATERSON UNIVERSITY

AFFIRMATIVE ACTION PROGRAM EMPLOYMENT PROCESS GUIDELINES

The guidelines which follow are consistent with the University's affirmative action policy statement (Appendix) and are to be used in the employment process for full-time faculty and professional staff.

1. Vacancies
Written approval for a Dean or Director to fill a position vacancy shall emanate from the Office of the President or appropriate Vice President. A copy of such notice shall be sent to the Affirmative Action Officer.
2. Position Advertisement
 - a. The preparation of the description of the position to be advertised shall be the responsibility of the relevant Dean, Director or Department Chairperson. The advertisement includes a description of the position, the education and experience required of the candidate, the salary range and a proposed closing date for the receipt of applications. In regard to a closing date for receipt of applications, University policy is to allow a minimum of thirty (30) days from the first date of publication of the advertisement. For special situations, a longer period may be used. Because of such factors as the time needed for processing by the business office, processing by the advertising agency and different media notice requirements and publication dates, submissions for newspapers must be made at least fifteen (15) working days prior to the requested placement date. All applications should be returnable to the office of the respective Dean or Director.
 - b. The Affirmative Action Officer and the Associate Vice President of Marketing and Public Relations should be consulted in planning an effective recruitment program. The recruitment program should include advertisements in newspapers professional journals, contacts with professional associations and other colleges and universities and any other source which may aid in the creation of a broad-based applicant pool. The objective of the program shall be to recruit qualified persons to fill vacancies with particular concern that recruitment efforts reach minority groups and women.

- c. The Affirmative Action Officer, prior to advertising, shall be responsible for reviewing the position description as to the reasonableness of the employment standards specified.
- d. The Dean or Director is required to approve the advertisement prior to its submission to the appropriate Vice President.

3. Search Committee

The appointment of a Search Committee for a faculty or a library position shall be the responsibility of the department. For all other positions the appropriate University officer (Vice President, Dean or Director) shall be responsible for appointing committee members. For other than faculty or library positions, the composition of the search committee should be reviewed by the Affirmative Action Officer prior to making appointments. Insofar as possible, women and minority members shall be represented on such committees.

When a Search Committee has been named, the Dean or the Director shall advise the Affirmative Action Officer and arrange for the Affirmative Action Officer to meet with the Search Committee at its first meeting. The purpose of such a meeting shall be to review the University Affirmative Action Policy, to review the application of these guidelines and to inform the Search Committee of the extent of minority and female employment in the hiring department or area. At a subsequent meeting when the closing date for applications has passed and before any interviews are held, the Affirmative Action Officer should inform the Search Committee as to which applicants, in his/her opinion, are members of protected classes.

The Chairperson of the Search Committee shall prepare and submit simultaneously to the Affirmative Action Advisory Committee, to the Affirmative Action Officer and to the appropriate Dean or Director a report that includes the following information:

- a. Copies of advertisements, announcements, and the job descriptions.
- b. Log (AA Form 1) of all the applications received, including all available information on race, ethnic status, sex, and where each candidate learned of the opening. The Affirmative Action Officer must review and approve the applicant pool prior to candidates being invited to interview.
- c. Listing of all candidates invited for interviews, with indication of those actually interviewed and with indication of ethnic and sex status.
- d. The top three candidates ranked according to preference.

- e. A brief report--one paragraph per person interviewed--indicating why the committee evaluated each candidate as they did.

Assistance in preparation of this report will be given by the office of the Dean or Director or Department Chairperson. The Affirmative Action Officer will provide direction, guidance, and assistance to the Chairperson of the Search Committee.

4. Functions of the Affirmative Action Officer in the Search Procedure

The Affirmative Action Officer shall, in his/her position as a representative of the President, be responsible for the following in relation to the search procedure:

- a. Verification of non-restrictive nature of the position advertisement.
- b. Recommending newspapers, professional journals, professional organizations, etc. to be used as recruitment sources.
- c. Orientation of search committees.
- d. For other than faculty or library positions, review of the composition of search committees.
- e. Oversight of the screening process as to consideration of protected classes.
- f. Review of the applicant pool as logged on AA form 1, prior to candidates being invited to interview.
- g. Transmitting approval or disapproval of the Search Committee's report to the appropriate Dean or Director with copies to the Affirmative Action Advisory Committee and the Search Committee.
- h. Report to the President on the progress of all campus search committees.

5. Functions of the Affirmative Action Advisory Committee in the Search Process

The Affirmative Action Advisory Committee shall be responsible for the following:

- a. Receiving and Reviewing the report of the Search Committee described under "Search Committee."
- b. Transmitting its approval or disapproval of the Search Committee's report with respect to affirmative action procedures and activities to the Affirmative Action Officer. Copies of the AAAC's action on search reports to be transmitted to the Search Committee, the appropriate Dean or Director and the appropriate Vice President.

6. Employment Process

- a. Permission to fill vacancy granted.

- b. Position advertisement prepared by the relevant Department, Director or Dean. The Dean or Director is responsible for reviewing the ad with the Affirmative Action Officer as to the non-restrictive nature of job standards before transmittal to the appropriate Vice President.
- c. The appropriate Vice President reviews and approves the ad and transmits it to the University business office.
- d. The business office prepares a purchase order for the advertising agency with a copy going to the Associate Vice President of Marketing and Public Relations.
- e. The Director of University Relations is responsible for liaison with the advertising agency as to final copy and media placement.
- f. Search Committee is named by the Department, Director or Dean.
- g. Affirmative Action Officer meets with Search Committee for affirmative action orientation at Committee's first meeting.
- h. Resumes received and logged on Affirmative Action Form-1 by appropriate Director or Dean or Vice President's office.
- i. Search Committee reviews resumes on rolling basis and identifies candidates to be interviewed.
- j. Search Committee confers with Affirmative Action Officer as to the composition of the interview pool with particular attention paid to representation in that pool of protected classes.
- k. Interviews are conducted by the Search Committee. The Chairperson of the Search Committee prepares and submits simultaneously to the Affirmative Action Advisory Committee, to the Affirmative Action Officer and to the appropriate Dean or Director the report described under "Search Committee."
- l. The Affirmative Action Advisory Committee transmits its approval or disapproval of the search committee's report to the Affirmative Action Officer.
- m. The Dean or Director transmits the Search Committee's recommendations to the appropriate Vice President with his or her comments after receiving notice of approval by the Affirmative Action Officer of the report by the Search Committee. The Affirmative Action Officer may approve or disapprove Search Committee reports prior to action by the Affirmative Action Advisory Committee when necessary. No offer can be made until the Affirmative Action Officer has given his/her approval with respect to affirmative action procedures and activities but, in an emergency situation this approval could be waived by the President in accordance with Section 9. The Dean or Director is responsible for securing credential verifications before acting on any recommendation.

- n. The appropriate Vice President makes recommendation of a candidate to the President who in turn makes recommendation to the Board of Trustees.

7. Internal Opportunities

It is University policy to provide opportunities for upward job mobility within the University whenever such job movement is feasible. This policy is to be applied as follows:

- a. Notice of all professional staff position vacancies shall be posted on University bulletin boards prior to the commencement of an external search process or prior to a promotional appointment from within.
- b. When a position vacancy is deemed by the President to represent an opportunity for promotion from within, either because the job classification clearly indicates such a promotional ladder or a new and higher level position is created above a present job level and would represent upward mobility for a meritorious incumbent, such vacancy need not be subject to the external procedure.

8. Authority to Appoint

State law mandates the power of appointment to the Board of Trustees upon the recommendation of the President. Candidates should not be informed of search committee recommendations since these recommendations are subject to further review. Candidates will be informed of the results of the search process by the President or his/her designee.

9. Nota Bene

If for any reason affirmative action procedures have not been followed in any appointment, the President is required to report this at the next meeting of the Board of Trustees. In any case in which the administration or the President finds it advisable not to follow these guidelines in filling a particular position, the President should make that known to the Board before filling the position.

Revised: Board of Trustees, September 17, 1984

APPENDIX

AFFIRMATIVE ACTION PROGRAM

Equal Opportunity/Affirmative Action Policy

It is the policy of the William Paterson University of New Jersey to provide equal employment opportunity as well as equity of conditions of employment to all its academic and non-academic employees and applicants for employment without regard to race, sex, age, ethnic origin, religion, creed, or marital status. Recruitment, hiring, promotion, training and the designation of salaries and benefits and all other personnel matters are to be carried out in such a manner as to insure equity for all qualified persons without preference to anyone on basis of race, sex, age, ethnic origin, religion, creed or marital status. This policy will be implemented and administered in accordance with all Federal and State laws and regulations which bear upon matters and conditions of employment in institutions of higher education.

The University has developed an affirmative action program in fulfillment of its obligations under Federal and State equal opportunity employment legislation. The primary purpose of this program is to insure that practices and procedures are developed, implemented and administered which will sustain equity for all persons with regard to the technical and legal requirements of affirmative action legislation as well as its human dimensions.

WILLIAM PATERSON UNIVERSITY

BY-LAWS OF DEPARTMENTS

All departments shall have By-Laws. These By-Laws shall be distributed to the Dean, the College Council, the Faculty Senate, the Bargaining Agent and the Provost and Executive Vice President for Academic Affairs. A recommended model can be found in Robert's Rules.

Approved: President, September 1982

WILLIAM PATERSON UNIVERSITY

BYLAWS OF THE BOARD OF TRUSTEES

I. PURPOSE

Pursuant to the Statutes of the State of New Jersey, 18A:64-2, the government, control, conduct, management and administration of the University shall be vested in the Board of Trustees of the University.

II. MEMBERSHIP OF THE BOARD

The Board of Trustees shall consist of a culturally diverse group of citizens of the state not less than seven (7) nor more than fifteen (15) as may be fixed from time to time by the Board of Trustees and may be divided into such classes as may be determined. The term of office of appointed members shall be for six (6) years beginning on July 1 and ending on June 30. Each member shall serve until his successor shall have been appointed and qualified, and vacancies shall be filled in the same manner as the original appointment for the remainder of the unexpired term. Any member of a Board of Trustees may be removed by the Governor, for cause, upon notice and opportunity to be heard. The President is a member of the Board, ex-officio, without vote.

III. OFFICES

The principal offices of the body corporate shall be located on the premises of The William Paterson University of New Jersey in Wayne, New Jersey.

IV. SEAL

As prescribed in the Higher Education Act of 1966, the body corporate shall have a seal, of form and design adopted by the Board of Trustees.

V. ORGANIZATION

Consistent with the State statute, the Board is required to organize annually at a public meeting held in September by electing a Chair, a Vice-Chair and a Secretary. The formal election of Board Officers shall take place at the Board's final meeting of the academic year (June or July) in even-numbered years, shall take effect as of September 1, and shall be for two-year terms. The Committee on Trustees and Nominations shall develop a slate of officers to be presented to the full Board of Trustees for election, position by

position, by closed ballot. An individual trustee is limited to two (2) consecutive terms in a particular officer position, but may serve immediately thereafter in another officer position or serve thereafter in the same officer position following an interval of a minimum of four (4) years not holding that specific officer position. Elected officers shall be announced as holding office at each September meeting of the Board.

In the event of a vacancy in an officer position or positions occurring for any reason, the Committee on Trustees and Nominations shall prepare a slate of potential replacement candidates and conduct an election among the entire Board of Trustees by closed ballot.

VI. DUTIES OF OFFICERS

The Chair shall be the chief executive officer of the body corporate, performing all duties commonly incident to his/her office and exercising general supervision of the affairs of the corporation. In particular, the Chair shall sign all reports required by the laws, rules and regulations of the State of New Jersey. The Chair shall also report to the Board of Trustees all matters coming to his/her notice that relate to the interests of the body corporate. The Chair shall preside at all public and executive meetings of the Board of Trustees.

The Vice-Chair shall exercise all the powers and duties of the Chair in case of his/her inability to act.

The Secretary shall cause to be recorded all votes and the minutes of the proceedings at all public meetings of the Board of Trustees. The Secretary shall have custody of a cumulative record of these votes and minutes, and of such other records as papers as the Board may prescribe. The Secretary shall cause to be prepared and filed such reports and statements as may be required the laws, rules and regulations of the State of New Jersey, upon authorization by the Chair. The Secretary shall cause to be reproduced and distributed the notifications and agenda of meetings prescribed in the following section of these by-laws. The Secretary shall cause to be reproduced and sent to the President a copy of any correspondence addressed to the Board that has not been otherwise routed to the President.

VII. EXECUTIVE APPOINTMENTS

The President of the University, as prescribed by Acts of the State Legislature, shall be the chief executive officer of the University, serving at the pleasure of the Board of Trustees and enjoying ex officio membership in the Board of Trustees. The President shall share with the trustees the responsibility for the definition and attainment of goals, for administrative action, and shall be the chief representative of the College to its many publics. The President shall exercise all the powers requisite for the leadership, management, and control of the University, and shall execute and enforce the rules and regulations relating to that responsibility.

As the chief planning officer for the University, the President shall recognize a special obligation to innovate and initiate.

Within his/her best judgment the President shall take responsibility for infusing new life in a department, and for solving problems of obsolescence within the concept of tenure. In these efforts, he/she shall utilize the judgments of faculty, and in the interest of academic standards he/she may also seek outside evaluations by scholars of acknowledged competence.

The President shall insure that the standards and procedures in operational use within the University conform to the policies established by the Board of Trustees and to the standards of sound academic practice. He/she shall also insure that faculty views, including dissenting views, are presented to the trustees in those areas and on those issues where responsibilities are shared. On like issues he/she shall inform the faculty of the views of the trustees and the administration.

The President shall accept primary responsibility for the maintenance of existing institutional resources and the creation of new resources. He/she shall take ultimate managerial responsibility for the non-academic activities of the University, and in his/her responsibility for public understanding he/she shall plan, organize and direct, as well as represent.

In recognition of his/her accountability to the Board of Trustees, the President shall conduct studies of the educational and financial needs of the University and bring their results to the Board's attention. He/she shall recommend to the Board policies for the organization, administration and development of the University, and for the educational curriculum and program of the University before undertaking commitments that could impede their modification. He/she shall submit to the Board for ratification the appointment, removal, promotion, transfer, compensation and terms of employment of all members of the academic and administrative staffs. He/she shall supply to the Board a list of all persons to whom the University recommends that the Board should grant academic diplomas, certificates or degrees. He/she shall provide the Board an annual written report on the state of the University.

The Provost/Executive Vice President shall be the chief operating officer of the University.

The Vice-President for Administration and Finance of the University shall be the fiscal officer of the President and the Board of Trustees.

VIII. MEETINGS

In addition to organizational meetings, the Board shall hold no less than four public meetings per year, to be held in accordance with the Open Public Meetings Act. The Chair shall also call a special meeting whenever he/she is requested to do so by three trustees and a public meeting whenever he/she is requested to do so by five trustees.

The Agenda for each public meeting shall be prepared by the President and sent to each member of the Board and to any other body to whom the University is contractually bound be sent such notice, at least seven days prior to the meeting. Any member of the Board shall have the prerogative of inserting items in the agenda. All public meetings

shall be conducted in accordance with the parliamentary procedure prescribed in Robert's Rule of Order.

IX. QUORUMS

The majority of trustees then in office shall constitute a quorum at any meeting of the Board of Trustees, but if less than the requisite number is present at a meeting, a majority of those present may adjourn the meeting from time to time until a quorum is present. All questions coming before the Board shall be decided by a majority vote of the trustees present, and entitled to vote.

X. COMMITTEES

The Chair, Vice-Chair and Secretary, and President and immediate past Chair as ex-officio members, shall constitute the Executive Committee of the Board of Trustees. It shall be empowered to act for the Board in an emergency, subject to ratification by a quorum of the Board as soon as possible.

To further aid the Board in transacting the business of the body corporate, the Chair shall appoint standing committees, one of which shall be a Nominating Committee. Other committees shall give detailed attention to personnel, education policy, financial affairs and student affairs. The Chair and either the President or a member of the administrative staff chosen by him or her, shall be ex-officio members of each of these committees. The Chair or the President shall, in his/her discretion, refer to the appropriate committee any matter falling within its purview. Before reporting, each committee may solicit the comment of representatives of the faculty and of the students concerned with the matter. As need dictates, the Chair shall appoint other standing committees or ad hoc committees or abolish committees previously established.

XI. AMENDMENTS

These bylaws can be amended, altered, repealed or added to in any manner consistent with the laws, rules and regulations of the State of New Jersey by the affirmative vote of the majority of trustees at any public meeting of the Board of Trustees, provided that a copy of the proposed amendment has been furnished to each member of the Board, and to the other recipients of the agenda of its meetings prescribed in Section VI, at least ten days before the meeting.

Approved: Board of Trustees, June 18, 1974
Amended: June 23, 1975
Amended: August 30, 1976
Revised: June 18, 1979
Revised: February 22, 1997
Revised: September 25, 1998 (College to University)
Revised: December 7, 2007 (new Section V. "Organization")
Revised: May 15, 2009 (Section V. "Organization")

WILLIAM PATERSON UNIVERSITY

CHAIN OF COMMAND

At times when it may be necessary for the President to be absent from the campus, due to illness, vacation, or professional trips, the Acting Presidents will assume office in the following order:

1. Provost and Senior Vice President for Academic Affairs
2. Vice President for Administration and Finance
3. Vice President for Institutional Advancement
4. Senior College Dean

Approved: Board of Trustees, July 28, 1968

Revised: Board of Trustees, September 11, 1989

WILLIAM PATERSON UNIVERSITY

CURRICULUM CHANGES

Policy

It is the right and prerogative of the faculty of William Paterson University to recommend the requirements for degrees and major programs and also to recommend changes in courses or program offerings. The recommendations made by the faculty are subject to review by the academic administration and subject, as appropriate, to approval by the President and/or the Board of Trustees. The procedures described below cover the new courses, course changes, program changes and new degree proposals.

Procedures

A. Course Change

Each proposal for a new course, a change in course content, or minor modification within an existing approved major and minor program must be prepared on the Course Change Proposal Form; no more than two (2) forms may be submitted under this procedure in one academic year.

The recommendation of these changes is the prerogative of the faculty of each department, subject to the approval of the College Dean and the College Council. The College will inform the Provost and Vice President for Academic Affairs of approved recommendations by transmittal of the form with the signature of the Dean.

The Provost and Executive Vice President for Academic Affairs will review each course change proposal and consult with the appropriate College Dean(s). The Provost and Executive Vice President for Academic Affairs will send a copy of the Course Change Proposal Form to the Senate for informational purposes.

(Curricular mandates determined by accreditation or licensure agencies will also be processed according to the course change procedure described in this section).

B. New Program, Major, Degree or Program Change

Each proposal for a substantial change, in a major or minor program and/or a new program, such as a change in concentration, in the nature of the requirements for the major, in number of credits required, in alpha/numeric designations, or any change which affects more than two (2) courses per academic year, must be prepared on the "Program Change Proposal Form." For all new courses (those not appearing in the current catalogue), a course outline with student outcomes must be submitted with the proposal.

The recommendation of these changes is the prerogative of the faculty of each department, subject to the approval of the College Dean after consultation with the College Council. The

College Dean will inform the Provost and Executive Vice President for Academic Affairs of approved recommendations by transmittal of the form with the signature of the Dean.

The Provost and Executive Vice President for Academic Affairs will place the proposal on the agenda of the Council of Deans. Upon receipt of the Council of Dean's recommendations, the Provost and Executive Vice President for Academic Affairs will send the original proposal and the Dean's recommendations to the Faculty Senate. The Senate will forward the proposal to the appropriate Senate Council. The final Senate recommendation will be sent to the Provost and Executive Vice President for Academic Affairs.

The Provost and Executive Vice President for Academic Affairs will forward a recommendation on the program proposal to the President within one month. The President will make his/her recommendation to the Board of Trustees.

Upon approval by the Board of Trustees, the President will follow the procedures required by the New Jersey Presidents' Council for new program approval.

C. Joint College Proposals

Proposals which derive from cooperative efforts of the faculties of more than one College will follow the same procedure as outlined above.

Approved: The President, effective July 1, 1979
Revised: By President, name changes only, 1987
Revised: By President, effective July 1, 1991
Revised: By President, effective March 29, 2001

WILLIAM PATERSON UNIVERSITY

GUIDELINES FOR COMPENSATION FOR DEPARTMENT CHAIRPERSONS FOR THE SUMMER
SESSION

Compensation for Department Chairpersons for Summer 2000 shall be based on the following guidelines:

- A. For responsibilities in conjunction with the August registration period, 1 credit hour will be granted for each department chairperson;
- B. For responsibilities in conjunction with the Summer Session I and Summer Session II, 1.5 credit hours will be granted to each department for each session.
- C. Additional credits will be awarded for each summer session dependent upon the number of sections offered:
 - 3 or fewer = 0 credits
 - 4-11 = 1 credit
 - 12-21 = 2 credits
 - 22-32 = 3 credits
 - 33-42 = 4 credits
- D. Additional credits will be awarded based upon the number of FTE Faculty (determined by the previous Fall):
 - 0-15 = 0 credits
 - 16-21 = 1 credit
 - 22 or more = 2 credits
- E. For any department in which the advisees in the undergraduate major number more than 250, 1 additional credit hour will be awarded for each additional 250 students or part thereof an additional credit will be given.
 - 000-250 = 0 credits
 - 251-500 = 1 credit
 - 501-750 = 2 credits
 - 751-1000 = 3 credits

For summer work, no Department Chairperson may receive less than the minimum compensation of 4 credit hours.

Among the numerous summer responsibilities of the Chairperson, the following are included:

1. Supervision of the department during the Summer Session;
2. Registration during August, four days and resulting schedule decisions during the following week;
3. Recruitment planning for 2000-2001;
4. Advisement of students;
5. Budget planning for the next year;
6. Service on College's student dismissal and probation appeals committees;
7. Facilities management;
8. Availability for participation in new student orientation activities for the equivalent of one working day;
9. Assignment of adjunct faculty;
10. Orientation of new full-time and adjunct faculty; and,
11. Revision of faculty schedules, based on final registration figures.

Approved: Board of Trustees, June 9, 1980

Revised: By Agreement with the Union, June 21, 1996

Revised: By Agreement with the Union, April 25, 2000

WILLIAM PATERSON UNIVERSITY

EMERITUS STATUS

The Board of Trustees upon the recommendation of the President may provide emeritus status for a retiring president, academic vice president and provost, dean, professor, associate professor, assistant professor, or librarian in recognition for contributions to William Paterson University, for distinguished service to the teaching profession and for service to the community. The recommendations for teaching faculty and librarians shall originate with the department in which the individual was a member, and shall proceed to the Senate for its deliberations and if approved, then sent to the President.

Such a retiring faculty member or librarian shall have served a minimum of 15 years at William Paterson University and shall have received recognition for outstanding achievements and contributions. Such an individual shall have the right to attend and to speak at all faculty meetings. He or she shall have the usual faculty rights and privileges and may accept assignments to teach, to lecture, or to perform research for the University.

The Board of Trustees may alter the above provisions ad hoc for selected individuals.

Emeritus Status may carry the following perquisites:

1. Be listed as an Emeritus in the University catalogue, staff roster and other University publications.
2. Be the recipient of all appropriate newsletters and publications from the University.
3. Be provided services which will enable the individual to continue scholarly pursuits: library privileges and the right to apply for research funds; typing services and office space when within the department's resources.
4. Be the recipient of a formal certificate of emeritus status.
5. Be the recipient of appropriate University identification cards and parking decals.

Approved: Board of Trustees, February 15, 1978
Revised: To conform to New Jersey Administrative Code 9:2-2.10 - September 1983
Revised: To conform to New Jersey Administrative Code 9:6-3:13 - May 20, 1985
Revised: Board of Trustees, December 5, 1988

WILLIAM PATERSON UNIVERSITY

POLICY ON EXTRACURRICULAR ACTIVITIES

- I. Extracurricular activities are here defined as participation in any clubs, athletics or organizations recognized by the University or any of its agencies and which do not receive academic credit.
- II. All extracurricular activities shall be open to all full-time and part-time students who have paid the appropriate student activity fees, except where the organizations are members of national bodies that have more stringent requirements.
- III. The following limitations should only apply to students who are holding office and/or participating in activities which require a regular commitment of three or more hours per week.
 - A. Extracurricular eligibility will be monitored once a year in August after the summer session is completed. Since "automatic" or academic probation is monitored in June, a student who is put on academic probation has 14 months on academic probation to raise the G.P.A. to a 2.0 or above before becoming ineligible to participate in extracurricular activities. Each student is entitled to only one year of participating in extracurricular activities while on probation. If after spending one year on probation and becoming ineligible to participate the student once again falls below a 2.0, he or she is then immediately ineligible to participate until the G.P.A. is raised to a 2.0.
 - B. Where any outside organization stipulates "normal academic progress" for full-time students as a requirement for participation, such progress will be defined as follows:
 1. Taking 12 credits in the semester of participation to avoid extra-curricular activities probation.
 2. Completing successfully 24 credits the previous 12 months of academic study to avoid extracurricular activities probation. This condition shall not apply to students who have never previously had full-time status at William Paterson University or who have only had full-time status the previous semester.
 - C. Where no outside organization stipulates "normal academic progress" for full-time students as a requirement for participation such required progress will be defined as follows:
 1. Full-time status students are required to successfully complete 24 credits in the previous 12 months to avoid extracurricular activities probation.
 2. Part-time status students must successfully complete 12 credits in the previous 12 months to avoid extracurricular activities probation.
 - D. A student who is dismissed from school for reasons of academic standing who is later reinstated may participate in extracurricular activities after meeting the following criteria:

1. One year of non-participation after reinstatement.
2. A G.P.A. of 2.0 or above.

E. Those students who do not begin participation in extracurricular activities their first year of University must have a G.P.A. of 2.0 when they begin participation. Those who begin participation below a G.P.A. of 2.0 will automatically be put on extracurricular activities probation.

- IV. Responsibility for implementing this policy should rest with the faculty/staff member responsible for the activity, except for SGA chartered clubs or organizations for whom the SGA elections committee will be responsible.

At the time a student is informed of probation status by the Office of Counseling and Psychological Services, that student should also be informed of his/her extracurricular activities probation.

- V. Provisions should be made to have grade report sheets include a programmed statement clearly indicating when a student is on automatic probation. (See limitations specified in the first sentence of III.)

- VI. Students whose extracurricular activities are limited by this policy may wish to explain extenuating circumstances which would allow them to participate in extracurricular activities. A standing review committee shall be formed by the Senate to hear such appeals.

The review committee shall have one (1) representative from the Office of Student Development, one (1) from the Office of Athletics, one (1) from the Office of Counseling; two (2) faculty members appointed by the Faculty Senate and two (2) students appointed by the Student Government Association.

Student members shall not participate in the appeal process except by request of the student initiating the appeal.

Approved: Board of Trustees, September 19, 1983

Revised: The President, upon recommendation of Senate and SGA effective November 3, 1986

Revised: The President, upon recommendation of Senate and Student Services effective September 22, 1987

WILLIAM PATERSON UNIVERSITY

MERIT AWARD PROGRAM

I. Collective Bargaining Agreement

The Collective Bargaining Agreement between the State of New Jersey and the Council of New Jersey State College/University Locals, NJSFT-AFT, AFL-CIO contains provisions for a Merit Award Program. Article XXI (N) provides:

There will be a Special Merit Award Program for fiscal years 1989-1990, 1990-1991 and 1991-1992. This program will be funded at \$500,000 for each year, except that FY 1991 shall be funded at a maximum of \$250,000. Funding will be apportioned among the Colleges/Universities according to the number of members of the bargaining unit at each University as of the close of the preceding fiscal year. Funding is subject to necessary approvals. The criteria that will be utilized in assessing these qualifications of eligible employees will be established by the STATE. Procedures for merit award consideration previously utilized will be followed during the term of this Agreement. The first level of consideration shall be a committee, which shall be appointed by the President or his or her designee. The UNION may have representation on the committee if it chooses to participate. At each University, the UNION may, within thirty (30) days of the signing of this Agreement, notify the University President that the Union wishes to participate on the committee if it has not done so in the past. The UNION representative(s) shall be chosen by the UNION. The applicable procedures and a statement of the criteria shall be provided in written form for the understanding of all affected employees. Special Merit Awards will be made after May 1 of each year of the Agreement and shall be made as one-time cash payments not included in base salary. The number and the amount of the awards will be determined by the STATE.

II. Eligibility

All faculty, librarians and professional staff who are members of the bargaining unit shall be eligible for Merit Award consideration. Persons on approved leaves of absence are eligible.

III. Criteria (NJ Administrative Code 9:6-3.16, as revised effective 5/85)

- (a) The Merit Award Program is intended to recognize outstanding professional contributions by members of the faculty, librarians and professional staff.
- (b) The University's promotional procedure constitutes the normal method of recognizing highly satisfactory performance of general professional responsibilities over a period of years. The Merit Award presumes that eligible candidates have demonstrated at least satisfactory performance in all areas of professional responsibility and, in addition, during the two years immediately preceding the award, have made one or more outstanding professional contributions that confers distinction upon the individual and upon the University.

(c) Regarding faculty, the Merit Award is intended to recognize at least satisfactory performance in all areas of responsibility and one or more noteworthy professional contributions. Meritorious contribution(s) may be in any of the following areas:

1. Teaching: Since teaching is the primary mission of the State Colleges/ Universities, outstanding performance as a teacher is the primary focus for merit award consideration. Examples of meritorious achievements in teaching could include a teacher who has had great influence on his or her students, or one who has made a significant contribution to the improvement of teaching in his or her Department or the University.
2. Scholarly/creative activity; research: With regard to scholarly/creative activity and research, outstanding contribution(s) should be verified by recognized authorities in the appropriate field and the significant impact of these accomplishments upon the candidate's field or discipline clearly indicated.
3. Professional activity: Significant success in professional activity would normally require that a person have served in a key role with policy implications in the major professional organization in his or her field and have been instrumental in the formulation and implementation of major decisions which affect the discipline.
4. Service to the University: Service to the University could include chairmanship of a key committee whose work resulted in critical changes or improvement in major University programs; the development of an outstanding course or program which enables the institution to answer an important need of the public or student body or which enhances the Department.

(d) Regarding professional staff, the Merit Award is intended to recognize at least satisfactory performance in all areas of responsibility appropriate to an individual's assignment and one or more noteworthy professional contributions which confers distinction upon the individual and upon the University. Noteworthy contribution(s) may be in any of the following areas:

1. Service to the University: Since the professional staff's primary responsibilities are to provide academic and administrative support services, a meritorious service to the University that extends beyond the satisfactory performance of assigned professional responsibilities is the primary criterion for merit award consideration. Noteworthy contributions could include more effective delivery of academic and administrative services; initiation of more cost-effective techniques within an office unit, division or within the University generally; chairmanship of a key committee whose work resulted in critical changes or improvements in major University programs or services; enhancement of the University's relationships with the general public; initiation and implementation of a noteworthy grant funded activity.
2. Professional activity: With regard to professional activity, significant contribution(s) made by an individual in meeting professional responsibilities beyond the campus could be cited for merit award consideration. Noteworthy contributions of professional activity could include serving in a leadership role with policy implications in the major professional organization in an individual's field; making a significant and identifiable contribution to system-wide committees established by

the higher education community that deal with issues falling within the individual's areas of professional expertise; pursuing advanced study, the results of which have a significant impact on the individual's field that extend beyond his or her regular professional responsibilities.

IV. Procedures

(a) Department Merit Award Committee - Faculty & Librarians

Each academic department and the library shall elect a merit award committee. This committee may be the department council.

The Department Merit Award Committee shall be responsible for receiving and reviewing all supporting materials submitted by nominees from the department. Faculty and Librarians may be nominated by the Department Merit Award Committee or nominate themselves. Nomination of a faculty member or librarian may be made by someone other than the individual or the Department Merit Award Committee.

(b) Professional Staff

Administrative personnel who supervise professional staff in the bargaining unit will review the accomplishments of staff members reporting to them and nominate individuals for merit award consideration. The immediate supervisors of professional staff nominated for merit award consideration shall be responsible for receiving and reviewing all supporting material submitted by nominees from his or her area of responsibility. Professional staff may nominate themselves. Nomination of a professional staff may be made by someone other than the individual or the immediate supervisor.

(c) Nomination Process

All nominees for merit award consideration must be notified in writing by the nominator(s) by February 22, 1992. A copy of the nomination is to be submitted to the Department Merit Award Committee or immediate supervisor. Individuals nominated for merit award consideration must submit supporting materials consistent with the criteria for merit awards to the Department Merit Award Committee or his or her immediate supervisor, if he or she wishes to be considered. Department Merit Award Committees and professional staff supervisors shall be responsible for forwarding to the University Merit Award Committee C/O The President's Office, on or before March 9, 1992:

1. A list of nominees endorsed by the Department Committee or supervisor;
2. All supporting materials submitted by nominees from their respective departments or units.

Supporting material submitted by nominees must be forwarded to the University Merit Award Committee whether or not the nomination is endorsed by the department or immediate supervisor.

(d) University Merit Award Committee
Appointments to the University Merit Award Committee shall be made by the President. Candidates for appointment shall be elected by the respective faculty, librarian and professional staff groups. Elections will be conducted by the Faculty Senate Elections Council.

1. Composition of the University Merit Award Committee

The membership of the University Merit Award Committee shall include:

- One (1) Faculty member from each college
- One (1) Librarian
- One (1) Professional Staff

The local Union shall be entitled to appoint an observer to the Committee pursuant to Article IX-D of the Collective Bargaining Agreement.

2. Responsibilities of the University Merit Award Committee

At its first meeting the University Merit Award Committee shall be informed by the President of the total dollar amount, the number and size(s) of lump-sum awards available for distribution.

The University Merit Award Committee shall be the first level of consideration of all nominees from the University community. The Committee shall consider nominees and make its initial recommendation regarding the distribution of merit award funds to the President. The total number of nominees recommended by the committee shall not exceed the number of lump sum awards available for distribution. The President shall meet with the University Merit Award Committee to discuss its initial recommendation no later than April 20, 1992. This recommendation shall be confidential for the President and members of the University Merit Award Committee.

The University Merit Award Committee shall submit its final recommendations to the President on or before April 24, 1992. The total number of nominees recommended by the committee shall not exceed the number of lump sum awards available for distribution.

(e) Procedure for President

Upon receiving the final recommendations of the University Merit Award Committee, the President shall make his or her determination regarding the recipients and size(s) of merit awards.

The President will notify in writing those individuals he or she plans to recommend to the Board of Trustees for merit award recognition.

Revised: By Agreement with the Union, September 26, 1984

WILLIAM PATERSON UNIVERSITY

MISSION STATEMENT

William Paterson University aspires to excellence through educational programs that challenge students to high levels of intellectual and personal development. This commitment to excellence is reflected in a carefully constructed and distinctive undergraduate curriculum that offers a broad foundation in the liberal arts and a wide variety of majors that help students prepare for productive lives in a pluralistic society and professional careers in a rapidly changing technological world. Graduate programs are designed to meet the needs of the surrounding region for in-depth preparation in fields of corresponding institutional strength.

The University believes that a measure of true educational excellence is the extent to which its students develop the abilities for and commitment to lifelong learning and contributing to the common good. In order to realize this excellence, the University seeks to involve students actively and personally in learning and to help them perceive connections: across disciplines and between classrooms, from individual experiences to those of fellow learners, from the campus to the larger world, and from the past and present to the future. It does this by involving faculty and students in a rich network of interconnected learning communities that extend throughout the campus and beyond. These are based on a distinctive educational philosophy that views learning as an active and collaborative process in which each member contributes to the intellectual and personal growth of others.

Through this emphasis on learning communities, the University seeks to help students become self-confident learners who take responsibility for their own learning and contribute to the learning of others; who are open to new ideas and experiences; who can both work collaboratively and accept leadership responsibilities; and who are effective listeners and communicators. The University further seeks to provide an educational experience that develops and refines intellectual skills and, equally important, ethical standards and an appreciation of the commonality and diversity of the human experience. This necessarily involves creative conflict that challenges habits, practices and assumptions and enriches the ability to participate with others while maintaining individuality and independence of judgment.

Because each member of the William Paterson University community contributes to the education of all, this education is enhanced by a membership that is drawn from diverse ethnic, cultural, socioeconomic and experiential backgrounds. The University is working to create such a community and pledges a special effort to improve opportunities and programs for minority members, particularly Blacks and Hispanics, and for nontraditional students.

To achieve the educational excellence outlined above, the students, faculty, staff, administrators and trustees are committed to strengthening current learning communities and to building new ones; to continuing effort toward effective teaching and active involvement in learning; to maintaining a stimulating intellectual and scholarly life in which students are accepted as contributing members; and to providing effective and efficient support services. An integral part of these efforts is a commitment to

ongoing assessment and a willingness to use the results of this assessment as the basis for making changes in order to achieve desired outcomes.

As a state-supported institution, William Paterson University recognizes a special obligation to serve the public. It fulfills this responsibility through its graduate and undergraduate courses and programs, by offering continuing education courses on topics of current interest, and by serving as a cultural center and educational resource for schools, social agencies, businesses and the general public. The University seeks to provide access, at a reasonable cost, to all in the surrounding region who can properly be served by its courses and programs.

William Paterson University is committed to participatory governance and will actively work to foster mutual respect and cooperation among its members. The University reaffirms rigorous adherence to its Affirmative Action and Non-Discrimination Policies. It is further committed to academic freedom as important to intellectual inquiry and the development of ideas.

Revised: Board of Trustees, September 19, 1983

Revised: Board of Trustees, June 5, 1989

WILLIAM PATERSON UNIVERSITY

NAMING OF SCHOOLS, BUILDINGS OR PARTS THEREOF

A proposal to designate a school, a building, a location on campus, or part thereof by the name of any person, living or dead, or entity, requires favorable recommendation by the President and approval by the Board of Trustees.

No public announcement of any such designation shall be made until authorized by the Board.

Approved: Board of Trustees, February 15, 1978

WILLIAM PATERSON UNIVERSITY

NON-DISCRIMINATION POLICY

The William Paterson University of New Jersey is committed to equal employment opportunity and to maintaining an academic and work environment for students, faculty and staff which is conducive to the achievement of educational and career goals on the basis of ability and performance, and which is free of discrimination on the basis of race, sex, color, age, national origin, handicap, sexual orientation, religion or marital status.

Since discriminatory behavior seriously undermines the atmosphere of trust essential to the academic and work environment, anyone who violates this policy may be subject to disciplinary action, including termination.

Approved: Board of Trustees, November 9, 1987

Revised: Board of Trustees, February 8, 1988

WILLIAM PATERSON UNIVERSITY

OUTSIDE EMPLOYMENT REPORTING

All full-time employees are required to report all regular or continuing outside employment activities. Engagement in outside employment activities are not precluded per se. The Board of Higher Education "Code of Ethics," as set forth in N.J.A.C. 9:2-10:1* et seq. stipulates:

"A full-time employee of a public institution of higher education or the Department may engage in outside employment only if the outside employment does not:

1. Constitute a conflict of interest;
2. Occur at a time when the employee is expected to perform his or her assigned duties;
3. Diminish the employee's efficiency in performing his or her primary work obligation at the institution or Department."

The negotiated agreement between the State of New Jersey and the Council of New Jersey State College/University Locals, NJSFT-AFT, AFL-CIO reads as follows:

"Reports on outside employment filed pursuant to the Board of Higher Education Code of Ethics, N.J.A.C. 9:2-10:1* et seq. will be kept and utilized in the following manner:

1. The Outside Employment Report Forms will physically consist of two separable parts.
2. The top part of the form will contain the employee's name, social security number, University and serial number of the form. The bottom part will be detachable and contain the serial number of the form and information requested by the Department of Higher Education in accordance with the requirements of the Administrative Code concerning the employee's outside employment.
3. The two parts of the aforesaid form shall be separated by the employee and submitted separately by the employee to the University. The top part of each form submitted shall be maintained separately from the bottom part. However, when and if the University deems it necessary, it may retrieve the top part of the form and ascertain the name of the individual who filled out the form."

Both portions of the form are to be submitted separately to the appropriate Dean or Director. Information pertaining to additional income is not to be included. The function of this reporting system is not to restrict the employee's option to undertake outside employment or to restrict earning potential. It is, however, important that the University and the employee are assured that any outside employment is not in conflict with the prohibitions stated above.

Professional Employees not included in any collective negotiations unit will also be required to complete Outside Employment Report Forms.

This section of the administrative code expired in May 1995 following adoption of the Higher Education Restructuring Act which also eliminated the Board of Higher Education.

Institutions will need to develop institutional codes of ethics which may include outside employment reporting policy.

Issued: Vice President for Academic Affairs, September 10, 1979

Revised: President, to include non-unit personnel, September 1, 1986

WILLIAM PATERSON UNIVERSITY

POSTHUMOUS DEGREE

Upon the timely and proper sequence of recommendations through the appropriate faculty and administrative offices of the University, The William Paterson University Board of Trustees may posthumously confer the appropriate degree to a former William Paterson University student, provided that the former student was in good academic standing, and in the academic year of his or her graduation, and had demonstrated the quality of character which typifies graduates of The William Paterson University of New Jersey.

Approved: Board of Trustees, April 11, 1977

WILLIAM PATERSON UNIVERSITY

PRESIDENT'S MEDAL

It is common practice for colleges and universities to recognize and to make awards to individuals who have made an outstanding contribution of service to the University community or who have made an outstanding contribution to academe or society as a whole.

From time to time in the conduct of the affairs of William Paterson University, the President believes it would be advantageous to the University to recognize such individuals.

The Board of Trustees approves the striking of a medal to be presented as the President's Medal for such recognition purposes.

The President shall recommend to the Board of Trustees for its approval recipients for such an honor.

Guidelines

1. One who has directly (personally) given time, talent or funds to the University;
2. One who functions in a capacity to enhance cultural, scientific or artistic awareness in New Jersey;
3. One who provides a positive role model in personal achievement and/or outstanding service to others;
4. One who is or has been able (through whatever positive means) to strengthen higher education locally or nationally.

Approved: Board of Trustees, March 12, 1979

Procedures for the President's Medal Committee

The selection of a committee to deal with the recommendation of persons for the President's Medal shall consist of five (5) members chosen as follows:

- one student - appointed by the SGA
- one alumnus/a - appointed by the Alumni Association
- two faculty members - appointed by the Senate Executive Committee
- one administrator - appointed by the President

The committee shall be convened by the administrator and a chairperson elected at the first meeting.

Nominations should be sent to the Committee by December 15. Submissions should include a brief biography or vita.

WILLIAM PATERSON UNIVERSITY

FACULTY PROMOTIONS

I. Eligibility for Promotion

Faculty members whose qualifications meet or exceed the requirements for higher academic rank shall be eligible for promotional consideration to that rank.

II. Qualifications for Rank (NJAC 9:6-3.5, as revised effective 5/85)

The following are the qualifications for academic rank:

A. Instructor

An earned Master's degree or its equivalent from an accredited institution in an appropriate field of study, and enrollment in and actively pursuing an accredited terminal degree program in an appropriate field of study.

B. Assistant Professor

An earned doctorate or other appropriate terminal degree or its equivalent from an accredited institution in an appropriate field of study or completion of all requirements for the doctorate in an accredited institution except for the dissertation. For persons hired after January 1, 1986 who do not hold the appropriate terminal degree or its equivalent, no reappointment shall be made to the fourth year unless the Board of Trustees of the University determines that for rare and exceptional reasons reappointment is necessary to support the mission of the University.

The requirement of an earned doctorate or other appropriate terminal degree or its equivalent for promotion to the rank of Assistant Professor shall not apply to faculty members employed in the University prior to February 22, 1974.

C. Associate Professor

An earned doctorate or other appropriate terminal degree from an accredited institution in an appropriate field of study and five years of professional experience. Evidence of excellence in teaching, scholarly achievement and service beyond the level of accomplishment of those holding the assistant professor rank.

D. Professor

An earned doctorate or other appropriate terminal degree from an accredited institution in an appropriate field of study and eight years of professional experience. Evidence of excellence in teaching, scholarly achievement and service beyond the level of accomplishment of those holding the associate professor rank.

E. Distinguished Professor

As established by the Board of Trustees, this rank is intended to provide for the individual who has demonstrated outstanding scholarship, teaching ability, or distinction in a field.

Equivalency

The Board recognizes that in exceptional cases individuals may present qualifications as to education and experience that their faculty peers will recommend to be the equivalent of the above qualifications although not corresponding to the letter. In such cases, the Board of Trustees may, upon recommendation of the President, appoint such individuals to the rank deemed appropriate.

In special fields in which the doctorate may not be the usual terminal degree, including, but not limited to, art, music, nursing, library science and librarianship, significant training and/or other professional experience or achievement appropriate to the field of specialization shall be determined equivalent to additional graduate work beyond the Master's degree.

Those who, in the judgment of and as substantiated by their professional peers within the institution possess exceptional qualifications, achievements, or experience deemed equivalent to the academic requirements outlined above, may be recommended for appointment or promotion to a given rank.

All decisions on equivalency promotions or appointments shall be made at the campus level.

Faculty peer is defined as a tenured Instructor, Assistant Professor, Associate Professor, and/or full Professor in the appropriate department, including department chairperson, whether or not he or she is tenured. Those departments which regard the procedure as feasible and professionally preferable may determine that faculty peer in the instances of decisions as to promotions shall consist of only those tenured faculty members at a rank equal to or higher than the rank to which a faculty member is being considered for promotion. Professional personnel with dual appointments whose responsibilities include duties classified as managerial are not faculty peers.

Limitations for Professorial Classification (NJAC 9:6-3.7)

Limitations for professorial classification by academic rank shall be regulated in accordance with the applicable provisions of the New Jersey Administrative Code.

III. Criteria for Promotion

Decisions about promotion shall be governed by four broad and interrelated factors:

- A. Effective teaching
- B. Scholarly achievement and/or creative achievements
- C. Contribution to University and community
- D. Fulfillment of professional responsibilities

Although no set weighting scheme is suggested, in the case of the teaching staff, proficiency in teaching shall be considered essential.

IV. Department Promotion Committee

A. Composition of the Committee

The department promotion committee is an elected committee of tenured faculty members, with the exception of the department chairperson who shall be a member ex officio whether or not tenured.

This committee may be the department council. No member of this committee may vote on his or her own promotion.

In the event that a department has fewer than three tenured members, the Faculty Senate shall appoint a promotion committee for the department.

B. Applications for Promotion

A faculty member may make written application to the department promotion committee for promotional consideration and submit recommendations and supporting materials concerning scholarly and/or creative achievements and contributions to the University and community. These must be submitted to the department committee on promotions on or before November 1; nomination of a faculty member for promotional consideration may be made by someone other than the individual.

In cases where a faculty member is nominated for promotion, notice of the nomination must be given to the faculty member. The promotion folder for the individual so nominated shall be processed according to the provisions of this promotion procedure.

Should the faculty member decline the nomination, the declination shall carry no negative or prejudicial connotation in any subsequent personnel action.

The committee is not, however, to consider the absence of such application or nomination as prejudicial to the case of any individual, nor is it to examine, without the individual's consent, any personnel files maintained by the University.

C. Criteria to be Used

1. Effective Teaching - Areas to be Evaluated

- a. knowledge of subject matter
- b. thorough preparation for classes
- c. ability to present material in a logical and thought-provoking manner
- d. enthusiasm for the subject matter
- e. ability to offer proper guidance and counseling of students
- f. use of a variety of teaching techniques
- g. use of fair evaluation procedures
- h. ability to communicate with and motivate students

2. Student Evaluations

The department promotion committee shall consider student evaluations of teaching effectiveness, utilizing the approved department questionnaire form.

Questionnaires are to be distributed by a member of the promotion committee, completed by students in class in the absence of the instructor and returned to the committee member after completion. Such questionnaires shall be distributed before November 10 by committee members to each of the classes of the faculty member being considered for promotion.

No other student evaluation form is to be considered by the department and/or University Promotion Committee. The student evaluations must be kept on file by the department.

3. Classroom Observations

Every candidate for promotion shall be observed by at least three faculty members of the department promotion committee. These evaluation visits should be made independently by the members. Each evaluation report must be signed by the person within 15 days of the observation. The signing of the evaluation report merely indicates that the candidate has read the evaluation. He or she may write a response to the evaluation, which will be added to his or her file. These observations shall take place during the academic year preceding that for which promotion is sought. Each member of the committee, upon consideration of the results of all observations and the questionnaires, shall decide whether the criteria for effective teaching have been satisfied. A majority vote will decide. Any candidate who refuses to be observed by the

faculty promotion committee removes himself or herself from consideration for promotion at the departmental level.

4. Scholarly Achievements

Scholarly achievements shall be measured by the academic background and professional growth of the individual.

In evaluating the academic background of an individual, the following areas should be considered: The attainment of academic and professional degrees, pre-doctoral and post-doctoral fellowships won, scholarships obtained, and academic honors received. Other pertinent attainments must also be considered.

The evaluation of professional growth should include critical consideration of the research, writing, publications, exhibits, compositions, or other creative work accomplished by the individual. Professional experience, inside and outside of the academic area, should also be considered. Effective contribution to professional organizations and services rendered to the community, state, national, or international organizations are to be considered, along with the promise the faculty member has for continued professional growth and development.

5. Contributions to University and Community

Contributions to the University shall include such things as faculty and University committee service, grants, symposia, exhibits, student club advisement, etc. Contributions to the community shall include individual contributions and representation of the University at community organizations.

6. Fulfillment of Professional Responsibilities Shall Include the Following:

- a. Careful preparation of the material with which the course deals, aimed at the appropriate level, following approved guidelines established by the appropriate curriculum council.
- b. At the start of each course, the instructor shall inform students of the following: objectives of the course, outline of the course, the methods of evaluation, major teaching procedures, course requirements, the instructor's office hours.
- c. The instructor shall present the subject matter in an appropriate manner which reflects the intent and emphasis of the course.
- d. The instructor shall give examinations and/or papers which reflect the emphasis of the course and which are designed to provide both the instructor and the student with information about the progress of the latter. Such examinations and papers should be given at the proper time following established University policies.
- e. An instructor may not arbitrarily dismiss his or her class. In the event of illness or other reason for cancellation of classes, the faculty member

shall notify the department chairperson or departmental secretary as early as possible so that arrangements may be made to cover the class or to notify the students.

Faculty members with non-teaching assignments should follow similar procedures for reporting absences to the appropriate administrative officer.

- f. The instructor should meet his or her class for the full time allotted. He or she should start and release his or her class at the time specified, with due exception for illness and other exceptional situations.
- g. If a staff member must be absent from an extension class for which he or she is receiving extra compensation, he or she is expected to arrange for a substitute and to assume all expenses involved.
- h. Every faculty member shall be available to confer with students, in his or her classes or during his or her office hours, concerning their progress, and, where applicable, with his or her advisees concerning their programs. Office hours shall be posted and announced to the students. Since individual students may have classes at the time of the announced hours, it may be necessary to arrange additional conference time by mutual agreement between students and faculty members.

During the periods of registration and advisement, faculty members are expected to be available for student conferences outside of the regular office hours. Such times and days are to be determined by the appropriate deans.

- i. Attendance regulations and the maintenance of appropriate records shall follow established University policies. All grades must be submitted on the specified dates.
- j. Faculty members shall not knowingly violate, or attempt to violate or bypass, duly promulgated and approved University policy or regulations.
- k. Each faculty member shall, in the performance of his or her University duties, conduct himself or herself in a manner consistent with his or her professional responsibilities.
- l. Faculty members are expected to assume their share of committee assignments and student advisement responsibilities in accordance with University and department policies.
- m. All faculty members must attend committee and faculty meetings.
- n. All first year faculty, at their option may be exempt from all committees.

- o. Faculty members shall be subject to periodic evaluations concerning teaching and professional competence, according to established University policies. Such evaluations shall include both student and peer evaluations, using forms prepared by the faculty.

D. Procedure for Department Promotion Committee (including Timetable)

1. All individual faculty members with academic rank may submit application for promotion together with written substantiation to the claim for promotion no later than November 1. Applications should be submitted to the appropriate department chairperson or department committee. Nomination of a faculty member for promotional consideration may be made by other than the individual.
2. In all cases, an application must first receive consideration at the department level. An application not approved at the department level may be submitted to the University-wide promotion committee by the candidate.
3. All written material collected by the department promotion committee and placed in the files of the committee concerning the qualifications of a candidate seeking promotion shall be made available to said candidate upon request.
4. The department committee on promotions is to send written notification, by November 30, to each person whom it had decided to recommend for promotion. Persons who have not been recommended are to be notified in the same way at the same time.
5. Those recommended for equivalency shall be notified that their recommendations are subject to approval of the University Promotion Committee.
6. By November 30 all department recommendations for promotion, together with a written statement and supporting materials justifying each such recommendation, are to be sent to the University Promotion Committee.
7. If a faculty promotion committee recommends more than one person for promotion to a given rank, it shall list such candidates in order of preference and must give reasons for its ranking.
8. The name of every candidate for promotion shall be placed on one of three lists: the professor's list, the associate professor's list, or the assistant professor's list.
9. Persons not recommended by the department promotion committee may appeal by December 8 to the University Promotion Committee.
10. A copy of every item dealing specifically with the employee's promotion, including the ranking he or she is given in cases where a department committee recommends more than one person for promotion to the same level, shall be

transmitted to the employee immediately after it has been submitted. The employee shall then be given a reasonable opportunity to respond in a timely fashion to any such item and the response shall be attached to the item.

E. Procedure for University Promotion Committee

1. Composition of Committee

The Faculty Senate Elections Council will be responsible for conducting the election for members of the University Promotion Committee. Such election shall be completed by November 30.

The University Promotion Committee shall be comprised of tenured faculty, representing all the Colleges as determined by the University.* The committee shall consider student opinion and may in its discretion seek the input of the Provost and Executive Vice President for Academic Affairs and the appropriate College Dean.

The local Union shall be entitled to appoint an observer to the committee, pursuant to Article IX D of the Collective Bargaining Agreement.

2. Procedure

- a. At the first meeting of the academic year of the University Promotion Committee, in addition to that committee, there shall be in attendance the President of the University, the Provost and Executive Vice President for Academic Affairs and, Associate Vice President for Human Resources and the President of the Collective Bargaining Organization. At this meeting, the University Promotion Committee shall be informed by the President or his or her designee of the number of promotions available at the various ranks. If the President has reason to believe that the number of promotions available at any rank will be zero, he or she will announce such information as soon as possible but not later than October 25.
- b. The University Promotion Committee shall have the right to consult with the appropriate department committee, department chairperson, or individual submitting the request for promotion.
- c. The individual applicant for promotion shall have the right to request, and receive an appearance before the University Promotion Committee to speak on his or her own behalf.
- d. The University Promotion Committee shall meet with the President to discuss its recommendations no later than January 31. The total number of applicants recommended by the Committee shall not exceed the number of promotions available at any rank. These recommendations shall be confidential for the President and members of the University Promotion Committee.

- e. The University Promotion Committee shall submit its final recommendations to the President on or before February 1, and shall include all pertinent information. The University Promotion Committee shall notify in writing both recommended and not recommended candidates. Should the President decide to make a recommendation for promotion to the Board of Trustees which is inconsistent with the recommendation of the committee, he or she shall provide the committee with his or her reasons for the action.

- f. A faculty member may initiate a grievance at step one based on an allegation that, after timely filing of his or her application, the promotional procedure was violated or that there was a breach of the rights of the faculty member concerning discrimination or concerning academic freedom within seven days after receipt of the final recommendation to the President. Such a claim, if sustained, will result in reprocessing of the application on an expedited basis. A final recommendation in such cases shall be made to the President not later than March 1.

F. Procedure for President and Board

Promotion shall be made by the Board of Trustees upon recommendation of the President and all applicants for promotion shall be notified in writing of the Board's decision no later than March 15.

*Revised: November 1, 1991

Revised: By Agreement with the Union, September 1, 1983

THE WILLIAM PATERSON UNIVERSITY OF NEW JERSEY

FACULTY RETENTION POLICY AND PROCEDURE

I. Criteria for Retention

A. The retention of probationary personnel shall be based on:

1. Professional performance
2. Professional growth
3. Potential contribution to the faculty and the University in terms of present and future programs.

B. Professional Performance

1. Knowledge of professional assignment area
2. Thorough preparation for assuming responsibilities
3. Effective communication
4. Respect and consideration for students and colleagues
5. Guidance, counseling and other services to students
6. Use of fair evaluation procedures.

C. Professional Growth

Professional growth shall be measured by scholarly achievement beyond the academic background requirements for the rank held and by contributions to University and community.

1. Scholarly achievement shall be construed to include, but not be limited to advanced degree pursuit and/or attainment, scholarly writing, innovative and creative contributions to one's teaching field.
2. Contributions to the University and community shall include: service on committees, special assignments, community service or other activities which contribute to the purposes and functions of the University in relation to the community which it serves.

D. Potential contribution to the department, program, and the University in terms of present and future programs.

The retention of probationary personnel and the granting of tenure must be consistent with the needs and purposes of the University as stipulated in long-range institutional goals. Non-retention because of inconsistency with these needs and purposes carries no implication as to the competence or qualifications of the individual concerned.

II. Processes

The law provides that the Board of Trustees has ultimate responsibility in the reappointment or non-reappointment of probationary personnel on the recommendation of the President. It is the purpose of these processes to provide the Board and the President with pertinent data on the basis of which to make these determinations.

It is the responsibility of department retention and tenure committees not only to evaluate performance, but also to aid and advise probationary personnel. The size and composition of the department retention and tenure committee is to be decided by the department. The only requirement is that the faculty component of the Committee be comprised of at least three tenured members of the department.

Because of unusual circumstances in some departments wherein there are insufficient tenured faculty members to compose a retention/tenure committee, such committees shall be composed of tenured faculty members from the particular department, tenured faculty members on campus in related fields to judge teaching effectiveness, and may include outside consultants expert in the particular field to judge content. The same evaluation forms and procedures used by all departments of the University will be employed. The tenured faculty member in an allied field and any outside consultant shall be chosen by the Dean of the respective school and the Chairperson of the respective department.

III. Evaluation of Professional Performance

Probationary personnel shall be observed in the performance of their duties a sufficient number of times per year to insure a valid judgment of teaching effectiveness.

Class and time at which each observation shall take place shall be decided by mutual agreement between the observer and the candidate. These evaluation visits shall be made independently by members of the department retention and tenure committee. The results of the observations shall be written and shared with probationary personnel.

In making peer judgments with respect to the retention and the granting of tenure, it is essential that the faculty members making such judgments be themselves tenured.

- A. The department committee shall consider student opinions in the evaluation of an instructor's teaching effectiveness. Questionnaires are to be completed by students in class, and returned to the committee member after completion; such questionnaires shall be distributed before November 15 for first and second year people and before May 1 of the preceding year for third, fourth and fifth year people.

Each department shall design or adopt its own questionnaire. All departmental retention committees are required to submit copies of their questionnaires to the University Administration and the Union for review. The purpose of the review shall

be to ascertain whether the questionnaires conform to and are not in conflict with the provisions of the Agreement.

A summary evaluation by the department retention committee based on professional performance, professional growth, and program needs shall be made each year in writing. It is the means by which the committee conveys to the Administration and to the Board of Trustees the critical appraisals which the committee has made of the probationary faculty member under consideration.

The summary evaluation is to be a short statement of a more elaborate assessment and is to refer to all documents used. It shall include a recommendation. No specific form is required.

The probationary teacher shall have the opportunity to see and question any and all materials submitted as part of this evaluative process. A copy of each item shall be transmitted to the probationary teacher immediately after it has been submitted. He or she shall be given a reasonable opportunity to respond in a timely fashion to any such item and the response shall be attached to the item.

The probationary faculty member shall see and sign all performance evaluations as well as the summary evaluation, though such signature shall not be construed as agreement with the content of the evaluation, but rather an indication that the individual involved has had the opportunity to see its contents.

- B. The recommendation for retention or non-reappointment of the faculty member shall be submitted by the department retention committee to the Dean of the College. The recommendation shall be accompanied by the Summary Evaluation and other pertinent data in the retention folder, resulting from department review and items as may be included by the probationary faculty member.

The Dean will assemble the recommendations from his or her College, review them for form and completeness and forward them to the Provost and Executive Vice President for Academic Affairs. In addition, the Dean will forward a letter of evaluation and recommendation for each candidate to the Provost and Executive Vice President. A copy of the letter of evaluation and recommendation will be provided to the candidate. In turn, the Provost and Executive Vice President of Academic Affairs will forward the assembled set of recommendations for the University to the President.

The President shall inform the departmental retention committee in writing, as to whether he or she intends to accept its recommendation. Such notice will be sent to the department chairperson at the same time that notice is sent to the candidate.

If in the President's judgment, it becomes necessary to clarify or discuss some aspect of the departmental committee's role in the reappointment process, the President will extend to the committee through its chairperson the opportunity to engage in such discussions.

IV. Presidential Review

A candidate who has received a negative recommendation from the departmental committee may request an interview with the President to address the record supporting the negative recommendation. If a candidate requests such an interview, he or she shall have the option to invite other persons from the bargaining unit to attend the meeting. If the option to invite others to the meeting is exercised by the candidate, he or she shall so notify the President of this intention.

Upon the exercise of such an option by the candidate, the President shall also have the right to include others of his choice in the meeting. The purpose of said interview shall be to afford the candidate a personal opportunity to comment on the record and/or to supply additional information prior to the President formulating his final recommendation to the Board of Trustees. The last date for requesting such an interview shall be announced to the faculty.

Candidates who receive an affirmative recommendation from the departmental committee and a negative recommendation from the President may request an interview with the President to address the record supporting the negative recommendation. If a candidate requests such an interview, he or she shall have the option to invite other persons from the bargaining unit to attend the meeting. If the option to invite others to the meeting is exercised by the candidate, he or she shall so notify the President of this intention. Upon the exercise of such an option by the candidate, the President shall also have the right to include others of his choice in the meeting. The President will notify the candidate of the last date for requesting the interview. The purpose of said interview shall be to afford the candidate a personal opportunity to comment on the record and/or to supply additional information which may influence the President's judgment prior to the President forwarding his final recommendation to the Board of Trustees.

Any faculty member who is a candidate for reappointment may submit to the Board of Trustees in writing new evidence or information or argumentation of inadequate consideration. The deadline for providing this information shall be announced to the faculty.

Nothing in this policy statement shall be construed to alter, adjust or amend the time limits as set forth in Article VII of the Agreement between the State and The Council of New Jersey State College/University Locals.

Revised: By Agreement with the Union, September 1, 1983

Revised: By Agreement with the Union, November, 1990

FACULTY RETENTION POLICY & PROCEDURE

APPENDIX I

Retention Files

The Deans and the Provost and Executive Vice President for Academic Affairs have been asked to accumulate the data described below for inclusion in the reappointment folder of each candidate. The data on each individual should include the following:

1. Data on the grade distributions by the candidate in all the courses taught during the probationary period.
2. A list of all the courses taught by semester so that repetitions can be seen; the number of students in each of these courses should be noted; also special note should be taken of any new courses developed by the individual, or of any unusual curricular development work in connection with existing courses.
3. What has been the individual's contribution to the University? Consider such factors as: class schedule; office hours; participation in student advisement; participation in departmental school and University committees; participation in community activities; research activities and publications.

The Deans should supply each department with a tabulation of the student credit hour productivity for several recent semesters for each full time member of the department and for the department total of full time plus adjunct people. They should also be given, for comparison, the student credit hour production average for all full time faculty persons for the University and for all persons including adjuncts for the University as a whole.

All of the data requested are to be included in the candidates' retention folders and thereby available to the candidates and department retention committees.

FACULTY RETENTION POLICY & PROCEDURE

APPENDIX II

Tenure Recommendations

Faculty personnel decisions are made at four points -- recruitment, reappointment, tenuring and promotion. Of the four, the most important faculty personnel decision made is that of granting tenure - an employment condition which normally commits an institution to employ the tenured individual for all of his or her active academic life.

The tenuring process which involves a five-year probationary period is integrally tied into the hiring process. A department, in screening candidates for appointment, must be selective in choosing only those individuals they believe are capable of achieving tenure. The department has the further responsibility for monitoring the performance of each of its probationary employees with great care. Required evaluations must be made objectively and periodic conferences must be held to communicate department evaluations to the candidate.

However, sound recruitment or reappointment or tenure recommendations are not merely a matter of judging a candidate's performance. It is necessary for the department to have a very clear picture of its current status and its plans for the future. The department should have the best possible answers to the following kinds of questions:

1. What are the trends in student course demands and correspondingly in departmental total work load?
2. What are the new or changing developments in the discipline? Is the field changing rapidly or is it a stable relatively unchanging area?
3. What are the department's plans for future development?
4. What is your current capability to meet these needs?

Then in considering a recommendation for tenure, the following kinds of questions must be answered:

1. In the light of the present and future needs of the department, how will the candidate meet them?
2. What additional academic potentials does the candidate offer?
3. What is the present tenure percentage and what would it become if all the departmental tenure recommendations were approved?
4. How will the tenure recommendations strengthen the department and its offerings.
5. How will the tenure recommendations limit the department in meeting new and changing needs?

6. How is this candidate superior to others in the discipline at the candidate's level of professional experience?

Tenure recommendation should be accompanied by a departmental written submission which is responsive to each of the questions noted above.

All of the data requested are to be included in the candidates' retention folders and thereby available to the candidates.

WILLIAM PATERSON UNIVERSITY

POLICY AND PROCEDURE -RETENTION LIBRARY PROFESSIONALS

This policy on Retention and Tenure of Library Professionals shall apply to all Librarians and other professionals in the Sarah Byrd Askew Library included in the bargaining unit represented by the Council of New Jersey State College/University Locals through A.F.T. Local 1796.

I. Criteria

Evaluation of librarians for retention and tenure will be made considering the following criteria:

- A. Professional performance
- B. Professional growth
- C. Potential contribution to the Library and the University with respect to present and future programs.

A. Professional Performance

Librarians are evaluated on their effectiveness in their performance of professional responsibilities including but not necessarily limited to their specific work assignments. Evaluation of professional performance should be based, in part, on objectives previously established between the candidate and the person who directs the candidate's work. These performance objectives shall be subject to the approval of the Library Director.

B. Professional Growth

Professional growth is indicated by three factors: scholarly achievement, professional activities, and contributions to the Library, the University, and the community.

- 1. Scholarly achievement is indicated by relevant course work, or the pursuit and/or the attainment of an advanced degree, or scholarly writing, and other related endeavors as applied to the performance of professional Library personnel.

2. Professional activities include participation in professional and scholarly organizations, attendance at workshops, conferences and seminars and other related activities.
3. Contributions to the Library, the University, and the community include service on committees, special assignments, community service and/or other activities which contribute to the purposes and functions of the University in relation to the community which it serves.

C. Potential Contribution to the Library and the University with Respect to Present and Future Programs

The retention of librarians and the granting of tenure must be consistent with the needs and purposes of the Library and the University. However, non-retention because of inconsistency of these needs and purposes has no implication as to the competencies and qualifications of the individual concerned.

II. Evaluation Process

The evaluation of librarians for retention and tenure includes evaluation by the Library Retention and Promotion Committee (Library Personnel Committee) and evaluation by persons in the Library organization who coordinate and/or direct the work of members of the bargaining unit. Deadlines at each step in the procedure shall be announced in a timely fashion. Each candidate for reappointment shall be given a reasonable opportunity to meet with the Library Personnel Committee to discuss his or her reappointment candidacy.

A. Library Retention and Promotion Committee

The Library Retention and Promotion Committee shall be comprised of five librarians included in the negotiations unit, and elected by such librarians. Members of the Committee shall be tenured or serving on multi-year contracts. The manner of election of the Committee shall be set forth in the bylaws of the Library consistent with this document, and shall provide for balanced representation within the Library.

B. Documents

All written materials submitted by the candidate, the professional service record and documents generated in the reappointment process shall be included in the reappointment folder. These materials will ultimately be placed in the candidate's personnel file. The librarian being evaluated shall see and sign all performance evaluations as well as the summary evaluation which the Library Personnel Committee shall prepare. The summary evaluation shall be based on consideration of the criteria, the interview and the material in the reappointment folder. The librarians being evaluated shall be given an opportunity to respond in a timely fashion to all items in the reappointment

folder. Any written response supplied by the candidate shall become a part of the reappointment folder.

C. Persons Who Coordinate and/or Direct the Candidate's Work

Independent of the Library Personnel Committee evaluation and recommendation each candidate shall be given a reappointment interview by his or her immediate supervisor. The immediate supervisor shall prepare a brief summary of the interview which is to include a summary of the reasons supporting the supervisor's recommendation. The individual candidate shall be given an opportunity to respond to the supervisor's comments and recommendations.

Each candidate for reappointment will be afforded an opportunity to meet with other supervisors/directors who are in the employee's direct chain of command. The purpose of this meeting shall be to discuss the candidate's performance record.

The Library Director shall also meet with each candidate for reappointment. The Director shall prepare a written recommendation and a summary of the reasons supporting same. This statement shall become a part of the record and the candidate shall have a reasonable opportunity to respond.

D. Presidential Review

If a candidate for reappointment has received a negative recommendation, or if it is the intention of the President not to recommend reappointment of the candidate, the candidate shall be given an opportunity to request an interview with the President. The purpose of this meeting shall be to give the candidate an opportunity to address the performance record. If a candidate requests such an interview, he or she shall have the option to invite other persons from the bargaining unit to attend the meeting. If the option to invite others to the meeting is exercised by the candidate, he or she shall so notify the President of this intention. Upon the exercise of such an option by the candidate, the President shall also have the right to include others of his or her choice in the meeting. The purpose of said interview shall be to afford the candidate a personal opportunity to comment on the record and/or to supply additional information prior to the President formulating his or her final recommendation to the Board of Trustees. The last date for requesting such an interview shall be announced.

Any Librarian who is a candidate for reappointment may submit to the Board of Trustees in writing new evidence or information or argumentation of inadequate consideration. The deadline for providing this information shall be announced.

Adopted: By Agreement with the Union, September 3, 1980

Qualifications for Rank: Librarians

Excerpt from New Jersey Administrative Code 9:6:3.5 as amended effective 5/85.

1. Librarian III: A master's degree in Library Science or its historical antecedent from a then ALA accredited library school. Previous professional library experience is desirable, but not required.
2. Librarian II: A master's degree in Library Science or its historical antecedent from a then ALA accredited library school and three years' professional library experience. A second master's degree in another subject area and/or a reading competence in one foreign language is desirable, but not required.
3. Librarian I: A master's degree in Library Science or its historical antecedent from a then ALA accredited library school, a second master's degree in another subject area or ABD status in an approved doctoral program and five years' professional library experience, with demonstrated and/or potential administrative and coordinating ability. Reading competence in one foreign language is desirable, but not required. A minimum of five additional years' professional library experience may be considered in substitution for the second master's degree or ABD status in an approved doctoral program depending upon the quality of the experience.
4. The requirement for a master's degree in Library Science or its historical antecedent from a then ALA accredited library school may be met by substituting a master's degree in a related field relevant to an individual's duties. The Library Personnel Committee, where appropriate, may consider and make recommendations on whether such other master's degrees should be so substituted.

Nota Bene

The WPU Library has an established and long standing practice of requiring a second master's degree as a condition to receiving tenure. The latter requirement does not preclude the Personnel Committee, in specific cases, from recommending that the requirement of a second master's degree be waived.

WILLIAM PATERSON UNIVERSITY

PROFESSIONAL STAFF RETENTION POLICY AND PROCEDURE

This Policy shall apply to professional staff who have never received multi-year contracts and are included in the collective bargaining unit represented by the Council of New Jersey State College/University Locals through Local 1796, A.F.T.

I. CRITERIA FOR REAPPOINTMENT

A. The reappointment of professional staff shall be based on:

1. Professional performance of the professional staff.
2. Institutional and programmatic needs

B. Professional performance shall include:

1. Knowledge of professional assignment area
2. Thorough preparation for assuming responsibilities
3. Effective communication
4. Respect and consideration for co-workers and clientele
5. Service and/or other activities which contribute to the purposes and functions of the University and the community which it serves
6. Other job related criteria as shared with the employee, which shall be presented to each first year employee in a written job description at the time he or she is first offered employment. For second, third, fourth and fifth year employees, such criteria shall be developed by the employee together with his or her immediate supervisor, and shall be provided to the employee, in writing, prior to the beginning of his or her second, third, fourth or fifth year.

C. Institutional and Programmatic Needs

The reappointment of the professional staff must be consistent with the needs and purposes of the University as stipulated in the long-range institutional goals.

II. Process

A. Role of Board of Trustees and President

Reappointments shall be made by the Board of Trustees upon the recommendations of the President. It is the purpose of these processes to provide the Board and the President with pertinent data on the basis of which to make such determinations.

B. Retention Policy and Collective Bargaining Agreement

The evaluation of professional staff shall be conducted in accordance with the provisions of this policy statement and the relevant provisions of the Collective Bargaining Agreement between the Council of New Jersey State College/University Locals, NJSFT-AFT/AFL-CIO and the State of New Jersey.

C. Timetable and Material Presented by the Candidate

Each candidate for reappointment shall be provided with a timetable indicating the dates of the steps in the retention procedure. The timetable shall provide a reasonable opportunity for the candidate to present a written statement and/or materials for inclusion in the retention folder, prior to the beginning of the evaluation by the immediate supervisor. The materials may include, but are not necessarily limited to, a self-evaluation, evaluations solicited by the candidate and commendations he or she has received. All items presented by the candidate shall be considered in the evaluation process.

D. Evaluation Forms

The administrative head of each component of the University shall have the right to design and/or adopt an evaluation form. Employees in the collective bargaining unit shall have the opportunity to participate in the design of any such form. The evaluation forms adopted by each component of the University shall be submitted to the Union for review. The purpose of the review shall be to ascertain whether the evaluation forms conform to and are not in conflict with the provisions of the controlling Collective Bargaining Agreement.

E. Evaluation by Supervisors

1. Scope of Review

Owing to the nature of professional staff employment, it must be understood that the regular and continuous employment relationship between the employee and his immediate supervisor provides a climate for the sustained observation and assessment of the professional staff. A principal purpose of the annual process is to formalize, and share with the candidate for reappointment, conclusions which have been drawn during the regular working relationship.

2. Interview

Before making a recommendation the supervisor shall meet with the candidate at a mutually convenient time. After the interview, the supervisor shall write a report of the interview to which the candidate shall have a reasonable opportunity to respond.

3. Summary Evaluation

The immediate supervisor shall then prepare a written summary evaluation of the candidate based on the interview and the material in the retention folder. No specific form is required. The summary evaluation must include a clear recommendation.

F. Opportunity to Examine and Respond to Materials

The professional staff shall have the opportunity to see and question any and all materials submitted as part of this evaluation process. A copy of each item not supplied by the candidate shall be transmitted to the professional staff as soon as it has been submitted. He or she shall be given a reasonable opportunity to respond in a timely fashion to any such item and the response shall be included in the reappointment folder prior to its transmission to the next level in the procedure.

G. Transmission to Higher Administrators

The retention folders will be transmitted by the immediate supervisors to the next higher level of administrators, who, in turn, will transmit them to the next higher level. This procedure will be continued until the folders are forwarded to the President. Each higher level administrator shall have an opportunity to review the folder and add his or her recommendation as appropriate.

H. Review Procedure

1. A candidate who has received a negative recommendation from a supervisor may request an interview with the next higher level supervisor to address the record. The candidate shall have the option to invite other persons from the bargaining unit to attend the meeting. If this option is to be exercised, the candidate shall notify the supervisor of this intention. Upon the exercise of this option, the supervisor shall also have the right to bring others of his or her choice to the meeting. A candidate who has been notified by the President of his or her intention not to recommend reappointment may request an interview with the President. The last date for requesting such a meeting shall be announced to the candidates.
2. If a candidate requests such an interview with the President, he or she shall have the option to invite other persons from the collective bargaining unit to attend the meeting. If the option to invite others to the meeting is exercised by

the candidate, he or she shall so notify the President of this intention. Upon the exercise of such an option by the candidate, the President shall also have the right to include others of his or her choice in the meeting. The purpose of said interview shall be to afford the candidate a personal opportunity to comment on the record and/or to supply additional information prior to the President formulating his or her final recommendation to the Board of Trustees. The last date for requesting such an interview shall be announced.

3. Any professional staff who is a candidate for reappointment may submit to the Board of Trustees, in writing, new evidence or information or argumentation of inadequate consideration. The deadline for providing this information shall be announced.

PROCEDURE FOR ANNUAL EVALUATION OF
PROFESSIONAL STAFF EMPLOYED
ON MULTI-YEAR CONTRACTS

The evaluation procedure shall be as follows:

1. Employees being evaluated will be notified of the intention to conduct an evaluation; the evaluation will be initiated by a meeting between the employee and his/her supervisor to discuss the employee's job performance.
2. Following this meeting, the supervisor will write a draft assessment of the employee's performance, which will be transmitted to the employee.
3. At the employee's option, the supervisor and the employee will meet to discuss the draft assessment.
4. The supervisor will then prepare the written assessment of the employee's performance, which will be included in the employee's personnel file. A copy will be transmitted to the employee, who will have the right to respond.

WILLIAM PATERSON UNIVERSITY

SCHOLARSHIPS AND AWARDS * (ACADEMIC EXCELLENCE)

Definitions

A scholarship is defined as a sum of money awarded to an undergraduate or graduate student for academic excellence to help meet the cost of education.

An award is defined as a sum of money or an object (e.g., a book, certificate, citation, etc.) awarded to an undergraduate or graduate student for academic excellence or meritorious service.

The Scholarship and Awards Committee (Academic Excellence)

The Scholarship and Awards Committee shall consist of one tenured representative from each College and one presidential appointee. The term of service shall be two years. One half of the membership of the committee shall be replaced each year. A lottery should be used for the purpose of deciding which four representatives shall serve an initial period of one year.

Operating under the following general criteria the Committee shall recommend to the President the recipients of scholarships and awards.

Criteria for Granting Scholarships

1. The granting of all scholarships awarded by the University falls under criteria established by the University.
2. The number of scholarship grants made each semester will depend upon the total amount of money available in the University scholarship account. No scholarships will be awarded for less than the amount of money required to pay full tuition for one semester.
3. Any initial scholarship grant which a donor wants to designate for a special purpose must exceed the cost of tuition for one semester and the criteria for disbursement must be approved by the University Scholarship and Awards Committee.
4. Initial scholarship grants which fall below the minimal amount will be placed in the General Scholarship Fund and will be disbursed according to the criteria established by the University and awarded by the University Scholarship and Awards Committee.

5. If no criteria are established by the donor for special purpose scholarships, the Committee either will recommend application of the same criteria used for all general scholarships or it will establish appropriate criteria for the special purposes designated.
6. As of June 1st in each year, donors will be notified if the designated scholarship grant has fallen below the cost of tuition for one semester. If by June 1st of the following year that scholarship grant remains below the cost of tuition for one semester, the remaining funds will revert to the General Scholarship Fund.
7. All full-time students enrolled in the University for at least one term and maintaining a 3.45 grade point average are eligible for scholarship grants.
8. Entering freshmen students who demonstrate the potential for academic excellence by having a combined SAT score of at least 1,000 and who rank in the top 15 percent of their high school graduating class.
9. Applicants will submit a short statement and/or provide evidence of academic accomplishment, contributions to the Community, and plans for their future.
10. Scholarship grants from the General Scholarship Fund will be recommended by "the University" (as distinct from an Academic Department).

Criteria for Granting Awards

1. The Scholarship and Awards Committee will develop criteria for any awards offered by "the University" (as distinct from an Academic Department).
2. Any on-campus or off-campus group or organization seeking to make awards (including Academic Departments) through the auspices of the University must have the criteria for such awards approved by the Scholarship and Awards Committee of the University.
3. Undesignated gifts of money intended for student usage, but not specifically earmarked for excellence in scholarship will be disbursed as scholarships or awards at the discretion of the Committee.

Approved: Board of Trustees, June 18, 1979
Revised: Board of Trustees, February 9, 1981 (Ref.: to include new entering freshmen)
* Added (Academic Excellence) 9/1/89

WILLIAM PATERSON UNIVERSITY

SENIOR CITIZENS TUITION WAIVER

Persons of the age of 65 or more years shall be permitted to enroll without the payment of any tuition charges in regularly scheduled courses for credit or on a non-credit basis provided that available classroom space exists and that tuition paying students constitute the minimum number required for the course. Such registrants shall be subject to other required fees.

Approved: Board of Trustees - October 2, 1982
Revised: To conform to NJSA 18A:62-3, 1986

WILLIAM PATERSON UNIVERSITY

SEXUAL HARASSMENT POLICY

William Paterson University of New Jersey is committed to developing and sustaining a community where all can learn and work together free from harassment and exploitation. This policy is intended to address all members of the university community including students, faculty, librarians, professional staff, clerical staff, maintenance, campus police and security, managers, administrators, and the Board of Trustees as well as any vendors doing business with the University.

Sexual harassment encompasses any sexual attention that is unwanted. Sexual harassment can be verbal, visual, or physical. It can range from repeated unwelcome sexual flirtation and inappropriate gender-based put-downs of individuals or groups of people to physical abuses, such as sexual assault or rape. Whether particular verbal, non-verbal, or physical conduct constitutes harassment in violation of this policy will depend upon all of the circumstances involved, the context in which the conduct occurred, and the frequency, severity, and pattern of the conduct.

The University recognizes that even the possibility of harassment is destructive to individuals, to groups and to the community. While sexual harassment most often takes place in situations where there is a power differential between the persons involved, the University recognizes that sexual harassment may occur between persons of the same status. Sexual harassment may also occur between persons of the same sex. Sexual harassment contaminates teacher/student and supervisor/subordinate relationships as well as those among student peers and faculty or staff colleagues. When, through fear of reprisal, a student, staff member, or faculty member submits or is pressured to submit to unwanted sexual attention, the entire community is undermined. The University will not tolerate behavior among members of the community which creates an unacceptable working or educational environment, and it will initiate appropriate sanctions against the offender.

LEGAL DEFINITIONS

Effective September 1, 1993, all New Jersey State departments, colleges/universities, and authorities have been required to abide by the State's Sexual Harassment Policy. This policy follows federal and state laws as outlined in Title VII of the Civil Rights Act of 1964 as amended; N.J.S.A. 10:5-1 et.seq.; Title IX of the 1972 Education Amendments; N.J.S.A.11A:1-1 et.seq.; N.J.A.4A:7-1.3.

Sexual harassment includes but is not limited to:

Gender Harassment: generalized gender-based remarks and behavior;

Seductive Behavior: inappropriate, unwanted, and offensive physical or verbal sexual advances;

Sexual Bribery: solicitation of sexual activity or other sexual behaviors by promise of reward;

Sexual Coercion: coercion of sexual activity by threat of punishment; and

Sexual Assault: gross sexual imposition, like touching, fondling, grabbing, or assault.

For general policy purposes, sexual harassment may be described as unwelcome sexual advances, requests to engage in sexual conduct, and other physical and expressive behavior of a sexual nature. The Courts have classified cases in two ways:

1. **Quid-pro-quo:** when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status; and/or submission or rejection of such conduct by an individual is used as the basis of employment decisions or academic decisions affecting that individual. Quid-pro-quo harassment is equally unlawful whether the person resists and suffers the threatened harm or submits and thus avoids the threatened harm.

2. **Hostile environment:** when such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or demeaning employment or educational environment. A cause of action is established if the complained-of-conduct would not have occurred but for the student or employee's gender, and it was severe or pervasive enough to make a reasonable person of the same sex believe that the conditions of learning and/or employment are altered and the environment is hostile or abusive.

The Courts have recognized that the harassing behaviors affect a **third party** when academic or work benefits are denied because of the sex-based coercion of another student or employee; or when the conduct directed at another student or employee is so pervasive as to create a hostile learning or working environment. Favoritism, or perceptions of favoritism, that result from consensual relationships may also contribute to a hostile work or learning environment and constitute third party harassment.

Reasonable Woman Standard

The Courts have recognized that the difficulty in defining the unwelcome, hostile, or offensive nature of an environment may lie in the fact that men and women may disagree as to what constitutes offensive, degrading conduct. In response to this key issue, the courts have adopted a "reasonable woman" standard. Under this standard, attention is focused on the victim's perspective. In the typical case, in which a woman is the target of harassment, a claim would be found to be harassment if a "reasonable woman" would consider the action hostile or offensive. In other cases, the standard of the Court would concern whether or not a reasonable person of the same gender, similarly situated, considered the action hostile or offensive.

EXAMPLES OF SEXUAL HARASSMENT

As reported in [Sexual Harassment on Campus : A Policy and Program of Deterrence](#) by the American Council on Education, examples of harassment include, but are not limited to:

- Threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, living situations, or letters of recommendation (the threat can be overt or implied from the conduct, circumstances, and relationship of the person involved)
- Unwelcome sexual advances, whether direct propositions of a sexual nature or subtle pressure for sexual activity
- Persistent, unwanted attempts to change a professional or educational relationship into a personal one
- Verbal abuse of a sexual nature

- Repeated sexually oriented kidding, teasing, joking, or flirting
- Graphic commentary about an individual's body, clothing, sexual prowess, or sexual deficiencies
- Demeaning or derogatory gender-based comments about a particular group, whether sexual or not
- Leering, whistling, touching, pinching, or brushing against another's body
- Offensive, crude language
- Display of objects or pictures which are sexual in nature that would create a hostile or offensive work, learning, or living environment.
- Behavior of a sexual nature that discomforts or humiliates and demonstrates insensitivity

CONSENSUAL RELATIONS

The University's educational mission is promoted by professionalism in employee/student relationships. Consensual amorous relationships between supervisors and their subordinates, or faculty and students undermine the ethical integrity of the University community. Such relationships are problematic for the people involved as well as having a negative impact on others in the work environment.

Moreover, other students and employees may be affected by such unprofessional behavior because it places or may be perceived to place the staff/faculty member in a position to favor or advance one person's interest at the expense of others and implicitly makes obtaining benefits contingent on amorous or sexual favors.

Therefore:

No faculty member shall have an amorous relationship (consensual or otherwise) with a student who is enrolled in his or her course and/or whose academic work is being evaluated by the faculty member. No staff member shall have an amorous relationship with a student whom the staff member has the power to penalize or reward.

A staff/faculty member who fails to withdraw from participation in activities or decisions that may reward or penalize a student with whom the staff/faculty member has or has had an amorous relationship will be deemed to have violated his or her ethical obligation to the student, other students, colleagues, and the University.

Supervisory staff/faculty who engage in consensual relationships with individuals they supervise or their students should be aware that they are violating University policy and are subject to formal disciplinary action, up to and including removal.

Reflects most recent action approved by
Board of Trustees on 2/21/98

DISCRIMINATION COMPLAINT PROCEDURE FOR STUDENTS

Introduction

The procedures outlined below may be applied to complaints related to all forms of discrimination. Any student who believes that she or he has been discriminated against on the basis of race, sex (including sexual harassment), age, national origin, religion, marital status, physical or mental handicap, or sexual orientation should follow these procedures in filing a complaint.

Informal Procedures

The objective of the informal complaint procedure is to resolve problems and end any discriminatory behavior by a member or members of the University community without resorting to more formal internal procedures or external adjudicative procedures. The informal procedure should serve to resolve misunderstandings and/or problems of communication. At this informal stage in the process, emphasis will be placed on advising the student and eliminating any behavior that violates the non-discrimination or sexual harassment policy.

Students are encouraged to initiate informal complaints within **90** calendar days of the incident(s), or behavior about which she or he is complaining or **90** days from the date the student reasonably should have known about the academic decision or grade. Students who fail to bring a claim of discrimination to the attention of a responsible administrative officer within this time frame diminish the institution's ability to investigate and resolve the complaint.

The student complainant may include a colleague, peer, or friend in any discussions related to the investigation of an informal complaint. A student complainant may report a claim of discrimination to any member of the Sexual Harassment Panel, the Affirmative Action Officer, the Dean of Students or the Asst. Vice President for Minority Education. The role of the Sexual Harassment Panel will be to advise students and assist in the informal resolution of sexual harassment complaints, where appropriate:

- A. The panel member can listen to the complaint, and advise the student of her/his rights.
- B. The panel member can suggest that the student talk with the Dean of Student Development, Affirmative Action Officer, the Associate Vice President for Minority Education and/or some or all of the Sexual Harassment Panel.
- C. The panel member can outline various options available to the student for dealing with the alleged offender:
 1. Working on how to speak with the alleged offender to get the offensive behavior stopped.

2. Working on a letter written to the alleged offender to get the offensive behavior stopped.
3. Reviewing options available for getting through the semester without damaging the student's welfare - e.g. changing sections, withdrawing from class with special permission if necessary; having another faculty member evaluate the student's academic performance; changing a student's work assignment, etc.

The student should be advised of her or his right to file a formal written complaint either if the problem is not resolved through the informal process or if the student prefers that the matter be dealt with formally. In the informal stage of the process, no information will be recorded except the name of the student complainant and the date of the complaint. Every reasonable administrative effort will be made to provide confidentiality and to protect student complainants from reprisals. If the student chooses to identify the person against whom the complaint is made, the name will be reported to the Affirmative Action Officer. At this point a formal procedure can begin.

If the student complainant is willing to be identified to the person against whom the complaint is made and wishes to attempt informal resolution of the problem, the Affirmative Action Officer, or Dean of Student Development will undertake appropriate discussions with the individual(s) involved, and will keep a record of persons present and the date(s) of the meeting(s). No additional information regarding the particular circumstances will be officially recorded, except whether or not the matter was resolved to the complainant's satisfaction.

These records, for purposes of safety and confidentiality, shall be kept by the Affirmative Action Officer.

Formal Procedures

When a student is not satisfied with the outcome of the informal resolution procedures or elects to use the formal process, a formal written complaint must be filed with the Affirmative Action Officer within **90** calendar days of the incident/decision or **45** calendar days from the completion of the informal process, whichever is later.

The student complainant may include a colleague, peer, friend or representative in any discussions related to the investigation of a formal written complaint.

While the Affirmative Action Officer, the Dean of Student Development, the Associate Vice President for Minority Education, or the Sexual Harassment Panel may recommend to a student complainant that a case proceed directly to the formal stage, the decision as to whether or not to file a formal written complaint remains at all times with the student.

A formal written complaint must be specific as to the nature of the charge and include all available information which will aid in the investigation. For example, dates of specific events, names of possible witnesses, and any evidence or data which supports the allegation of discrimination should be included in the charge or submitted separately to the Affirmative Action Officer. The complaint must be signed by the student and dated.

A copy of the complaint will be forwarded to the person against whom the complaint is being made and a prompt investigation will be conducted by the Affirmative Action Officer. To the extent that an academic or student life issue is involved, the Affirmative Action Officer may contact other officers of

the institution, as necessary to complete the investigation. The Affirmative Action Officer will report the results of the investigation to the President within **45** calendar days of receipt of the formal complaint.

The President will inform the student complainant of the outcome of the investigation in writing, no later than **60** calendar days from the date of receipt of the written complaint in the Affirmative Action Office.

The person against whom the complaint is made will also be informed of the outcome of the investigation within the same **60** calendar days.

WILLIAM PATERSON UNIVERSITY

TUITION WAIVER PROGRAM - CWA UNIT MEMBERS

In accordance with the 1986 agreement which was reached by the State of New Jersey and the Communication Workers of America, the University is reinstating a Tuition Waiver Program for members of the four bargaining units represented by the Communication Workers of America.

PURPOSE

The Tuition Waiver Program provides tuition assistance to classified employees who do not possess a baccalaureate degree and who take approved courses at William Paterson University. The intent of the program is to fulfill the needs of William Paterson University, State Government as a whole, and to enhance employee development.

ELIGIBILITY

1. Eligibility is limited to full-time, permanent classified employees who are included in the CWA bargaining unit. In addition, all full-time provisional classified employees who are not in confidential status, and are not represented by any other bargaining unit, may request eligibility status if they have six months of continuous service at the University.
2. The maximum amount of aid available will be for a total of six credits or two courses per semester for the Fall and Spring Semesters and a maximum of three credits each for Summer-Session I and Summer-Session II.
3. Employees requesting tuition waiver may establish eligibility with the provision that all such course work, attendance and related course work such as study, library work and other requirements be performed and scheduled at a time other than at times when the employee is scheduled for regular or emergency work assignments at the University and that such enrollment, attendance and related responsibility in no way adversely affects the efficiency or employment of such full-time staff members.
4. Travel, book, and fee expenses are ineligible under the program. The only expenses which are waived are tuition charges.
5. An employee must receive an acceptable (passing) grade. The status of the employee's Tuition Waiver Form will remain pending until the employee provides the Office of Human Resources with a copy of his or her grade(s). Please note that until a copy of the grades is received in the Office of Human Resources, no further tuition waivers will be approved.

6. Employees who do not satisfactorily complete courses for which the waiver has been granted, shall be required to reimburse the University for all waived costs. Until such reimbursement has been made, no further waivers will be available to that employee.
7. An employee who voluntarily terminates employment at William Paterson University prior to the end of the semester waives entitlement to the tuition waiver and is required to repay the University for the cost of the tuition for that semester.

The following employees are ineligible for tuition waiver:

- a. Employees who are members of any bargaining unit other than the CWA units or who are confidential employees.
- b. Classified employees in temporary or provisional status with less than six months service. (An exception may be requested)
- c. Employees in part-time status.

Please note that the Tuition Reimbursement Program remains in effect for all other eligible classified employees, subject to the conditions of that program.

PROCEDURE

1. Any eligible employee wishing to take a course covered under the program at William Paterson University must complete a Tuition Waiver Form, to be obtained from the Office of Human Resources.
2. Tuition Waiver Forms must be signed by the employee's immediate Supervisor, and must be received in the Office of Human Resources at least two weeks (10 working days) prior to in-person registration.
3. The Human Resource Officer, as the training officer, will review the forms for eligibility.
4. Approved applications will be returned to the employee within five days of receipt to allow him or her to register. Employees are responsible for retaining a copy of the approved Tuition Waiver Form for their own reference.
5. It should be understood that the tuition waiver approval is valid only for those courses listed on the waiver form. No changes, alterations or erasures are permitted on the form. If any change is necessary, a new form must be completed.

All graduate course work will follow the same procedures, however, the employee must be enrolled in a graduate program leading towards a degree, and the program must be relevant to his/her area of work responsibility as approved by the Human Resource Officer and the Vice President for Administration and Finance.

The maximum number of credits will be for a total of 9 credits per year and 45 credits for the duration of employment at William Paterson University.

Revised: September 1998 (to reflect university status)

WILLIAM PATERSON UNIVERSITY

TUITION REIMBURSEMENT POLICY FOR CLASSIFIED EMPLOYEES

As authorized by the New Jersey administrative Code 4.2-20.6 (2/19/85), the following Tuition Reimbursement Program will be offered subject to the availability of funds.

PURPOSE

The Tuition reimbursement Program provides tuition assistance to all classified employees, not represented by any bargaining unit, who do not possess a baccalaureate degree and who take approved courses at William Paterson University. The intent of the program is to fulfill the needs of William Paterson University, State Government as a whole, and to enhance employee development. The purpose of this policy is to provide an equal and fair program of tuition aid to all employees of the William Paterson University who are not covered under a program as stipulated in the various negotiated contracts of the CWA collective bargaining units.

POLICY

1. Eligibility is limited to all full-time permanent classified employees. In addition, all full-time provisional classified employees may request eligibility status if they have six months of continuous service at the University.
2. The maximum amount of reimbursement available will be for a total of six(6) credits or two (2) courses whichever is greater per semester for the Fall and Spring Semesters and a maximum of three credits each for Summer-Session I and Summer-Session II.
3. The employee must be enrolled in a program leading towards a baccalaureate degree.
4. Tuition Reimbursement will be paid at no more than the per-credit tuition cost at William Paterson University.
5. Employees requesting reimbursement may establish eligibility with the provision that all such course work, attendance and related workload such as study, library work and other requirements be performed and scheduled at a time other than at times when the employee is scheduled for regular or emergency work assignments at the University, and that such enrollment, attendance and related responsibilities should in no way adversely affect the efficiency or employment of such full-time staff members.
6. Travel, book and fee expenses are ineligible under this program. The only reimbursable expenses are tuition charges.
7. The following employees are ineligible for Tuition Reimbursement:

- a. Classified employees in temporary or provisional status with less than six months of service. (an exception may be requested).
 - b. Employees in part-time status.
 - c. Employees who are members of the CWA Bargaining Unit.
8. An employee accepted for tuition reimbursement may withdraw from the program in which he or she is enrolled without prejudice or sanction imposed by the University, however, in so doing, he/she waives the right to any reimbursement for tuition.
 9. An employee voluntarily terminates employment at William Paterson University prior to the end of the semester, waives entitlement to the tuition reimbursement.
 10. All provisions of the William Paterson University Tuition Reimbursement Program are subject to approval by the Department of Personnel (Formerly Civil Service). Any requests for exceptions to the eligibility requirements must be made on an individual basis to the Human Resource Officer.

PROCEDURE

1. Any eligible employee wishing to take a course to be covered under the program at William Paterson University must complete a Tuition Reimbursement application, to be obtained from the Human Resource Office.
2. The application must be signed by the supervisor, and the form must be received in the Human Resource Office at least two weeks (10 working days) prior to in person registration.
3. The Human Resource Officer as the training officer, will review applications for eligibility.
4. Approved applications will be returned to the employee within five days of receipt to allow him or her to register. Employees are responsible for retaining a copy of the approved application form for their own records.
5. It should be understood that tuition reimbursement is valid only for those courses listed on the Reimbursement form. No changes, alterations or erasures are permitted on the form. If any change is necessary, a new application must be completed.
6. In accordance with Civil Service requirements, tuition reimbursement will be made only after submission to the Business Office of the following: .
 - a. Official evidence of completion of the course of study for which the employee was originally approved.
 - b. A passing grade
 - c. Original receipts of tuition costs paid to the University

- d. A signed statement by the employee attesting to the fact that he was not eligible to receive scholarship and/or tuition aid through other public or private agency resources and that he did not receive tuition or scholarship assistance other than through this reimbursement program.
- e. Reimbursement is contingent upon final approval of the form CS-94 by the Department of Personnel.

Note: Arrangements for a schedule of payment for tuition and fees will be made through the University Business Office.

- 7. A request rejected as ineligible by the Human Resource Officer will be reviewed by the Vice President for Administration and Finance upon a written request by the applicant. A final determination will be returned to the requesting employee within five working days of receipt of the request.

All graduate course work will follow the same procedures, however, the employee must be enrolled in a graduate program leading towards a degree, and the program must be relevant to his/her area of work responsibility as approved by the Human Resources Officer and the Vice President for Administration and Finance.

The maximum number of credits will be for a total of 9 credits per year and 45 credits for the duration of employment at William Paterson University.

Revised: September, 1998 (to reflect university status)

WILLIAM PATERSON UNIVERSITY

TUITION REIMBURSEMENT POLICY FOR MANAGEMENT STAFF MEMBERS

PURPOSE

William Paterson University is committed to the goals of continuing education and professional development of employees and reaffirms this commitment through the implementation of a Tuition Reimbursement Program for managerial employees.

ELIGIBILITY

1. Eligibility is limited to full-time management employees not included in any bargaining unit who possess a minimum of a baccalaureate degree and who are not serving under a terminal contract.
2. A managerial staff member may be granted tuition reimbursement for graduate study in a terminal degree program related to his or her area of work, as approved by the appropriate Cabinet Officer.
3. Employees may also be granted tuition reimbursement for courses taken to increase expertise in his/her area of work as approved by the appropriate Cabinet Officer, even if such study does not necessarily lead to a terminal degree.

POLICY

1. Tuition charges will be reimbursed at a rate equivalent to the per credit graduate tuition rate at William Paterson University.
2. Tuition reimbursement shall not exceed nine credits per year or a total of 45 credits for the duration of employment at William Paterson University, except that the 45 credit limit may be exceeded in order to reimburse credits necessary to complete degree requirements.
3. The course of study may be at any accredited institution.
4. Travel, book and fee expenses are ineligible under the program. The only fees which will be reimbursed are tuition charges.
5. A staff member who voluntarily terminates employment at William Paterson University prior to the end of the semester waives entitlement to the tuition reimbursement.

All reimbursements under this program are subject to the availability of funds.

PROCEDURE

In order to receive a commitment for reimbursement, the employee must submit a written request to the appropriate cabinet officer prior to enrollment in a course of study. This request should include a statement as to the basis for the request for reimbursement. The request form may be obtained from the Office of Human Resources. Within 20 calendar days, the staff member will receive a written response as to whether or not the University will provide reimbursement.

To receive reimbursement, the employee must submit the following to the Director of Business Services:

1. Official evidence of satisfactory completion of the approved course of study.
2. Evidence of a passing grade.
3. Original receipts for tuition costs.

Approved: Board of Trustees, November 9, 1987

Revised: September, 1998 (to reflect university status)

WILLIAM PATERSON UNIVERSITY

TUITION WAIVER FOR GRADUATE ASSISTANTS

Tuition and fees for graduate assistants shall be waived for courses taken during their contractual period beginning with the 1987-1988 fiscal year.

Approved: Board of Trustees, April 27, 1987

WILLIAM PATERSON UNIVERSITY

UNDERGRADUATE ACADEMIC ADVISEMENT *

Academic advisement is both necessary and integral to the University experience as a process through which a student, aided by an advisor, achieves maximum educational benefits. A valid advisement experience involves a constructive and cooperative relationship between a student and his or her advisor in which a wide range of topics related to the student's life goals, education/career goals, educational program, problems and progress, are discussed. Since advisement is an important component in student retention/attrition, the entire University community is obligated to insure that the advisement is done as well and as effectively as possible.

Academic advisement needs to be distinguished from counseling. Academic advisement is a faculty responsibility for curricular and academic advisement; counseling is a responsibility of professionals in advisement and counseling and career counseling and placement, for personal and vocational advisement. Although this distinction is valid, these functions cannot be sharply separated. Faculty, for example, are expected to provide vocational advice or suggestions; a career counselor may influence a student's choice of an academic major and career path; and a counselor in advisement and counseling may have an influence on a student's performance in his/her academic program.

Goals of Academic Advisement

- I. Academic Advisement is essential to a student's total University experience and attempts to achieve the following goals:
 - A. To provide students with accurate information on academic policies, procedures, and programs of the University;
 - B. To assist students in choosing educational objectives;
 - C. To plan programs and select experiences for students that are consistent with student interests and abilities;
 - D. To make students aware of the services and educational opportunities that may be pertinent to their educational objectives at the University;
 - E. To review with the student his/her progress toward educational/career goals;
 - F. To assist students in exploring the possible short and long-range consequence of their curricular choices, including making them aware of the connection between academic preparation and the work-world.

II. Advisement Program Components

The Colleges and departments, and the divisions of educational services, student services, and University relations are required to provide students, faculty, and appropriate staff with accurate information in the catalog, schedule of classes, and other officially-approved publications. These are the official and authoritative documents which are used to guide students and faculty.

Insuring that students seek advisement, especially during the advisement period, is a collaborative effort involving educational services (specifically the registrar's office, the advisement center and the counseling office), College deans, department chairpersons and the faculty.

Educational services has the responsibility to deliver to the University community in a timely fashion materials relevant to registration and the advisement period.

Assignment of advisement duties to faculty is the responsibility of the college deans, who act upon the recommendations of departments. Whether or not all faculty within a particular department are assigned advisement duties is a dean/department decision. It is the responsibility of the deans and department to ensure that faculty advisors are well informed before assigning advisement duties. Thus, whenever possible, first-year faculty are to be exempted from serving as advisors.

III. Role of Faculty Advisors

Faculty shall have primary responsibility for the academic advisement of undergraduate and prospective majors in their departments, as well as undeclared majors and non-degree students.

The responsibilities of faculty advisors include the following:

- A. To explain to students degree, certification, and other requirements;
- B. To create an awareness in the student of the rationale and relevance of the course of study in his/her chosen curriculum;
- C. To become familiar with the student's study skills and study habits, to evaluate them and, when necessary, refer the student to appropriate support services;
- D. To assist the student in making decisions about course selections;
- E. To consider the students' extra-curricular activities and, in light of the student's goals, to make suggestions that are appropriate;
- F. To explore the student's career choices and to suggest corollary or alternative careers, if appropriate;
- G. To explore possible graduate school interest and to discuss undergraduate preparation for such a pursuit;

- H. To become familiar with information provided to faculty concerning student support services such as tutoring, personal counseling and career counseling;
- I. To assist the student in evaluating his/her academic progress, e.g. familiarizing the student with the method of calculating his/her cumulative grade point average;
- J. To create and maintain student folders for use during advisement which are to contain such items as;
 - 1. Student's most recent William Paterson University transcript.
 - 2. Student's up-dated curriculum control sheet.
 - 3. Student's basic skills placement status.
 - 4. Interview summary sheet.
 - 5. Other pertinent information.
- K. Advisors should maintain their office hours and/or schedule special advisement hours during the advisement period, and notify their advisers of these hours.

IV. The Total Advisement Program

The following combination of methods are utilized in the delivery of William Paterson University's academic advisement program:

- A. Faculty advisement - Faculty advisors shall advise prospective and declared majors, non-degree students, and undeclared majors.
- B. Peer advisement - Peer advisors shall assist students who have general questions and problems and, when necessary, refer them to proper services.
- C. Career counseling - Career counselors shall assist students in selecting a University major and/or career path.
- D. Special advisement is provided for the following:
 - 1. Special admittance students who are issued admission contracts are assigned to the Center for Academic Support. After the first year, they are assigned to faculty advisors; those with less than 2.0 grade point averages are required to have additional advisement provided by counseling and psychological services.
 - 2. Freshmen in the Educational Opportunity Fund Program are assigned to the Center for Academic Support. After the Freshman year, they are assigned to faculty advisors; those with less than 2.0 grade point averages are required to have additional advisement provided by counseling and psychological services.

V. Role of the Advisement and Counseling Offices

Coordination of the campus-wide advisement system will be the responsibility of the Director of Advisement and Counseling. This office is responsible for the following:

- A. Gather and disseminate appropriate academic advisement material for the use of academic deans, department chairpersons, and faculty advisors;
- B. Act as a referral service and respond to questions from the schools, departments, advisors, students, etc.;
- C. Formulate and implement procedures for the improvement of the advisement program;
- D. Provide general academic advisement orientation and training for faculty advisors as needed by individual departments;
- E. Request advisement coverage for registration and entering student advisement and registration and assign advisors in consultation with academic deans;
- F. Distribute student applications for declaration/change of major or multiple majors to appropriate chairpersons for decision as to acceptance of the student into the respective major;
- G. Design and update curriculum control sheets in consultation with academic deans and chairpersons;
- H. Coordinate advisement services with other campus-support services in a reciprocal manner.

VI. Responsibilities of Students

It is the responsibility of each student to take advantage of the advisement opportunities offered for his/her benefit at the University. Students are required to do the following:

- A. See faculty advisors at the appointed times.
- B. Adhere to regulations published in the University catalog, semester schedule of classes, and curriculum control sheets.
- C. Declare a major by the end of their sophomore year.
- D. See his/her evaluator in the year prior to graduation in order to file an application for graduation.

Approved: The President, May 1, 1983

* Under review for possible revision

WILLIAM PATERSON UNIVERSITY

UNDERGRADUATE DEGREE REQUIREMENTS¹

In keeping with the definition of Baccalaureate Degree Programs as approved by the Board of Higher Education on December 19, 1980, Bachelor of Arts and Bachelor of Science degree programs at William Paterson University are comprised of course work in general education, a concentration within a major, and elective courses, totaling 128 credits.

I. TYPES OF COURSES

A. General Education

The Goal of general education is to provide broad, coherent knowledge for the development of the individual and his/her participation as a citizen in society. Common knowledge is needed to foster critical, creative thinking, effective writing and communication, and the formation of humanistic values.

To this end, general education courses introduce the student to basic concepts and methods of major fields of knowledge. They give an appreciation of literature and the arts, an understanding of the natural world and aim at interdisciplinary knowledge of our own and other societies and cultures.

Fifty-nine (59) credits of general education course work must be completed for the Bachelor of Arts and Bachelor of Science degrees.

The criteria for the designation of courses as general education courses include:

1. All courses designated general education should be general in scope and encompass a broad field of knowledge. Such courses should not be narrow or vocational in nature. They should aim at broadening the intellectual horizons of non-majors.
2. General Education courses should reflect the concepts and methods currently used by scholars in major fields of human knowledge.

In order to effectively implement and promulgate general education curricula:

1. A General Education Curriculum Committee shall be created to monitor the general education program and recommend the approval of all courses for general education credit, EXCEPTING THOSE USED TO FULFILL THE GENERAL EDUCATION ELECTIVE REQUIREMENT. It shall be constituted as follows: two faculty representatives per College, one to be elected by the respective faculty, the other to be chosen by the respective College Council. They shall not be from the same department. Terms shall be for two years and shall be staggered. The committee shall make its recommendations to the Provost and Executive Vice President for Academic Affairs.

1 The effective date of this policy is September 1, 1986

2. Courses proposed for general education credit should originate from the appropriate Department or areas involved. EXCLUSIVE OF COURSES WHICH MAY BE USED TO FULFILL THE GENERAL EDUCATION ELECTIVE REQUIREMENT, all general education courses shall be approved as follows: 1) approval by the Department, 2) approval by the College Council, 3) approval by the General Education Curriculum Committee, 4) the course proposal will then be sent to the Provost and Executive Vice President for Academic Affairs for his approval. COURSES WHICH MAY BE USED TO FULFILL THE GENERAL EDUCATION ELECTIVE REQUIREMENT SHALL BE APPROVED AS FOLLOWS: 1) APPROVAL BY A DEPARTMENT OR AREA REPRESENTED WITHIN GENERAL EDUCATION OR THE DEPARTMENT OF COMPUTER SCIENCE AND QUANTITATIVE ANALYSIS AND 2) THE COURSE PROPOSAL WILL THEN BE SENT TO THE PROVOST AND EXECUTIVE VICE PRESIDENT FOR ACADEMIC AFFAIRS TOGETHER WITH A RATIONALE FOR INCLUSION IN GENERAL EDUCATION.
3. The number of general education courses should be kept to a minimum. These courses may consist of courses previously offered for liberal studies credit or new courses consistent with the criteria for inclusion of courses in the general education program.
4. The Provost and Executive Vice President for Academic Affairs shall make certain that a list of all general education courses is prepared annually and updated on an annual basis. The list shall be given to the entire faculty.
5. The format of the schedule of courses shall include a master list of all general education courses at the front of the schedule. In addition, general education courses shall be listed under the Colleges and Departments. They shall be clearly labeled as general education courses.
6. While students should be encouraged to take general education courses during their first two years, it should be possible to take some of these courses during the last two years. The present practice of allowing juniors and seniors to substitute non-general education upper-level major courses for general education courses is to be discontinued.
7. It is urged that interdisciplinary courses be created where appropriate by interested faculty. All interdisciplinary general education courses must be recommended through the appropriate Departments, College Councils, Deans, and the General Education Curriculum Committee. The recommendation shall then be sent to the Provost and Executive Vice President for Academic Affairs. Interdisciplinary courses may be within Colleges or across College lines.

B. Major

A student should pursue a discipline or a course of study in sufficient depth to be acquainted with both the basic body of knowledge therein and the frontiers to which it reaches. The credit requirements for major areas of concentration will vary according to type of program.

1. Within a Bachelor of Arts program, major courses should represent 30 credits to 40 credits.
2. Within a Bachelor of Science program, up to 60 credits may be taken in major or required collateral courses.
3. Within specialized degree programs, such as the B.F.A and B.M., major course requirements may exceed 60 credits. While the major component of some specialized degree programs requires a heavy commitment, in no case should the curriculum be so specialized that the aims of a liberal undergraduate education are relegated to a position of secondary importance.

C. Electives

Students should be encouraged to explore areas of study not included under the general education designation and not included within the major course of study.

II. DEGREE REQUIREMENTS

Requirements for the degrees of Bachelor of Arts and Bachelor of Science include the General Education Curriculum Requirement, the General Education ELECTIVE Requirement, the Major Curriculum Requirement, THE UPPER-LEVEL ELECTIVE REQUIREMENT, AND THE NON-WESTERN REQUIREMENT.

A. General Education Curriculum Requirement

Courses must be chosen to fulfill the following credit requirements:

1.	<u>Arts & Communication</u> ² Art Music Theatre Communication	<u>Credit Requirement</u> <hr style="width: 100px; margin-left: 0;"/>
		6 credits
2.	<u>Humanities</u> Writing Effective Prose Foreign Language ³ History ⁴ Literature Philosophy	3 credits 6 credits 6 credits 3 credits <u>3 credits</u>
		21 credits
3.	<u>Science</u> Mathematics	3 credits

Science⁵ 6-8 credits (8 credits if lab course)
9-11 credits

4. Social Science⁶
Anthropology
Geography
Political Science
Psychology
Sociology
Economics (from the School of Management)
9 credits

² No more than 3 credits may be taken in any Department

³ Demonstrated proficiency as certified by the Department of Languages and Cultures could satisfy this requirement. The six (6) credit requirement is effective September 1, 1983; prior to that date only three (3) credits were required.

⁴ THE SIX (6) CREDIT REQUIREMENT IS EFFECTIVE SEPTEMBER 1, 1986; PRIOR TO THAT DATE ONLY THREE (3) CREDITS WERE REQUIRED.

⁵ The six-eight (6-8) credit requirement is effective September 1, 1983; prior to that date only three-four (3-4) credits were required.

⁶ No more than 3 credits may be taken in any one area.

5. Other

- a. Health or Movement Science
and Leisure Studies 3 credits
- b. A course dealing with racism
and/or sexism in
America⁷ 3 credits

TOTAL FOR GENERAL EDUCATION
CURRICULUM REQUIREMENT 53 credits

The General Education Curriculum program shall be monitored carefully by the Provost and Executive Vice President for Academic Affairs and the General Education Curriculum Committee. They shall report to the entire faculty on an annual basis. An evaluation of the General Education Curriculum program shall be presented to the entire University Community after the program has been in existence for two years.

Waivers from a General Education Curriculum Requirement shall be provided, when deemed necessary. When the need for a waiver arises because of requirements for

mandated courses set by an outside accrediting agency, precedence shall be given to the requirement of the accrediting agency. The Department should apply for a waiver to the appropriate Dean. When an individual student applies for a waiver, the student applies first to the major Department Chairperson, who then forwards the request to the appropriate Dean.

6. General Education Elective Requirement

GENERAL EDUCATION ELECTIVES SHALL BE CHOSEN FROM A LIST APPROVED BY THE PROVOST AND EXECUTIVE VICE PRESIDENT FOR ACADEMIC AFFAIRS. COURSES DESIGNATED AS GENERAL EDUCATION, INTERDISCIPLINARY COURSES AND IN-DEPTH COURSES AT UPPER LEVELS (200 LEVEL OR HIGHER) IN DISCIPLINES OR OTHER AREAS REPRESENTED WITHIN GENERAL EDUCATION, INCLUDING OFFERINGS OF THE DEPARTMENT OF COMPUTER SCIENCE AND QUANTITATIVE ANALYSIS ARE CANDIDATES. SUCCESSFUL COMPLETION OF BASIC SKILLS, WRITING EFFECTIVE PROSE, PREREQUISITES AND THE ENTRY-LEVEL GENERAL EDUCATION COURSE OFFERED BY THE DEPARTMENT OR ALL THE GENERAL EDUCATION COURSES REQUIRED IN THE AREA ARE NECESSARY BEFORE REGISTERING FOR GENERAL EDUCATION ELECTIVES. GENERAL EDUCATION ELECTIVES MUST BE OUTSIDE THE MAJOR AND COLLATERAL REQUIREMENTS. GENERAL EDUCATION ELECTIVES SHALL TOTAL 6 CREDITS.

⁷ This requirement can be satisfied by any 3-credit general education course dealing with Blacks and/or women in America, including a team-taught course.

B. Major Curriculum Requirement

In addition to those courses identified as general education courses, the Major Curriculum Requirement shall be 30-40 credits in Bachelor of Arts programs and up to 60 credits in Bachelor of Science programs.

C. UPPER-LEVEL ELECTIVE REQUIREMENT

UPPER-LEVEL ELECTIVES SHALL BE CHOSEN FROM AMONG COURSES BEYOND THE 100-LEVEL AND EXCLUSIVE OF THOSE IN THE MAJOR AREA. ALL PREREQUISITES MUST BE COMPLETED. UPPER-LEVEL ELECTIVES SHALL TOTAL 9 CREDITS.

D. NON-WESTERN REQUIREMENT

THE NON-WESTERN REQUIREMENT CAN BE FULFILLED BY A COURSE CHOSEN FROM A LIST APPROVED BY THE PROVOST AND EXECUTIVE VICE PRESIDENT FOR ACADEMIC AFFAIRS. SUCH A COURSE MIGHT BE USED TO FULFILL THE GENERAL EDUCATION CURRICULUM REQUIREMENT, A GENERAL EDUCATION ELECTIVE, A COURSE IN THE MAJOR OR AN ELECTIVE.

Approved: Board of Trustees, March 10, 1986

WILLIAM PATERSON UNIVERSITY

VOTING IN DEPARTMENTS

Voting in a department FOR and membership OR SERVICE on personnel committees shall be limited to full-time faculty who were appointed to that specific department. In the rare instances where there is a joint appointment of a faculty member to two departments, the faculty member has voting privileges and full participation only in the department where he/she is primarily assigned teaching duties. A regular, full-time faculty member will temporarily lose voting rights FOR and the ability to serve on personnel committees in the department during a semester if he/she is assigned more than 6 credits to administrative duties during that semester.

However, if full-time faculty members have academic grants, ART, are involved in teaching in interdisciplinary programs, chair, academic committees, departments or any other academic pursuits totaling more than 6 hours in a semester thus leaving them less than 6 hours of teaching within their assigned department, they shall NOT lose their right to vote for or serve on any committee including personnel in their department OR SERVE ON University-WIDE committees during any such semester.

Part-time faculty have the privilege of participating in department meetings, but do NOT have the right to vote FOR nor serve on personnel committees. Adjuncts shall have the privilege of participating in department meetings with voice, but without vote.

Approved: President, September 1982

Revised: President upon recommendation of the Faculty Senate, July 1989

WILLIAM PATERSON UNIVERSITY

WORKLOAD - ADJUNCT TEACHING

Adjunct faculty shall not teach more than the equivalent of half-time (12 teaching credit hours) during any academic year, nor shall teach any more than eight (8) teaching credit hours in any one semester.

This policy limitation shall apply to the total amount of teaching done by an adjunct even if such teaching is done in more than one department.

Exception to the above is subject to the approval of the appropriate Dean and the Provost and Executive Vice President for Academic Affairs.

Approved: President, October 5, 1978
Revised: To conform to New Jersey Administrative Code 9:2-2.16, 6/21/82
Revised: To conform to New Jersey Administrative Code 9:6-3.11, 5/20/85

WILLIAM PATERSON UNIVERSITY

COMPENSATION - ADJUNCT TEACHING

It is the policy of the William Paterson University to pay its adjunct faculty at the rate specified in the contract negotiated with the AFT.

Approved: Board of Trustees, October 1, 1990

WILLIAM PATERSON UNIVERSITY

SICK LEAVE FOR MANAGERIAL EMPLOYEES AUTHORIZED USE AND VERIFICATION

Policy:

It is the policy of the William Paterson University to provide paid leave to managerial employees who are unable to work due to illness.

Administration of Policy:

1. Full time managerial employees are entitled to one and one quarter (1 1/4) days of sick leave for each completed month of employment for a total of fifteen (15) days in each fiscal year for twelve (12) month managerial employees and twelve and one half (12 ½) days in each fiscal year for ten (10) month employees. (The fiscal year is defined as the period July 1 to June 30).
2. Sick leave shall not accrue after resignation or retirement even though the employee may be retained on the payroll until he/she exhausts any accrued vacation leave.
3. Managerial employees shall not accrue sick leave during a leave of absence without pay. Unused sick leave shall accumulate from year to year.

Authorized Use:

Sick leave may be used by managerial employees if such employees are unable to work because of personal illness, accident, exposure to contagious disease, death within the immediate family, care for a seriously ill member of the employee's immediate family or absences related to the acquisition or use of an aid for the handicapped provided such aid is necessary to function on the job.

Proof of Illness:

The University may require proof of illness for any of the following reasons:

1. There is reason to believe that an employee may be abusing sick leave.
2. The employee has been absent from work on sick leave for five (5) or more consecutive work days or for an aggregate of more than fifteen (15) days during a twelve (12) month period.

3. When an illness is of a chronic or recurring nature, and the employee must be absent from work, one proof of illness may be required by the University for every six (6) month period.
4. The proof of illness must specify the nature of the illness, and the duration of the absence including the date the absence begins and an expected date of return to work.
5. In case of sick leave due to exposure to contagious disease, a certificate from the New Jersey Department of Health shall be required by the University.

Reporting Sick Leave:

A managerial employee shall notify his/her immediate supervisor by his/her scheduled reporting time of work of any absence due to illness. Failure to do so may result in the denial of the use of sick leave and constitute a cause for disciplinary action.

Approved: Board of Trustees, December 6, 1990

WILLIAM PATERSON UNIVERSITY

CONFIDENTIALITY AND SECURITY OF INFORMATION AND DATA PROCESSING RESOURCES

Policy:

It is the policy of the William Paterson University to ensure that all sensitive and/or confidential information is secured and kept confidential.

Administration of Policy:

1. Access to information which is considered sensitive and/or confidential must be based on a legitimate "need to know" and be directly related to assigned duties within the University.
2. University computers are to be used for authorized purposes only.
3. Employees are responsible for the security of whatever sensitive and/or confidential data they retrieve.
4. Employees are responsible for reporting security violations to their supervisors as soon as they become aware of them.
5. Employees are responsible for safeguarding all confidential information/files in their possession. In the event an employee receives a request to provide sensitive and/or confidential information, the employee is required to forward the request to the Department head. The Department head will be responsible for authorizing the release of the information.
6. Licensed software is not to be copied or used except in accordance with established agreements.
7. Employees are responsible for following established procedures in the reproduction, destruction or modification of information.
8. Retrieval and other computing activities are restricted to information which employees have been specifically permitted to access and using only functions and utilities they have been authorized and trained to use.
9. Sign-on and password instructions issued to employees are for professional use and employees are responsible for their security.
10. Failure to follow this policy may result in discontinuation of access to University information and data processing resources and/or any other action(s) deemed appropriate by the University.

Approved: Board of Trustees, February 28, 1991

WILLIAM PATERSON UNIVERSITY

TUITION WAIVER FOR DEPENDENT CHILDREN OF EMPLOYEES

William Paterson University provides tuition free enrollment to dependent children of tenured and tenure track faculty and full-time regularly appointed staff and administrators provided that the student fulfills the academic and administrative requirements for admission and also applies for all available State and Federal grants and scholarships. The cost of tuition only is waived. All fees and additional charges are the responsibility of the student.

A. Eligibility Requirements

1. Parents of the students must be regularly appointed on a full-time basis for one full year before the start of the first day of class for the course(s).
2. Students must be the children of employees and not meet qualifications for independent student status as determined by FAFSA criteria. Proof of the parent-child relationship that is officially recognized by the federal and/or state government must be submitted to Human Resources. The University may require additional documentation of the parent-child relationship.
3. Students must apply for all available Federal and State grants and/or scholarships by submitting the FAFSA form each year. For students who receive financial aid, the grant and scholarships (gift aid) will be applied to tuition first. Private grants received and earmarked for 'tuition only' also will be applied to tuition first. The University will waive all tuition not covered by scholarships and/or grants.
4. Students must be matriculated, studying for their first baccalaureate degree and must remain in good academic standing according to University regulations.
5. If a parent dies while employed in an eligible position and if the student was admitted or enrolled at the time of the parent's death, the student will be eligible until completion of the first baccalaureate degree. All policies and restrictions otherwise applicable to this tuition waiver will apply.

B. Tuition Waiver Benefit

1. Students may receive full tuition waiver in a program leading to the first baccalaureate degree up to the number of credits required by the degree program for graduation. In no case will a waiver be granted beyond 10 semesters for a baccalaureate degree.
2. Students are eligible for a tuition waiver for the fall and spring semesters only.
3. The cost of tuition only will be waived. All other fees and costs are the responsibility of the student.

Approved by the William Paterson University Board of Trustees, February 19, 2000, effective September 1, 2000.