Saint Elizabeth University
MORRISTOWN, NJ

Adjunct Faculty Handbook
2021-2022

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Introduction

Welcome

As the Vice President for Academic Affairs, I am pleased to welcome you to Saint Elizabeth University.

We are fortunate to have the expertise of many adjunct faculty members who choose to teach at the University. Your efforts enrich our curriculum and enable the University to offer a wide variety of courses. We greatly appreciate your commitment and professional expertise.

Knowing that navigating even a small school like Saint Elizabeth University can be challenging, this handbook is organized to outline the most important information that you will need throughout the semester. It will introduce you to the many resources available to enhance your teaching experience at the University and to assist you to know about important University policies and procedures.

Please be sure to use your SEU email daily so that you receive important information from your students and the University throughout the semester.

Do not hesitate to contact specific offices if you need further information or support.

If I can assist you in any way call me at 973-290-4418 or email me directly at abartlett@steu.edu

Dr. Anne Bartlett, Ph.D.

History Overview of Saint Elizabeth University

Founded by Women for Women

Founded in 1899 by the Sisters of Charity of Saint Elizabeth, Saint Elizabeth University, formerly College of Saint Elizabeth, is the oldest four-year Catholic liberal arts college for women in the State of New Jersey, and one of the first Catholic women's colleges in the United States.

Accreditation by Middle States

The then College of Saint Elizabeth was first incorporated under New Jersey State laws on May 19, 1900, and the first baccalaureate degrees were granted on June 18, 1903. In 1905, the New York State Board of Regents extended to the College a formal certificate of registration of its degrees, confirming earlier approval of its programs stated in letters of 1899 and 1901.

In 1917, the Association of American Universities placed the College in its Approved List of Colleges and Universities, 96 in all, 17 for women, whose graduates were eligible for admission to the graduate schools of the 24 leading universities comprising the membership of the Association.

The College was included also in the first published list of accredited university issued by the Middle States Commission on Higher Education – an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation – in 1921, and it has continuously maintained such accreditation with the most recent re-affirmation in 2016.

Answering the Call of Adult Needs

In 1970, the College established a Continuing Education program to respond to the needs of women beyond the traditional age of university students seeking to complete degree programs or to update their formal education. The request for both women and men to obtain degrees while maintaining full-time employment led the University to initiate a Weekend College Program in 1976. In 1994, Continuing Education was renamed Continuing Studies - Adult Undergraduate Degree Programs.

Beginning in the 1990s, the College began offering graduate programs, leading to the development of the School of Graduate and Continuing Studies in 2001 for the "non-traditional age adults."

In 2007, the College broke new ground, offering adult students for the first time in its history a doctoral program in Educational Leadership.

2013 – A joint effort between the Sisters of Charity, the Academy of Saint Elizabeth and the College resulted in a new soccer and lacrosse field by the back entrance of the University gate to host sporting events at both the high school and college levels.

2014 – Blessed Sister Miriam Teresa Demjanovich's beatification was held in Newark, New Jersey, at the Cathedral Basilica of the Sacred Heart. It was the first time a beatification took place outside of The Vatican.

2015 – The Board of Trustees decided to become a coeducational institution in the fall of 2016.

2016 – Henderson Hall was renovated with state-of-the-art labs, as well as a new chapel dedicated to Blessed Miriam Teresa Demjanovich, '23, alum and candidate for sainthood.

2016 – Men's basketball and soccer teams were formed.

2017 – The play, "Elizabeth of New York," written by Sister Francis Maria Cassidy, S.C. in 1974, was performed for the first time on campus. It previously appeared on other N.J. stages and abroad in Italy.

2017 – May 2017, the first doctoral students in counseling psychology received their Psy.D., while new bachelor's programs in computer software engineering, sports management and marketing, and social work along with master's programs in applied behavior analysis, data analytics, public health, and social media design and management are planned for the fall semester.

2019 – Physician Assistant Program will begin to accept students in October 2019. Saint Elizabeth University's new four-year, pre-licensure BSN program is on track to launch in fall 2019. In support of the expanded programming, SEU nursing students will experience a state-of-the art clinical skills and diagnostics center, which will include high fidelity simulation, 14 examination bays, and a patient simulation room with an adjacent faculty observation area.

The College offers Physician Assistant on the graduate level only. The Master of Science in Physician Assistant is designed to prepare physician assistants who are competent and committed to respectfully serving the patients for whom they provide care. The integrative 104-credit curriculum is delivered over 27 consecutive months as a cohort model.

2020- Baseball team comes to SEU.

2020 – July 1, the College of Saint Elizabeth officially becomes Saint Elizabeth University (SEU) after receiving approval from the New Jersey Secretary of Higher Education.

16,000 Graduates and Growing

In 1903, the then College of Saint Elizabeth bestowed its first baccalaureate degrees to a class of four women. Today, with more than 16,000 women and men graduates, Saint Elizabeth University remains strong, with a growing enrollment and a vital purpose: to provide a value-centered education that responds to today's society's needs while remaining true to its mission.

Mission & Values

Mission Statement

The mission of Saint Elizabeth University, sponsored by the Sisters of Charity of Saint Elizabeth, is to be a community of learning in the Catholic liberal arts tradition for students of diverse ages, backgrounds, and cultures.

Through the vision and values of Elizabeth Ann Seton, Vincent de Paul and Louise de Marillac and rooted in Gospel values and in Catholic Social Teaching, Saint Elizabeth University affirms its solidarity with the poor and its commitment in service to the community.

Vision Statement

Saint Elizabeth University will be nationally recognized for educating individuals who seek an education focused on engaged learning for leadership in service to others.

Core Values

Saint Elizabeth University as an engaged institution of higher education, driven by mission and informed by our Catholic and Sisters of Charity traditions, seeks to live the following core values to achieve our mission, vision and strategic goals:

Integrity

As a community we are called to unite in honesty, trust and mutual respect and be transparent in our choices.

Social Responsibility

As a community we are required to support the just and ethical well-being of individuals and communities to promote justice, diversity, and sustainability.

Leadership

As a community we are inspired and empowered to move beyond our own boundaries to be accountable, to innovate and to transform for the common good.

Excellence in Teaching and Learning

As a community we are committed to creating a stimulating learning environment that promotes critical inquiry and the holistic development of the individual.

Checklist for Adjunct Faculty

The following checklist provides extremely important items to consider as you prepare for your course. Please note that there are deadlines for handing in your syllabus, attendance records, and grades. Failure to meet these deadlines creates additional work for administration and the students and may jeopardize future teaching assignments.

REGISTRAR	☐ Grades are submitted online through the Self-Service Gradebook by the deadline provided by the Registrar. Registrar's Office in located in Santa Rita on the second floor.
MOODLE	☐ In compliance with ADA regulations, all course materials provided in class must have a digital copy posted in your corresponding MOODLE course. ☐ All assignments should be posted in MOODLE and grades posted in the MOODLE Gradebook. ☐ Remind your students that they need to access MOODLE regularly. ☐ **If teaching an online course, you must be trained in the use of MOODLE. Contact Instructional Technology at** (973) 290-4044 to schedule training.
BOOKS	☐ This link will provide you with a list of approved textbooks for courses at the undergraduate and graduate levels. Your Program Chir must approve all new textbooks.
SYLLABUS	☐ Email your syllabus to the Program Director or Program Chair at least 2 weeks prior to the start of class.
EMAIL ACCOUNT	☐ Log into your STEU email account from the STEU Homepage. From the main navigation, select MySEU, log in, then select STEU Email in the Google Apps box. ☐ Faculty and students are **required** to use STEU email accounts to conduct official University business ☐ You are not allowed to use your own personal email or the student's personal email to communicate.
EVALUATIONS	☐ Course evaluations are conducted online, and students receive emails repeatedly in the semester as reminders. You are to encourage your students to complete the online evaluations.
PHOTOCOPIES	☐ Photocopy service is available through Central Duplication in Henderson Hall, ground floor or staff in the academic area.
EQUIPMENT	☐ Laptops and LCD projectors are ordered through the Instructional Technology department and require at least one week's notice. Request equipment here or email studenttech@steu.edu or call (973) 290-4022 .
HUMAN RESOURCES	☐ Be sure all of your Human Resource requirements are complete before the first day of class. Human Resources is located in Santa Rita in the lower level.
SECURITY **Photo ID/Parking**	☐ Photo IDs for students, faculty, and staff are produced and issued by the Student Services Office, located on the 2nd floor in Santa Rita Hall. New IDs are issued. Parking decals are also issued from the Student Services Office for students, faculty and staff members. More information here.
CATALOG/ STUDENT LIFE	☐ Academic Catalogs ☐ https://www.steu.edu/student-life
CLASS CANCELLATIONS	☐ It is your responsibility to contact the students and the Program Director/Program Chair in the event of a cancellation. Sign up to receive emergency messages regarding campus closures at https://www.steu.edu/it/emergency-notification ☐ In the event of class being cancelled due to weather or any other emergency, you need to have a BACKUP plan using MOODLE or some other method to assure that all course requirements are met. ☐ You can determine if the University is closed by calling 973-290-INFO.
EMPLOYEE FORM	☐ Receipt of Handbook - Sign and return Employee Acknowledgment form to Human Resources. (Appendix H)

Academic Policies and Procedures

Absentee Policy for Student-Athletes

Each student athlete must present a "*Notice of Class Absence Due to Competition*" form to the course instructor at the beginning of each semester of their sports season. Student-athletes representing the University in intercollegiate sports competition may be excused at the discretion of the instructor from required course activities due to participation in scheduled contests or due to travel related to a scheduled contest. The student-athletes are responsible for all material and announcements covered during their absence and should be fully aware that they are students first and athletes second while enrolled at the University. Questions regarding student athletes should be directed to Thomas Wagenblast, Athletic Director at (973) 290-4265 or email twagenblast@steu.edu

Admission to Class and Roster/Enrollment (Graduate and Undergraduate)

All faculty have up-to-date access to their roster(s) through their ***Self-Service*** accounts. Students must be properly registered. **If a student attending class does not appear on the class roster after the first week of class, the student should be directed to contact the Registrar's Office to resolve the problem.** No student should attend any class unless registered. You are expected to enforce this rule consistently.

Class Attendance (Undergraduate and Graduate)

Because part of the final grade is based on in-class participation, and because a student cannot participate if they are absent, without a valid excuse, attendance is mandatory for all classes; this includes maintaining regular and consistent participation in online and hybrid courses. The Assistant Dean for Student Success will determinewhat constitutes a valid excuse, [usually a medical excuse or emergency]. Students who are going to be absent are expected to notify the Assistant Dean for Student Success and instructors in advance where this is possible, and must complete an "Excused Absence Request Form" which is submitted to the Assistant Dean for Student Success, Sarah Bechtel (email: sbechtel@steu.edu ; phone: 973-290-4081) with supporting documentation.

Attendance, as a requirement for class participation, will count for at least 20 percent of the final grade. Instructors may include other course work such as quizzes, in-class assessments, and homework completion, etc., in that 20 percent. Depending on the delivery format of the 15-week, regular course, each unexcused absence would result in a loss of at least 1/2, 1/4, or 1/6 of the maximum grade for class participation. If by Week 10, or any time between Week 10 and Week 14, a student has accumulated the number of unexcused absences that will result in a grade of 0 for class participation, and grades earned to date in other assessments, including grades of 0 for missing assessments, and the weight of remaining assessments, it is mathematically impossible for the student to pass, that student will immediately be issued a final grade of WF for the course.

For more information regarding SEU's Undergraduate Attendance Policy, please see the Academic Policies section of the Online Academic Catalog: https://www.steu.edu/academicpolicies

Also, please take note of the following:

1. Students who receive financial aid will only have their aid awarded to their accounts once their entire attendance is verified in Self-Service; "entire" meaning ALL of their classes. This impacts

students on all levels – undergraduate and graduate.

2. If there are students who are attending your class, but are not on your roster in Self-Service, pleasenotify me as soon as possible and direct the student to the Registrar's Office. Please also notify meif you have students on your class list who have not attended at all.
3. Recording attendance in Self-Service is mandatory for all courses regardless of where the course is offered. For example, if you are teaching a nursing course at Trinitas, attendance must be entered.
4. If you are teaching an online course, attendance must be recorded. For students who are enrolled in EDCHOICE courses, their attendance should be documented either through the face-to-face modality or online.

Auditing Courses (Undergraduate and Graduate)

- Students may register to audit a course during the regular registration period on a space available basis.
- Changes in status from audit to credit or credit to audit must be made no later than the last day to add/drop a class.
- Students who audit a class are not required to take tests or complete course assignments.
- The extent to which an auditor may take part in a course's activities or receive extra help is determined by the instructor.
- The charge to audit a course is one third of the regular tuition. All other fees are applicable.
- The student's transcript will show a grade of "AU" and is not calculated in the grade point average, nor is it counted towards degree requirements or progress.

Classroom Conduct

Saint Elizabeth University will not tolerate actions that are inconsistent with its mission. Sanctions shall beenforced when conduct adversely affects the University's educational objectives or disrupts the learning environment. Instructors are expected to manage classroom behavior; however, if a student or group of students persistently disrupts the class; the instructor should report the disorderly conduct to University officials through the SEU Advocate system. Instructors can access the SEU Advocate Public Reporting page at https://www.steu.edu/incidentreporting. The SEU Advocate Public Reporting button can be found on the Faculty & Staff page of the University's website. Simply click the button and it will redirect you to the reporting website. This report will generate a timely response from the appropriate University administrator (e.g. departmental chairperson, or Dean).

Disorderly conduct is defined as conduct which causes annoyance to another which includes any action, which can reasonably be expected to disturb the academic pursuits or to interfere with or infringe upon the privacy rights, privileges, health or safety of members of the class. Examples of disruptive behaviors include, but are not limited to: excessive talking, inappropriate cell phone use, bullying (including cyber-bullying), andharassment of any sort, intimidation, or failure to follow directives of the instructor.

Issues of extreme conduct/behavior should be reported to Campus Security immediately by dialing 973-290-4090 (x4090 from any on campus phone). Examples of extreme conduct/behavior include but are not limited to verbal altercations/verbal threats, physical altercations, public intoxication, and threat/possession of weapons.

Imminent Threat of Harm to Self or Others

Any student expressing suicidal thoughts or making threats of harm to self or others must be reported immediately. If physical harm is imminent, or the incident occurs after hours, call 9-1-1 for emergency assistance. Then contact Campus Security at (973) 290-4090 who will notify University officials. If physical harm is not considered imminent, and the incident occurs during normal business hours, Monday-Friday from 9:00 am - 5:00 pm, call Counseling Services at (973) 290-4175. After normal business hours, call Campus Security who will alert the appropriate campus authorities. If possible, please stay with thestudent until help arrives.

Students of Concern

Occasionally, instructors will become concerned about students who are experiencing changes in behavior, writing essays of an alarming nature, or appearing to be under some sort of emotional distress that is beyond the instructor's scope of training or expertise to handle. It is very important that instructors who are concerned about a student's behavior or emotional stability report it to the Student Consult Team immediately so that appropriate University administrators are made aware of the situation so that they can monitor it or intervene depending upon the specific circumstances. Examples of changes in behavior that should be reported include, but are not limited to, the following:

- Suspicion of substance abuse
- *Excessive* class or exam absences
- Inappropriate classroom or social behavior
- Abrupt decline in academic performance
- Student's self-disclosure of a serious personal problem
- Conflicts in relationships
- Frequent crying
- Loss of relationship (break-up, death divorce)
- Reports of failure to use (or misuse of) prescribed psychiatric medications or other drugs or supplements
- Suspicion of an eating disorder
- Panic attacks/anxiety
- Suspicion of victim of abuse/crime
- Social isolation/withdrawal
- Unstable family dynamics
- Decline in hygiene
- Writing samples of concern
- Poor judgment or decision-making abilities

Instructors can report students of concern through SEU Advocate CARE. Instructors can access the SEU Advocate CARE reporting page at https://www.steu.edu/incidentreporting.The SEU Advocate CARE button can be found on the Faculty & Staff page of the website. Simply click the button and it will re-direct you to the reporting website. **(Appendix A)**

Withdrawing from a Course (Undergraduate and Graduate) (Appendix B)

- Students may withdraw from a course after the add/drop period is over. Please consult the academic calendar on the Registrar's web page for specific dates.
- Students should complete the add/drop/withdrawal form (available at https://www.steu.edu/registrarforms), have their academic advisor(s) sign it, have the instructor of the course confirm their last date of attendance, and submit the form to the Registrar's Office for processing. Please note that a withdrawal form will not be processed unless the last date of attendance has been confirmed.
- Courses dropped during the withdrawal period will appear on the student's transcript with a grade of "W".

Withdrawing from classes may affect Financial Aid and/or Resident Life status

Students enrolled in the Dietetic Internship Program must comply with the withdrawal policy established by that program.

Drop/Add Courses (Undergraduate and Graduate) (Appendix C)

Students may drop and add courses during the first week of each semester or session. These dates are published on the University calendar, which is available on the Registrar's web site. Undergraduate students complete a drop/add form available from the student's advisor or the Registrar's Office, secure their advisor's signature and submit the form to the Registrar's Office. Graduate students obtain the form from their Program Director or Program Chair and submit the form to the Registrar's Office. The form must be at the Registrar's Office by the date published in the University calendar. Courses dropped from the student's schedule will not appear on their transcript. Students who "never attended" a course, as confirmed by attendance records, will have that course removed from their transcript.

Academic Success Center

The mission of the Academic Success Center (ASC) at Saint Elizabeth University is to help all students become independent, life-long learners by providing free, high-quality academic assistance to all students through one-on-one and small group tutoring in a wide range of content areas, as well as workshop presentations on time management, study skills, learning strategies, and more.

The CASC is also a resource for the academic community at large, including faculty and staff, for information on learning styles, improving student motivation, enhancing student responsibility, creating effective assignments, and more.

Please stop in on the first floor of the Mahoney Library, or contact us for more information or support:
Clifford Woodward, Executive Director of Academic Student Support Services, 973-290-4345.
cwoodward@csteu.edu
Kate Brindisi, Center Coordinator 973-290-4325. kbrindisi@steu.edu

Office of Accessibility Services

Saint Elizabeth University has an Office of Accessibility Services located in Mahoney Library. This office serves students who need academic and/or housing accommodations on campus. If a student requests any type of accommodation, the professor should instruct the student to see the Coordinator of Accessibility Services.

Lisa Seneca, Coordinator of Accessibility Services; Mahoney Library, 2nd Floor
Office phone: 973-290-4261; Fax: 973-290-4244
lseneca@steu.edu

To be approved for academic and /or housing accommodations, the student will need to present the medical documentation supporting the request. Eligibility for Accessibility Services at Saint Elizabeth University is dependent upon the nature of the disability. A person might meet eligibility requirements of a vocational rehabilitation, disabled veterans or any other rehabilitation agency; however, she/he may not meet eligibility at the University of St. Elizabeth. Approval of eligibility on campus is based upon the guidelines developed for each type of disability. One of the reasons that the University has developed these guidelines is to ensure consistency throughout the institution. These guidelines are consistent with those used by agencies administering standardized assessments and meet the “substantial limitation” standard required by the Americans with Disabilities Act (ADA, ADAAA) and Section 504 of the Rehabilitation Act.

Services offered by the Office of Accessibility Services include, but are not limited to:

- Development of accommodation plans
- Assistance with self-advocacy
- Professional development for professors and other staff
- Coordination of tutoring
- Proctoring extended time and alternate site exams and quizzes
- Communication with other departments on campus to advocate for students
- Assistance with adaptive technology, physical access and service/emotional support animals
- Student workshops
- Individual assistance with organizational skills and course work management

Grading Policies

Final Grades

Faculty members will receive instructions from the Registrar's office regarding the submission of grades electronically through the Self-Service Gradebook:

Undergraduate	Graduate
A	A
A-	A-
B+	B+
B	B
B-	B-
C+	C+
C	C
C-	no grade of C-
D	no grade of D
F	F

Submission of Grades

Grades must be entered in Self-Service on or before the date designated by the Registrar's office.

Incomplete Grades (Appendix D)

The grade of "I" may only be granted if a student petitions the instructor(s) for that grade prior to the end of the academic term of the affected course(s) in which she/he is enrolled. A grade of "Incomplete" may be given if the student's already completed work is of passing grade quality but remaining coursework is unfinished because of illness or other serious cause, and only if the faculty member and the student agree. An "Incomplete" in any course becomes a failure and is recorded as a grade of "FI" (Failure Resulting from an Incomplete) if course requirements are not completed within **four weeks** following the end of a semester (fall, spring, or summer) or two weeks following the end of an accelerated session or winter intersession. For first time freshmen in the Women's University, an incomplete grade becomes an NC during their first semester at SEU if the work for the course is not completed in the appropriate time frame. Requests for extensions must be submitted to the Program Director or Program Chair prior to the end of the incomplete period. Requests for an Incomplete Extension form can be obtained in the Registrar's Office.

"I" grades are used in both undergraduate and graduate programs to designate an incomplete. Additional paperwork is required by the Registrar's Office when giving this grade. "DE" grades are given in courses requiring a project that might extend into a second semester. It implies that the student is making satisfactory progress toward completing this work. "X" grades are given to students who are auditing.

PLEASE NOTE: Adjunct instructors are required to complete the necessary grading and documentation for any grade of INCOMPLETE, even if this extends beyond the contract period.

Grade Changes – Appendix E

Once a final course grade has been submitted to the Registrar, a faculty member can change it only in the event of a clerical, calculation, evaluative, or administrative error with respect to work completed during the academic term in which the student was enrolled in the course. Grade changes should occur no later than four weeks after the start of the following semester. This change requires the Program Chair's signature.

Except when a grade of "I" or "DE" is awarded in accordance with the policies governing those grades, student grades may not be changed for work submitted after the conclusion of the academic term in which it was assigned.

A final grade may be changed to "I" only with the permission of the Program Chair.

Students may appeal their grades only on the basis of work completed and submitted during the academic term in which it was assigned.

Student questions regarding grades must be made as soon as possible after the grade is received. Grade appeals must be made within 30 days of the end of the semester. For more information on grade appeals, see Academic Review Board procedures. https://www.steu.edu/academicpolicies

Retention of Student Course Materials (Undergraduate and Graduate)

Faculty shall submit copies of the student's exams, tests and grades for papers, projects, presentations, etc. to the appropriate Program Director or Program Chair for at least one year.

Advisors (Undergraduate and Graduate)

All undergraduate and graduate students have an academic advisor who students should be referred to regarding questions about their program, specific courses, registration or other academic matters.

Faculty Information

Adjunct Faculty Appointment

Adjunct Faculty are appointed, upon the recommendation of the Program/Chair/Dean and by the Vice President and Dean for Academic Affairs, through a letter of appointment on a semester-by-semester basis. The University employs an adjunct instructor to teach a course only when a full-time faculty member is not available to be assigned to the course. No guarantee of employment is made until registration for the course has been completed; an adjunct instructor will not be employed for a course canceled due to inadequate enrollment.

New faculty should note that official transcripts of the faculty member's academic record, resume, and completed application are forwarded to the Program Director/Chair.

Adjunct faculty new to the University must complete a set of forms, provided by the Human Resources Department. These include a W-4 form, Request for Criminal History Record, New Hire Data forms and an Employment Eligibility Verification form.

Adjunct faculty teaching undergraduate credit courses must hold a master's degree with a major in the teaching discipline. The norm is that individuals with terminal degrees in their field teach Graduate courses.

Adjunct Faculty Contracts

Adjuncts who have not received a formal contract prior to the class start date must contact the respective Dean. The contract should be signed and returned to Melanie Conti (mconti@steu.edu) (973-290-4355) by the adjunct as quickly as possible to avoid any delay in payments.

Adjunct Teaching Contract Adjustments Based on Class Size

Undergraduate rate for 7 or more students:

Undergraduate tutorial rate for 6 or less per student:

Graduate rate for services per credit rate is $943 per credit totaling $2829.00 (3 credit courses)

Graduate tutorial rate for services per student when class size is 6 or less is $450 per student (3 credit courses)

Use of University Facilities

Adjunct Faculty have access to all facilities, except for recreational facilities at Saint Elizabeth University.

Adjunct Faculty Handbook Acknowledgment Form - Appendix H

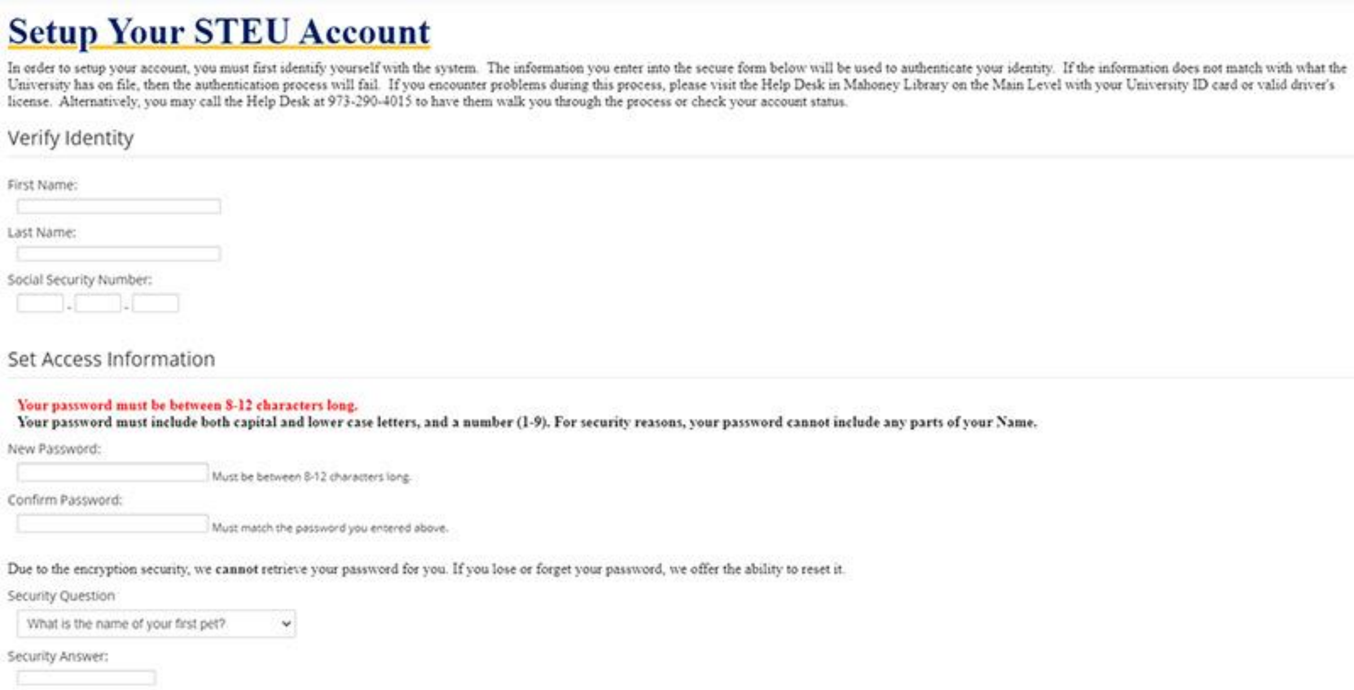
After a comprehensive review of the adjunct faculty handbook, please print out Appendix G, complete the form, and forward to Human Resources. Compensation will not be made until the form has been completed and received by Human Resources. Please forward the form to:

Human Resources
(973) 290-4453
hr@steu.edu
Santa Rita Hall

Email Account – Setup

Set Up Your STEU Account

Complete the online form (see image below) and click S**ubmi**t. If you have trouble accessing your STEUemail, contact the Help Desk at or 973-290-4015. Explain that you are unable to log into your STEU email.



Setup Your STEU Account

In order to setup your account, you must first identify yourself with the system. The information you enter into the secure form below will be used to authenticate your identity. If the information does not match with what the University has on file, then the authentication process will fail. If you encounter problems during this process, please visit the Help Desk in Mahoney Library on the Main Level with your University ID card or valid driver's license. Alternatively, you may call the Help Desk at 973-290-4015 to have them walk you through the process or check your account status.

Verify Identity

Set Access Information

Your password must be between 8-12 characters long.
Your password must include both capital and lower case letters, and a number (1-9). For security reasons, your password cannot include any parts of your Name.

New Password:
Must be between 8-12 characters long.
Confirm Password:
Must match the password you entered above.

Due to the encryption security, we **cannot** retrieve your password for you. If you lose or forget your password, we offer the ability to reset it.

Security Question: What is the name of your first pet?

The University communicates important information to its students through the Moodle website as well as STEU emails. It is the student's responsibility to check their email account from work, home, or the computer lab on campus. **All students, staff, and faculty shall check their STEU email accounts *on a daily basis* for important information and updates.** All email communication from staff, administrators and instructors is sent only to the STEU email account, which includes adjunct contracts. Outgoing communication cannot be sent to personal or professional email. If your students expect to use Mahoney Library during the semester, students should know they are required to have a University ID card to use the library or its online services.

Faculty Evaluation – Appendices F and G

Both students and the administration Traditional/Online systematically evaluate faculty members.

Two weeks prior to the end of the course (MOODLE), students receive e-mail notification that they should complete the Course Evaluation for the courses in which they are enrolled. Students authenticate with their student e-mail, username and password; they complete the survey and submit electronically.

- During the semester, Program Chair/Director or designee will conduct classroom observations. There are two evaluation forms: traditional and online.

Student Evaluation of Courses

1. Student evaluation of courses is carried out each term under the direction of the VPAA and is required for all faculty and all courses. Students and faculty will be notified of when and how the evaluation will take place.
2. Evaluations are made available to the faculty member after final grades have been submitted for the term.
3. Department Chairs will review the evaluations of all courses in their programs, discuss the results with the faculty member concerned, and, if necessary, with the Dean, or (as appropriate) with the VPAA.

Office of Instructional Technology

If you haven't already set up your STEU account, please go to the STEU Account set up page to do so. Here you will create your user login that will be used for your STEU email, Moodle and Self-Service.

Once you have created your account, you will then need to go to Self-Service to finalize your account creation. *Please note you will need the system ID that HR has provided to complete the account set-up process.*

Checklist:

- ☐ Account Setup
- ☐ Self-Service account finalization

Your next step will be logging into Moodle. You must have created and finalized your account in self-service before you will be able to access Moodle. If you have not done so, please stop here, and return when finished.

Moodle is the Saint Elizabeth University's eLearning platform. Moodle allows faculty to create, distribute and track course activity on any device. Each course you teach will have a companion Moodle course shell automatically created. At the minimum, your Moodle course should include your course Syllabus, office hours, links to additional resources, and any handouts you provide throughout the semester. You can also hold online discussions using a discussion forum and post assignments. Assignments will also provide a digital dropbox for students to submit their work to you electronically.

SEU enrolls you in our SEU Moodle 101 Course when you are added to the system. The course has how-to information and course structure we are moving toward at the University. The Instructional Technology team has also created a Moodle resource site to help new and returning faculty with creating an online presence for their courses. Please visit the SEU Moodle Resource Site for all Moodle resources and support information. You can also access the Getting started with Moodle page for details about face-to-face and online Moodle usage.

For more information, contact: Instructional Technology @ 973-290-4044

The Information Technology Offices are located:

Mahoney Library, 1st Floor
Morristown, NJ 07960-6989

SEU Help Desk @ 973-290-4015

Student Technology Assistants @ 973-290-4022

Office Hours:
M-F: 8:30am-5pm

Student Technology Assistants Hours:
M-T: 8:30 am – 9:00 pm
Fri: 8:30 am – 6:00 pm
Sat: Closed
Sun: 2:00 pm – 6:00 pm

New Instructor Technology Information

Welcome to Saint Elizabeth University. This document is designed to help you navigate Saint Elizabeth University technology resources.

All SEU information and systems can be reached via our website https://www.steu.edu. Click More Links menu located in the upper right hand corner of the SEU homepage. Click Online Services n drop- down menu and choose your requested system.

Account Creation

Once you have been officially added to the SEU HR system, you can proceed to create your STEU Account login. Your STEU login will be used for most of the systems on campus. To create your account, please visit https://apps.steu.edu/ois/forms/account.php.

Changing your Password

Per our accreditation auditors, all STEU account passwords must be changed every 90 days. The system will prompt you when you are close to the 90-day mark. Use the link provided to change your password. If you do not change your password within 90 days, your account will be locked and you will need to contact the Help desk (973) 290-4015 or create a Help Desk ticket to have your account reset.

Email

The University uses Gmail as our email system. This allows you to access your STEU email from anywhere, using any device. You can access email by going to the STEU homepage, click on MySEU, log in, then select STEU Email in the Google Apps box.

Moodle

Saint Elizabeth University uses Moodle as our eLearning platform. Moodle allows faculty to create, distribute and track course activity on any device. Each course you teach will have a companion Moodle course shell automatically created. At the minimum, your Moodle course should include your course Syllabus, office hours, links to additional resources, and any handouts you provide throughout the semester. You can also hold online discussions using a discussion forum and post assignments. Assignments will also provide a digital dropbox for students to submit their work to you electronically.

The Instructional Technology team has also created a Moodle resource site to help new and returning faculty with creating an online presence for their courses. Please visit the SEU Moodle Resource Site for all Moodle resources and support information. You can also access the Getting started with Moodle page for details about face-to-face and online Moodle usage.

Self-Service

The SEU PowerCampus Self-Service is an Internet-based software system designed to provide members of SEU'slearning community with "anytime, anywhere" access to information services such as course registration and grades. Instructors can access course rosters, take attendance, and enter semester grades in the Self- service system.

Who to Contact for help:

- **Help Desk**
  Contact the SEU Help Desk for any campus technology hardware or network issues. Click this link To submit a help desk request or call 973-290-4015 or stop by the Help Center located in the Mahoney Library, 1st Floor; **Office Hours:** M-F: 8:30am-5pm.

- **Moodle Help Line**
  The Moodle Help Line is available for any Moodle questions and support. Support is available Monday - Thursday from 8am to 9pm, Friday from 8am to 6pm, You can contact the Moodle Help Line via phone: (973) 290-4044 or submit a help desk request

- **Student Technology Assistants** The STA's are responsible for supporting and maintaining campus computer labs. Trained Student Technology Assistants located in Mahoney Library directly behind the main desk staff the labs. Student Technology Assistants are on duty during all hours of operation (six days a week during the Fall and Spring semesters) to assist users with hardware, software, and scanning. STA's also manage computer lab reservations and equipment reservations. You can contact the Student Technology assistants via email labaides@steu.edu or by phone 973-290-4022.

- **Instructional Technology**
  The Instructional Technology department provides technology, training, resources, technical support and expertise in support of the University's community of learning. We offer a broad range of services for students, faculty, and staff who want to explore multimedia and other digital technology resources. Instructional technology also manages and supports the use of the Moodle elearning system. They can be reached by visiting their website: https://www.steu.edu/it or at ext 4015.

- **Administrative Computing**
  The Administrative Computing Department provides support for many of the "back end" administrative applications and databases that the University requires in order to do business. The list of applications includes the student information system, financial aid, the University ID card system, many of the University web-based applications, and student billing systems.
  To submit a request to Administrative Computing, create a help desk ticket or via phone at 973-290-4401.

University Areas and Services

Campus Security

Officers provide security at the Campus of Saint Elizabeth from a contract security provider. The security coverage is 24 hours a day, seven days a week for the entire campus community. All security officers are registered with the State of New Jersey having completed the Security Officer Registration Act (S.O.R.A.), which is required by the State. They are under the direction of the Security Director who is an employee of SSC Security as a contract employee of Saint Elizabeth University.

Emergency Procedures

SEU recognizes and monitors ongoing activities at both local and national levels. If an emergency situation arises, please check the Safety and Security web page for updates or call the University Emergency Information Line at 973-290-4636. Students, faculty and staff are strongly encouraged to stay alert and report any unusual activity to Campus Security at 973-290-4090.

Emergency Contact Numbers

Emergency - Florham Park	911
Campus Security	(973) 290-4090
Accessibility Services	(973) 290-4261
Emergency Information Line	(973) 290-INFO (4636)
Office of Counseling Services	(973) 290-4175

Non-Emergency - Florham Park	(973) 377-2200
Morris Twp. Police, Fire, Ambulance	(973) 539-0777
New Jersey Poison Control	(800) 962-1253
New Jersey Transit Police	(800) 242-0236

Weather Related Closing Information

If University officials decide to cancel classes, delay opening or modify the course schedule in any way, notifications are made through:

1. Send Word Now Emergency Notification System will send voice and/or text messages to any number registered in the system. Therefore, please add or update your emergency contact information for the SEU emergency notification system by clicking https://apps.steu.edu/ois/account/profile.php.

2. The University INFO line (973) 290-4636 will play a recorded message regarding schedule modifications. If there is no special message, then we are operating on a normal schedule.

3. The University Website will convey closing information on the homepage.

In the event of inclement weather for DAYTIME CLASSES ON CAMPUS (Monday-Friday):

If the weather in the Morristown area becomes treacherous overnight, University officials will make an early morning decision about on-campus classes and activities and implement the communication plans listed above to provide details of the closure or delayed opening. Decisions are typically communicated between 5:30 – 5:45 am. If the University closes or delays opening for the day, the meal plan for resident students operates on a weekend schedule (brunch/dinner).

NOTE: Daytime closings do not always pertain to evening classes.

In the event of inclement weather for EVENING CLASSES on campus (Monday – Friday):

If weather conditions worsen or storms develop during the day in the Morristown area, University officials will make a decision about on campus evening classes and activities by 3:00 pm and communicate that decision to the campus community.

In the event of inclement weather for WEEKEND CLASSES on campus:

If the weather is predicted to be perilous during the weekend, University officials will make decisions regarding Saturday classes late Friday afternoon, and alert the campus accordingly.

In the event of inclement weather at OFF-SITE COURSE LOCATIONS:

Weather related closings of the Morristown campus *do not* apply to off-site locations. Off-site programs will make and communicate site-specific closings and cancellation decisions based upon local conditions.

University officials ask everyone to use care, caution and discretion when traveling to and from class or work during inclement weather.

Facilities Information

The best source of information about facilities and service at Saint Elizabeth University is the University website: www.steu.edu. The following links will direct you to the most up-to-date information available for faculty and student resources and services:

Saint Elizabeth University places a high priority on the quality of student life both in and out of the classroom. Thus, its services, programs and policies reflect a strong concern for the individual as a member of the learning community.

The Student Life staff provides support services in areas of physical and emotional health, International and Multicultural Affairs and Disability services. The intellectual development of students is likewise supported by the Conklin Academic Success Center, the Mahoney library, Information Systems Department and Computer Labs. Other student services include Campus Security, Parking, and Dining Services.

To learn more about these services please contact:

Wellness Center (Health & Counseling Services)
Reception Desk: (973) 290-4175

Conklin Academic Success Center
(973) 290-4325

Information Technology
Helpdesk: (973) 290-4015

Mahoney Library
Circulation Desk: (973) 290-4237

Dining Services
(973) 538-1148

Accessibility Services
(973) 290-4261

FERPA (Family Educational Rights And Privacy Act Of 1974)

Federal Educational Rights & Privacy Act of 1974 (FERPA) is a federal law guaranteeing the privacy of certain aspects of student records. It is also known as the Buckley Amendment, after its principal sponsor, Senator James Buckley, of New York. Under FERPA, student records cannot be released without permission of the student, except under certain exceptions (such as a court order or if the release of such records is for public safety concerns). It provides students with the right to privacy of their records, the right to challenge something in their student records, and the right to review and release their own records. However, FERPA allows the unrestricted release of "directory information". FERPA was written specifically for students and guarantees them three primary rights:

- The right to inspect and review education records.
- The right to seek to amend educational records.
- The right to have some control over the disclosure of information from those educational records.

What it does not guarantee is the absolute right to hide all records from everyone. For example, information designated as directory information can be released without student consent, as long as the student has not “opted out” of the directory.
Saint Elizabeth University defines the following as directory information:

- Name
- Enrollment status
- Curriculum
- Dates of attendance
- Degrees received

If a student desires to have any or their entire directory information blocked from release, a request in writing must be submitted to the Office of the Registrar. A form blocking release of all information may be obtained in the Registrar's Office. This form will be in effect until the student separates from the university or revokes the form.

Once a child attains the age of 18 or is enrolled at a "post-secondary institution", parents lose their right of access to their children's records. In non-emergency situations, the student must authorize Saint Elizabeth University to release the information to their parents. A form is available in the Registrar's Office requesting the release of information (both Academic & Financial) to anyone they designate. This form will be in effect until the student separates from the university.

Avoid six primary FERPA violations:

1. Do not use any part of the student’s social security number or student identification number in any public posting of grades.
2. Do not link the name of a student with that student’s social security number.
3. Do not leave graded tests or papers in a stack for students to sort through as they pick up their own.
4. Do not discuss a student’s progress with anyone other than the student, including parents and other faculty, without the consent of the student.
5. Do not provide anyone with names of enrolled students for any commercial purpose.
6. Do not provide anyone with information regarding a student’s schedule or assist anyone other than university employees in locating a student on campus.

FERPA does not prohibit the informal sharing of information about a student that you have observed—it only pertains to written documents. If you observe behavior by a student that concerns you or if the student has submitted a written assignment that indicates that the student is troubled or at risk, please contact the office of the Vice President for Student Life.

More information on FERPA can be obtained from the US Department of Education website (http://www.ed.gov/offices/OM/fpco/ferpa/index.html).

Notice of Non-Discrimination and Title IX Compliance

Title IX

Saint Elizabeth University practices equal opportunity with respect to its students and its employees. No one will be denied employment at or admission to Saint Elizabeth University based on sex, race, creed, color, religion, disability, age, marital status, sexual orientation, gender identity or expression, or national origin.

SEU does not discriminate based on any of the aforementioned protected bases in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities as specified by federal and state law and regulations.

Saint Elizabeth University complies with Title IX of the Education Amendments of 1972, which prohibits all recipients of federal funds from discriminating based on gender in its educational programs and activities. SEU also prohibits harassment based on sex, race, or other bases listed above, and prohibits sexual assault, dating violence, domestic violence, stalking or other forms of violence against its students and employees. Any of these acts or other acts of violence will not be tolerated.

The University will respond promptly, fairly, and impartially to all complaints of harassment, sexual assault, or violence. This policy applies to all members of the Saint Elizabeth University community and describes an individual's rights as a student or employee with respect to sexual or other forms of harassment, sexual assault, dating violence, domestic violence and/or stalking. The Title IX Policy has been revised to improve its organization and formatting and to align the policy with new regulations recently released by the federal government.

- Revising the definitions of stalking dating/domestic violence, sexual harassment, sexual assault; in order to be in compliance with the recent federal regulations.
- Consent for sexual activity;
- Clarifying the role of an advisor during the complaint resolution process; and
- Adjusting investigative timelines to be consistent with new regulations.

Our policy remains within the parameters established by federal and state law including:

- **Violence Against Women Reauthorization Act of 2013**
- **Preventing Sexual Violence in Higher Education Act**
- **2017 Title IX Guidance**

We will continue to use a "preponderance of the evidence" standard in determining whether the facts support a finding of responsibility for violation of our sexual misconduct policies. This is consistent with the standard we use for other policy violations.

Saint Elizabeth University is also committed to promptly, impartially, and equitably addressing and resolving all reports of sex discrimination, sexual harassment, and sexual misconduct. When the University discovers that such behavior has occurred, we will take steps to stop the behavior, to prevent its recurrence, and to remedy its effects.

Creating a safe campus environment and a culture of respect is the shared responsibility of all members of the Saint Elizabeth University community. This must continue to be among our highest priorities.

File an Incident Report

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

Contact Information

Name: Meghan Aitken
Title: Executive Assistant to the President / Title IX
Deputy Coordinator
Office Address: 2 Convent Road, Santa Rita Hall
Email Address: **maitken@steu.edu**
Telephone Number: (973) 290-4427

Reporting Tips

Prompt reporting makes investigation of the incident more effective, enhances the ability of the University take action on a complaint, and aids the University in protecting the community. Members of the University community who experience sexual misconduct or violence are strongly encouraged to report the incident to the police. Campus officials will assist victims with such reports, if requested. Should the victim of sexual misconduct or violence decide not to report the incident to the police, the University reserves the right to determine if there exists a risk to the community. If the University determines the community is at risk, it reserves the right to contact the appropriate law enforcement authorities. Under such circumstances, every effort will be made to protect the victim's privacy.

Students and employees may always report to law enforcement. SEU strongly encourages persons exposed to sexual or relationship violence to report those offenses to the Florham Park Police Department (973) 377-2200 or the Morris County Prosecutor's Office (973) 625-6200.

If you choose to solely report to off-campus law enforcement, law enforcement will not typically notify the Title IX Coordinator.

Please answer all questions below to the best of your ability. If you have any questions about this form, please contact the Title IX Deputy Coordinator by emailing **maitken@steu.edu** or calling (973)-290-4427.

If you or someone you know is in imminent danger, please call Florham Park Police or dial 9-1-1.

Fill our Incident Report via this link: https://www.steu.edu/title-ix/report

Harassment and Discrimination Policy

SEU Harassment and Discrimination Policy here.

Title IX Team

Coordinators

- Meghan Aitken, Title IX Deputy Coordinator

Investigators

- Kim Booth
- Jorge Cariga
- Dr. Joseph Ciccone
- Melanie Conti
- Dr. Francoise Cromer
- Judith Douge
- Dr. Kim Grant
- Dr. Joanne Hill-Powell
- Jonathan Turner
- Mary Colleen (MC) Robinson
- Dr. Michele Yurecko

Advisors

- Nadine Hawkins
- Dr. Ryan McLaughlin
- Diana Tyson

Hearing Decision Maker

- Catherine M. Broderick
- Dr. Joanne Landers

Privacy versus Confidentiality

Saint Elizabeth University is committed to maintaining the privacy of all individuals involved in a report of sexual misconduct. In some instances, a Complainant may choose to take no action or to defer action until a later date in order to maintain anonymity. In these instances, the University reserves the right to limited disclosure and to take appropriate action in order to ensure the safety and well-being of members of the community.

The privacy of the Complainant and Respondent will be respected at all times. It is the Complainant's decision whether to initiate a formal complaint or to continue with any form of resolution. If a Complainant elects not to file a formal or informal complaint, the University reserves the right to take action in situations where, in the judgment of University officials, the interests of the wider University community may be affected. The University is obligated by law to take measures to remedy any harassment it confirms.

References made to privacy mean Saint Elizabeth University offices and employees who cannot guarantee confidentiality but will maintain privacy to the greatest extent possible, and information disclosed will be relayed only as necessary to investigate and/or seek a resolution and to notify the Title IX Coordinator or designee, who is responsible for tracking patterns and spotting systemic issues. SEU will limit the disclosure as much as practicable, even if the Title IX Coordinator determines that the request for confidentiality cannot be honored.

Confidential Resources:

- Zsuzsanna Nagy, Director of Counseling Services
  Wellness Center, Founders Hall
  (973) 290-4175

- MorrisCARES Sexual Assault Hotline & Crisis Counseling
  Morristown Medical Center
  (973) 829-0587

Title IX Support Measures

Support Measures Outside Process

Physical resources, such as pamphlets and flyers, on sexual harassment and assault awareness, bystander intervention, and risk reduction can be found in the Counseling Center, Office of Human Resources, and the Office of the Vice President for Student Life.

The University is committed to collaborating with off-campus resources to provide specialized care to victims of sexual assault/violence in a supportive environment. The Florham Park police officers have been trained by advocates from the Morris County Sexual Assault Center on response to victims of sexual misconduct and violence.

Individuals can choose to report an incident of sexual violence, domestic violence, dating violence, or stalking to the police by contacting the Florham Park Police: Emergency 911 or non-emergency (973) 377-2200. Individuals may also contact JBWS for assistance with domestic abuse or violence through the confidential hotline at 1-877-R-U-ABUSED or for agency support at (973) 267-4763.

The Morris County Sexual Assault Center also provides the following services:

- **Sexual Assault Hotline:**
  (973) 829-0587 – confidential support and crisis counseling provided by a professional therapist, available 24 hours per day, 7 days per week.
- **Sexual Assault Response Team (SART):**
  An advocate certified forensic nurse and specially-trained law enforcement investigators address the medical, emotional and legal needs of survivors 13 years of age and up who are in acute crisis and have been sexually assaulted within a five-day period. Services are available through the Morris County Sexual Assault Center.
- Individual counseling and support groups are available to male and female survivors of sexual violence, as well as to their families and significant others.

JBWS is a full-service domestic violence and domestic abuse prevention agency offering:

- Confidential hotline: 1-877-R-U-ABUSED or agency support (973) 267-4763
- Emergency safe house for women and their children
- Counseling and legal assistance
- Children's services
- Transitional housing
- Life skills education/vocational counseling
- Community education
- Teenage dating abuse prevention
- Primary prevention
- Friends and Family support
- Batterer's Intervention

Every victim has the option to seek treatment for injuries sustained during an incident of sexual misconduct, preventative treatment for sexually transmitted diseases, and other health services. An individual can seek this medical assistance by dialing 911, visiting the Morristown Medical Center, by calling the Morris County Sexual Assault Center at (973) 829-0587, or through Residence Life at (973) 985-7394.

Support Measures During Process

All parties involved in the Title IX process have the right to receive supportive measures from Saint Elizabeth University. Supportive measures are non-disciplinary and non-punitive.

As appropriate, supportive measures may include, but not be limited to:

- Counseling
- Education
- Extensions of deadlines or other course-related adjustments
- Modifications of work or class schedules

- Campus escort services
- Restrictions on contact between the parties (no contact orders)
- Changes in work or housing locations
- Leaves of absence
- Increased security and monitoring of certain areas of the campus

Disability Accommodations

The Title IX process does not negate any institutional obligations under federal disability laws including the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Parties may request reasonable accommodations for disclosed disabilities to the Title IX Coordinator at any point before or during the Title IX Grievance Process that do not fundamentally alter the Process.

The Title IX Coordinator will not affirmatively provide disability accommodations that have not been specifically requested by the Parties, even where the Parties may be receiving accommodations in other institutional programs and activities.

Title IX Training

SEU is committed to educating the campus community about the prevention of sexual harassment, sexual misconduct, discrimination, and harassment through appropriate awareness and response training programs. The University provides regular sexual harassment awareness and response training programs for faculty, staff, students, campus security authorities, athletic coaches, and residence life staff members.

Prevention Programs and Awareness Campaigns

INSTITUTIONAL MEMBER of the
STUDENT CONDUCT INSTITUTE
THE STATE UNIVERSITY OF NEW YORK
Click to view our campus TIX training

The University offers several programs to prevent dating violence, domestic violence, sexual assault, and stalking that are relevant to the campus community. Students can find information about these programs in the Counseling Center, or the Office of the Vice President for Student Life.

Faculty and staff receive annual training and development through the University. The University also offers on-going programs and awareness campaigns designed to increase the level of understanding on topics such as acts of violence including dating, domestic, and sexual violence as well as stalking.

Listed below are examples of the prevention program and awareness campaigns at Saint Elizabeth University.

- Annual online sexual assault prevention program for students and employees;

- Mandatory in-person training as part of first-year Orientation programs for traditional undergraduates, and during employee orientation for new faculty and staff;
- Healthy Relationship Infusions through the University's General Education Program;
- Safety Presentations by Student Life and Campus Security;
- First Year/Transfer Awareness Programs – the University hosts campus-wide programming to increase education awareness surrounding the topics of violence prevention, safety, and incident reduction;
- Take Back the Night, a confidential awareness program providing a platform for campus community members to share personal stories as survivors, friends, and advocates;
- The Clothesline Project, a JBWS-partnered program educating the campus community on domestic and dating violence;
- Denim Day, a program focused on raising awareness of sexual assault and violence against women and men;
- Anti-Bullying Week programs focused on dating violence, domestic violence, and sexual misconduct/violence;
- Awareness and Prevention Tabling by the Counseling Center - The on-campus Counseling Center provides information to the campus community throughout the year on dating violence, domestic violence, stalking, and sexual assault prevention and awareness;

Title IX Investigator, Advisors and Decision Maker Training

The University partnered with the SUNY Student Conduct Institute to provide comprehensive training to all Title IX team members. All training materials are publicly available at **https://system.suny.edu/sci/postedtraining/**.

SEU Investigation, Resolution and Live Hearing Procedures

SEU Sexual Misconduct Policy

SEU Title IX Grievance Policy

Directory of Staff in Academic Areas

Arts and Sciences

Dean	**Dr. Anthony Santamaria**	**Santa Rita Room 405**	**973-290-4338**

American Studies, Global Studies, Political Science & History, Spanish	Dr. Nicole Yanoso	Santa Maria Room 25	973-290-4376
Art, Music & Dance Social Media Design & Management	Dr. Virginia Butera Chairperson	Annunciation Center Room 202	973-290-4315
Biology	Medea Valdez, DHEd. PA-C STEM Chairperson	Henderson Hall Room 18	973-290-4157
Chemistry/Biochemistry	Medea Valdez, DHEd. PA-C STEM Chairperson	Henderson Hall Room 18	973-290-4157
Computer Science & Mathematics	Medea Valdez, DHEd. PA-C STEM Chairperson	Henderson Hall Room 18	973-290-4157
Communication	Dr. Gina Marcello, Ph.D Chair	Santa Maria Room J, 3rd Floor	973-290-4327
Data Analytics	Jesse Yu, Ph.D.	Henderson Hall 212B	973-290-4067
English	Laura Winters, Ph.D. Chairperson	Santa Maria Room 10A	973-290-4317
Religious Studies & Philosophy, Theology	Sr. Alice Swartz, Ph.D. Chairperson	Annunciation Center Room 317	973-290-4330
Social Work	Sarah Michalowski, DSW, LCSW Director of Field Education	Santa Maria Room 16	973-290-4430
Sociology & Holocaust Studies	Anne Langan, Ph.D. Chairperson	Santa Maria SM 14	972-290-4155

Staff:

Academic Program Coordinator Social Work & Sociology Arts & Sciences	Elizabeth Ford	Santa Maria Room 13A	973-290-4284
Director, Academic Technology	Dr. Jeffrey Gutkin	Mahoney Library Room 115	973-290-4046

Professional Studies

Dean	**Dr. Patricia Heindel**	**Santa Rita Room 404**	**973-290-4102**

Director of Applied Behavior Analysis	Joanne Hill Powell, Ph.D.	Santa Maria, Room 22C	973-290-4389
Business Administration Graduate Programs	Regina Riccioni, Ed.D., Chair & Director of Graduate Programs	Henderson Hall Room 204	973-290-4127
Business Administration Undergraduate Programs	Wendy Hahn Director of Undergraduate Programs	Henderson Hall 202D	973-290-4166
Allied Health Sciences Graduate Programs	Regina Riccioni, Ed.D., Chair & Director of Graduate Programs	Henderson Hall Room 204	973-290-4127
Allied Health Sciences Undergraduate Programs	Wendy Hahn Director of Undergraduate Programs	Henderson Hall 202D	973-290-4166

Sport Management & Marketing	Wendy Hahn Director of Undergraduate Programs	Henderson Hall 202D	973-290-4166
Public Health	Regina Riccioni, Ed.D., Chair & Director of Graduate Programs	Henderson Hall Room 204	973-290-4127
Justice Studies	Dr. James Ford Chair	Annunciation Center, Room 315	973-290-4324
MA in Justice Administration and Public Service	Dr. James Ford Graduate Director	Annunciation Center, Room 315	973-290-4324
Foods & Nutrition	Anne Buison, Ph.D. RDN Chairperson	Henderson Hall Room 155	973-290-4065
Didactic Program in Dietetics	Monica Luby, RD	Henderson Hall Room 152	973-290-4092
Psychology	Dr. Glen Sherman, Ph.D Chair	Henderson Hall Room 222C	973-290-4107
Director of Psy.D.	Dr. Ruvanee Vilhauer, Ph.D	Henderson Rm. 222B	973-290-4111
M.A. Director	Dr. Glen Sherman, Ph.D Chair	Henderson Rm. 222C	973-290-4107
Sociology	Dr. Anne Langan Program Chairperson	Santa Maria Rm. 14	973-290-4155
Director of Field Placement & Certification Officer	TBD	Santa Maria Rm. 12	973-290-4377
Teacher Education - Undergraduate	Dr. Karen Fasanella, Ed.D Program Chairperson	Santa Maria, Suite 22D	973-290-4383
MA in Special Education, ACT I, ACT II, ABA,	Dr. Brian Friedlander Program Director	Santa Maria Rm. 12A	973-290-4386
MA in Educational Leadership	Dr. Karen Fasanella, Ed.D Program Chairperson	Santa Maria Rm. 22D	973-290-4320
Nursing	Dr. Virginia Clerkin	Henderson Hall Room 215 E	973-290-4074

Staff:

Division Administrator	Melanie Conti	Santa Rita 406-407	973-290-4352
Academic Program Coordinator Education and Criminal Justice	Sharon Treiber	Santa Maria Room 13C	973-290-4374
Academic Program Coordinator Foods & Nutrition	Heather Rombone	Henderson Hall Room 153	973-290-4117
Academic Program Coordinator Psychology	Ellen Lohsen	Henderson Hall Room 222	973-290-4265
Academic Program Coordinator Nursing	Janet Okken	Henderson Hall, 215E	973-290-4139
Director, Academic Technology	Dr. Jeffrey Gutkin	Mahoney Library Room 115	973-290-4046

Appendices

Appendix A

SEU’s Advocate Care and Incident Reporting

Please note: This is the system we use to follow up on students of concern. Without these reports, we think the students are doing well!

Examples of when you would write a Care report could include, but are not limited to:

- Missing classes | See Attendance Policy
- Doing poorly in class on a major assignment or not handing in assignments
- Change in behavior or attitude
- Suspicion of alcohol or drug usage
- Suspected mental health concern
- Inappropriate classroom behavior

Examples of when you would write an Incident report could include, but are not limited to:

- Witness a student having a medical issue
- Witness an accident that took place
- Witness fighting, verbal altercations, and other code of conduct violations

Please note: you can use one report with multiple students for your class. Also, if you do not see a change in the student's behavior, you can send in another report.

The Advocate Reporting System can be found by visiting https://www.steu.edu/incidentreporting.

You can also find it at the bottom of the Current Students and Faculty & Staff pages under the "Info For" tab in the top navigation menu, or by clicking the Incident Reporting link under the "Academics" or "Student Life" tabs.

All information reported is treated confidentially. Please note you will only receive an automated reply, but be assured that all reports are responded to by the appropriate campus official in a timely manner.

Please feel free to contact me with any questions or concerns.

Appendices B – E: Registration Forms

All forms relevant to the Registrar's Office can be downloaded via the following link:
https://www.steu.edu/registrarforms
Access to commonly used forms can be found below by clicking on the specific forms listed below.

Appendix B

Withdrawal/Leave of Absence Form

Appendix C

Add/Drop/Withdrawal Course Change Form

Appendix D

Request for Incomplete Form

Appendix E

Change of Grade Form

Appendix F

OVERVIEW OF THE EVALUATIVE PROCESS

Adjunct instructors will be evaluated on evidence of teaching effectiveness based upon the following evaluative components.

Classroom Evaluation

All new adjunct instructors at Saint Elizabeth University will be scheduled for classroom evaluation during their first semester of teaching. The classroom evaluation will be conducted mid semester and for the full duration of the class period. In addition, any new course taught for the first year by adjunct faculty will be observed and evaluated by Program Director or the Program Chair. Prior to a classroom evaluation, the *Pre-Observation Form* will be electronically forwarded to the adjunct faculty member. The purpose of the *Pre-Observation Form* is to allow the adjunct faculty member an opportunity to provide any relevant instructional context prior to the observation. During the first week of the semester, a copy of the prepared syllabus that follows the University and program area guidelines should be filed with the appropriate department office.

Student Online Course Evaluations

Saint Elizabeth University utilizes a Student Online Course Evaluation for all courses. Two weeks prior to the end of the course, students receive email notification to complete the survey. Students authenticate with their student email username and password, complete the Student Online Course Evaluation Survey, and submit electronically. Student Online Course Evaluation Surveys remain anonymous. After each survey period closes, faculty members are notified via e-mail regarding accessing survey results.

Post Classroom/Summative Evaluation Conference

The Summative Evaluation will consist of a faculty member's overall performance which shall include: Classroom Observation/Evaluation, Student Online Course Evaluations, and the indicators on the Summative Evaluation section. The Post Classroom/Summative Evaluation Conference will take place at the conclusion of the semester.

Saint Elizabeth University
MORRISTOWN, NJ

ADJUNCT INSTRUCTOR
Pre-Observation Form

1. The date and time for the Instructional Observation is to be established by the instructor and evaluator.

2. The Pre-Observation Form is to be completed by the instructor and given to the evaluator prior to the Instructional Observation.

3. A follow-up conference to evaluate and discuss the observation will be held at the conclusion of the semester during the Summative Review.

Name________________________________**Program**_______________________________

Location______________________________**Course**____________________________

DESCRIPTION OF THE CLASS FOR THE INSTRUCTIONAL OBSERVATION

1. Briefly describe your objectives for the class session and their relationship to the overall course.

2. Identify the method(s) of instruction designed to achieve these objectives.

☐ Lecture
☐ Laboratory
☐ Class Discussion
☐ Team Teaching (Identify other instructors)

☐ Collaborative activity
☐ Simulation/role playing
☐ Technology (Identify)
☐ Other (Identify)

3. How will the students participate?

ADJUNCT INSTRUCTOR OBSERVATION INSTRUMENT

The categories listed below constitute the expectations of Saint Elizabeth University for the adjunct instructor. Indicators will be assessed utilizing classroom observation and student evaluations by the Program Director or Program Chair. The evaluator will indicate specific strengths, make general comments on the class observed, and provide suggestions for improvement based upon the observation of instruction, review of the syllabus, and student evaluations. The instructor will be provided with the Classroom Observation results during the Summative Evaluation Conference at the conclusion of the semester.

***A Narrative explanation is required for all indicators rated "Needs Improvement."**

Instructor: **Semester:**

Course and Section Number:
Course Title: **Program**

Date of Visitation: **Number of Students**

Instructional Techniques Being Used:

Lecture ☐ **Class Discussion** ☐ **Laboratory** ☐ **Collaborative Activity** ☐ **Team Teaching** ☐

Simulation/Role Playing ☐ **Technology (Identify)** ☐ ______________________________

Team Teaching (Identify other instructors) ☐ ______________________________

Other (Identify)

A. INSTRUCTIONAL METHODOLOGY

The instructor:

1. Prepared for class.
2. Demonstrated clarity of class objectives
3. Exhibited command of course content/subject matter
4. Demonstrated ability to select and implement instructional strategies
5. Exhibited enthusiasm and competence when presenting information
6. Demonstrated ability to use questioning and discussion techniques
7. Demonstrated ability to engage students in learning
8. Used class time efficiently

	Effective	Needs Improvement	Not Applicable
1			
2			
3			
4			
5			
6			
7			
8			

Evaluator Comments:

B. INTERACTION WITH STUDENTS

		Effective	Needs Improvement	Not Applicable
1. Encouraged involvement in class discussion or activities	1			
2. Interacted with students in a positive and courteous manner	2			
3. Demonstrated a concern for student understanding	3			
4. Encouraged students to express appropriate opinions and offer suggestions	4			
5. Instructor promoted sensitivity to diversity in the classroom	5			

Evaluator Comments:

C. OVERALL EVALUATION OF CLASS:

As evidence by the quality of the class, the methods applied, instructor/student interaction, and instructional materials employed, and student evaluations, the instructor is skilled, prepared, and able to effectively educate students in this content area.

☐ Effective ☐ Needs Improvement

SUMMATIVE INSTRUCTOR EVALUATION INSTRUMENT

The Summative Instructor Evaluation Instrument is the overall assessment of the instructor’s performance based upon classroom observation, indicators listed below, and the online Student Course Evaluations. The Classroom Observation and Summative Evaluation will be completed at the conclusion of the semester.

Instructor: **Semester:**

Course and Section Number: **Program**

Professionalism and Responsibilities

A. Indicators

The instructor:

		Yes	No
1. Assists and responds to students outside of class	1		
2. Conducts classes at the times scheduled	2		
3. Maintains confidentiality	3		
4. Assesses and returns assignments to students in a timely manner	4		
5. Understands and follows University policies and procedures	5		
6. Promptly and accurately records and reports student data	6		
7. Keeps the immediate supervisor informed of potential problems	7		
8. Takes precautions to protect records, equipment, materials, and facilities	8		
9. Uses discretion in remarks about students, staff, and faculty	9		
10. Submits electronic copies of all requested documents	10		
11. Treats all employees respectfully and professionally	11		

***Narrative is required for a “No” response**

B. RESULTS OF STUDENT COURSE EVALUATION (Summary of the Student Course Evaluation Responses. Continue on additional pages, as needed.)

C. SUMMARY OF EVALUATION

DATE OF CONFERENCE: ______________________________

____

Instructor’s Signature Date

(The instructor will sign above as an indication of having read this observation. Signature does not necessarily imply agreement with the content. If deemed necessary, the instructor may include an attachment.)

____

Evaluator’s Signature Date

Distribution: Adjunct Faculty Dean Program Chair Personnel File

Appendix G

Saint Elizabeth University
MORRISTOWN, NJ

OVERVIEW OF THE EVALUATIVE PROCESS FOR ONLINE INSTRUCTION

Adjunct instructors will be evaluated on evidence of teaching effectiveness based upon the following evaluative components.

Classroom Formative Review

All new adjunct instructors at Saint Elizabeth University will be evaluated during their first semester of teaching. A follow-up conference will be held within a reasonable time period to share preliminary Formative Review. In addition, any new course taught for the first year by adjunct faculty will be evaluated by the Program Director or Program Chair. Prior to formative review, the *Pre-Formative Form* will be electronically forwarded to the adjunct faculty member. The purpose of the *Pre-Formative Review Form* is to allow the adjunct faculty member an opportunity to provide any relevant instructional context prior to the evaluation. During the first week of the semester, a copy of the prepared syllabus that follows the University and program guidelines should be filed with the appropriate program office.

Student Online Course Evaluations

Saint Elizabeth University utilizes a Student Online Course Evaluation for all courses. Two weeks prior to the end of the course, students receive email notification to complete the survey. Students authenticate with their student e-mail username and password, complete the Student Online Course Evaluation Survey, and submit electronically. Student Online Course Evaluation Surveys remain anonymous. After each survey period closes, faculty members are notified via e-mail regarding accessing survey results.

Post Classroom/Summative Evaluation Conference

The Summative Evaluation will consist of a faculty member’s overall performance which will include: Formative Review, Student Online Course Evaluations, and the indicators on the Summative Evaluation section. The Post Classroom/Summative Evaluation Conference will take place at the conclusion of the semester.

ADJUNCT INSTRUCTOR

Pre-Formative Evaluation Form For Online Instruction

1. The Formative Evaluation is to be established by the instructor and evaluator.

2. The Pre-Formative Evaluation Form is to be completed by the instructor and given to the evaluator prior to the evaluation.

3. A follow-up conference to evaluate and discuss the formative evaluation will be held at the conclusion of the semester during the Summative Review.

Name__________________________________**Program**________________________________

Location________________________________**Course**______________________________

Identify The Course Management System Components And Instructional Techniques Being Applied

☐ Announcements

☐ Resources

☐ Discussion Forum

☐ Assessments

☐ Assignments

☐ Weekly Outline

☐ External Links

☐ Collaboration

ADJUNCT INSTRUCTOR FORMATIVE REVIEW INSTRUMENT FOR ONLINE INSTRUCTION

The categories listed below constitute the expectations of Saint Elizabeth University for the adjunct instructor. Indicators will be assessed utilizing formative review and student evaluations by the Program Director or Program Chair. The evaluator will indicate specific strengths, make general comments on the class observed, and provide suggestions for improvement based upon the observation of instruction, review of the syllabus, and student evaluations. The instructor will be provided with the Formative Review results during the Summative Evaluation Conference at the conclusion of the semester.

***A narrative explanation is required for all indicators rated "Needs Improvement."**

Instructor: **Semester:**

Course and Section Number:

Course Title: **Program**

Semester Visitation: **Number of Students**

Course Management System Components/Instructional Techniques being applied.

☐ **Announcements** ☐ **Discussion Forum** ☐ **Assignments**

☐ **Resources** ☐ **External Links** ☐ **Weekly Outline**

☐ **Assessment** ☐ **Collaboration**

A. DISCUSSION THREAD INTERACTIONS

1. Instructor set guidelines and expectations for discussion interactions
2. Instructor used discussions to highlight key topics, terms, or information
3. Instructor encouraged students to express multiple points of view
4. The instructor provided directions specifying requirements for submissions and due dates

	Effective	Needs Improvement	Not Applicable
1			
2			
3			
4			

B. INTERACTION AND DISCUSSION FACILITATION

1. Instructor actively and meaningfully provided feedback on a weekly basis or as needed
2. Instructor encouraged students continued interaction/engagement through the use of questions and comments
3. Instructor kept questions and discussions relevant and on topic
4. The instructor wrote professional, clear, and precise discussion postings that support student learning

	Effective	Needs Improvement	Not Applicable
1			
2			
3			
4			

C. INTERACTION WITH STUDENTS

1. The instructor encouraged involvement in class discussion or activities
2. The instructor interacted with students in a positive and courteous manner.
3. The instructor demonstrated a concern for student understanding
4. The instructor encouraged students to express appropriate opinions and offer suggestions

	Effective	Needs Improvement	Not Applicable
1			
2			
3			
4			

D. IMPLEMENTATION OF ASSESSMENTS

1. The instructor developed assessments that measure the stated learning objectives and are consistent with course activities and resources
2. Instructor clearly communicated assignment guidelines
3. The instructor provided “self-check” or practice types of assignments for timely student feedback when appropriate
4. The instructor included necessary additional resources to assist students in meeting assignment expectations

	Effective	Needs Improvement	Not Applicable
1			
2			
3			
4			

E. FEEDBACK AND GRADING

1. Instructor clearly explained the grading system or method for assigning points, grading scale, etc.
2. The instructor provided specific grading rubrics or general assessment criteria in advance to assist students in completing assignments
3. Instructor graded discussion via the online gradebook
4. Instructor monitored student participation weekly

	Effective	Needs Improvement	Not Applicable
1			
2			
3			
4			

Evaluator Comments:

F. OVERALL EVALUATION OF THE CLASS:

As evidence by the quality of the class, the methods applied, instructor/student interaction, and instructional materials employed, and student evaluations, the instructor is skilled, prepared, and able to effectively educate students in this content area.

☐ Effective ☐ Needs Improvement

SUMMATIVE INSTRUCTOR ONLINE EVALUATION INSTRUMENT

The Summative Instructor Evaluation Instrument is the overall assessment of the instructor's performance based upon formative review, indicators listed below, and the online Student Course Evaluations. The Formative Review and Summative Evaluation will be completed at the conclusion of the semester.

Instructor: **Semester:**

Course and Section Number: **Program**

Professionalism and Responsibilities

D. Indicators

The instructor:

1. Assisted and responded to students outside of class
2. Maintained confidentiality
3. Assessed and returned assignments to students in a timely manner
4. Followed university policies, procedures and *Faculty Guide for Online Courses*
5. Recorded and reported student data promptly and accurately
6. Informed the Program Director or Program Chair of potential problems
7. Uses discretion in remarks about students, staff, and faculty
8. Treated all employees respectfully and professionally
9. Effectively lead online discussions, synthesizing student posts and stimulating ongoing discussions
10. Networked with others involved in online instruction
11. On an annual basis, participated in an online Professional Development Activity

	Yes	No
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		

***Narrative is required for a "No" response**

E. RESULTS OF STUDENT COURSE EVALUATION (Summary of the Student Course Evaluation Responses. Continue on additional pages, as needed.)

F. SUMMARY OF EVALUATION

DATE OF CONFERENCE: ____

____

Instructor's Signature Date

(The instructor will sign above as an indication of having read this formative review and summative evaluation. Signature does not necessarily imply agreement with the content. If deemed necessary, the instructor may include an attachment).

____

Evaluator's Signature Date

Distribution:
- Adjunct Faculty
- Dean
- Program Chair
- Personnel File

Appendix H

Saint
Elizabeth
University
MORRISTOWN, NJ

Adjunct Employee Acknowledgement

This is to acknowledge that I have received a copy of the Adjunct Faculty Handbook for Saint Elizabeth University or I am able to access a copy of the Adjunct Faculty Handbook at the Human Resources Google Site.

I understand that the Adjunct Faculty Handbook sets forth the terms and conditions of my employment as an at-will employee. I accept my personal responsibility for familiarizing myself with the duties, responsibilities, and obligations of employment.

I will seek verification or clarification of its terms or guidelines from the Office of Human Resources or my immediate supervisor when necessary.

I accept responsibility to read and adhere to all University policies contained in the Adjunct Faculty Handbook.

The information in this document is subject to change following its issuance due to changes in statutes, regulations, or policies subsequent to its effective date.

____
Please Print Name

________________________________ ____________________
Employee Signature Date