**Mission Statement:**

The Rutgers University Graduate School of Education is dedicated to the study and improvement of education. The creation of knowledge about teaching and learning is central to our mission. We seek to ensure that all children and adults have access to high quality educational programs. As such, our work addresses the cognitive, social, organizational, cultural, linguistic, developmental, and policy dimensions of education. Our instructional programs are designed to produce graduates who become effective educational practitioners, transformative educational leaders, and accomplished educational researchers. Our partnerships and service contributions focus on New Jersey but extend to both national and global communities.

**Vision Statement:**

We aspire to bring distinction to Rutgers by conducting research and improving practice in relation to three pressing issues in education: (i) meeting the needs of diverse learners, (ii) using emerging digital pedagogical tools effectively, and (iii) addressing the equity and adequacy of financial, human, and social resources for PK-12 and higher education.
Contents
Campus & Administrative Information ................................................................. 6
Policies and Procedures: Rutgers University – Graduate School of Education (GSE)...... 7
  Instructor Advising and Contact Hours: ............................................................ 7
Classroom Related Information .............................................................................. 7
  Course Syllabus: .................................................................................................. 7
  Academic Integrity: ............................................................................................. 8
  Grading: .............................................................................................................. 8
Warning Grades: .................................................................................................. 9
Submission of Grades: ......................................................................................... 9
Library Information and Resources: ..................................................................... 9
Ordering Textbooks: ............................................................................................. 10
Cancellation of Classes/Absence Policy: ............................................................. 10
Class Rosters: ..................................................................................................... 10
Special Permission Numbers: .............................................................................. 11
LiveText – Teacher and Administrative Licensure Programs: ............................. 11
Attendance: ........................................................................................................ 12
Absence Due to Religious Observance: ............................................................... 12
It is the policy of Rutgers University not to cancel classes on religious holidays. ...... 12
Inclement Weather: ............................................................................................ 12
Confidentiality: .................................................................................................... 13
Title IX: .............................................................................................................. 13
Policy Prohibiting Harassment: .......................................................................... 13
Evaluation: ......................................................................................................... 14
Student Behavior: ............................................................................................... 14
Computing: .......................................................................................................... 14
  Computing Policies and Guidelines: ................................................................. 14
  Email: ................................................................................................................. 15
  NetID: .............................................................................................................. 15
Payroll: ................................................................................................................ 15
  Paychecks: ....................................................................................................... 15
Logistical Information: ....................................................................................... 16
  Newly Hired Instructors: .................................................................................. 16
Identification Card: ................................................................. 16
Photocopying and Office Supplies: ........................................... 16
Parking: .................................................................................. 16
Public Safety: .......................................................................... 17
Resources for Instructors .......................................................... 17
Academic Calendar: ................................................................. 17
Teaching Support Services: ...................................................... 18
Office of Community Affairs: ................................................... 18
Sakai & Canvas: ....................................................................... 18
Office of Instructional and Research Technology (OIRT): ............. 19
Office of Instructional Design: .................................................. 19
Audio Visual Equipment Support: ............................................. 19
Travel and Field Trip Waivers and Consent Forms: ....................... 19
Minors on Campus: .................................................................. 19
Minors on Campus: Program Registration & Online Training .......... 19
Information, Organizations and Services for Students .................... 20
Course Registration: ................................................................. 20
Term Bill: .................................................................................. 20
Checking Grades: ...................................................................... 20
Transcripts: .............................................................................. 20
Online courses: ........................................................................ 20
Academic Advising: ................................................................. 21
Disability Services: .................................................................... 21
Educational Opportunity Fund (EOF) ........................................... 21
Health Services: ........................................................................ 22
Rutgers Counseling, Alcohol, and other Drugs Assistance Program & Psychiatric Service (CAPS): ................................................... 22
International Students: ............................................................. 22
Learning Resource Centers: ...................................................... 22
Teacher Education and Administrative Licensure ePortfolio Submission Requirements ........................................................................... 22
Advancement Requirements for PTL(s) ......................................... 23
APPENDIX A: SYLLABUS TEMPLATE ........................................ 26
Useful Websites: ........................................................................ 29
Campus & Administrative Information

Faculty & Staff Directory:

Office and contact information for GSE faculty and staff may be found on our website.
Faculty: http://gse.rutgers.edu/faculty-and-research/faculty-directory
Staff: http://gse.rutgers.edu/about/staff-directory

<table>
<thead>
<tr>
<th>Academic Departments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational Psychology (3rd floor)</td>
</tr>
<tr>
<td>848-932-0846</td>
</tr>
</tbody>
</table>

| Dr. Saundra Tomlinson - Clarke, Chair | 848-932-0824 | saundra.tomlinson-clarke@gse.rutgers.edu |
| Nicole Symonds, Administrative Assistant | 848-932-0846 | nicole.symonds@gse.rutgers.edu |

<table>
<thead>
<tr>
<th>Educational Theory, Policy and Administration - ETPA (lower level)</th>
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<tbody>
<tr>
<td>848-932-0722</td>
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</table>

| Dr. Benjamin Justice, Chair | 848-932-0679 | ben.justice@gse.rutgers.edu |
| Shanelle Harris, Administrative Assistant | 848-932-0722 | shanelle.harris@gse.rutgers.edu |

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<tr>
<th>Learning and Teaching - L&amp;T (2nd floor)</th>
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</thead>
<tbody>
<tr>
<td>848-932-0722</td>
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</table>

| Dr. Carrie Lobman, Chair | 848-932-0808 | carrie.lobman@gse.rutgers.edu |
| Jennifer Manson, Administrative Assistant | 848-932-0789 | jennifer.manson@gse.rutgers.edu |

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<tr>
<th>Office of Administration and Personnel - OAP (1st floor)</th>
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<tbody>
<tr>
<td>848-932-0752</td>
</tr>
</tbody>
</table>

| Robert Allison, Senior Director of Finance and Administration | 848-932-0754 | robert.allison@gse.rutgers.edu |
| Audry Burnett, Personnel Manager | 848-932-0755 | audry.burnett@gse.rutgers.edu |
| Vallarine Paynter, Business Manager | 848-932-0757 | vallarine.paynter@gse.rutgers.edu |
| Gemma Jayme, Administrative Assistant | 848-932-0752 | gemma.jayme@gse.rutgers.edu |
| Alicia James, Business Specialist | 848-932-0779 | alicia.james@gse.rutgers.edu |

<table>
<thead>
<tr>
<th>Office of Student and Academic Services - OSAS (3rd floor)</th>
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</thead>
<tbody>
<tr>
<td>848-932-3232</td>
</tr>
</tbody>
</table>

| Dr. Amy Wollock, Senior Assistant Dean for Enrollment Management and Academic Affairs | 848-932-0739 | amy.wollock@gse.rutgers.edu |
| Dr. Matt Winkler, Assistant Dean for Advisement | 848-932-0737 | matt.winkler@gse.rutgers.edu |
| Charles Basden, Senior Academic Program Coordinator | 848-932-0738 | charles.basden@gse.rutgers.edu |
| Trevor Johnson, Administrative Coordinator | 848-932-0739 | trevor.johnson@gse.rutgers.edu |
| Kenneth Tufo, Administrative Assistant | 848-932-0743 | ken.tufo@gse.rutgers.edu |
| Marie Pavelchak, Student Program Coordinator | 848-932-0814 | marie.pavelchak@gse.rutgers.edu |
Instructor Advising and Contact Hours:
Faculty and PTLs are required to hold two hours of advising hours per course per week at a designated location on campus each semester. It is the faculty member's responsibility to inform students of advising hours and location. All credit-bearing courses are required to meet a minimum number of contact hours. For example, a three-credit course is required to meet for a minimum of 41.25 hours each semester.

Part – Time Lecturer Faculty Chapter, American Association of University Professors – American Federation of Teachers (AAUP-AFT):

PTL’s are represented by the Rutgers Part-Time Lecturer Chapter of the AAUP-AFT. The collective bargaining agreement covers items such as wages, hours, and other mandatorily negotiable subjects; the full agreement may be found at: https://academiclaborrelations.rutgers.edu/contracts

Course Syllabus:
All course instructors are required to submit a digital syllabus for each course each semester to the academic department administrative assistant and to OSAS at (syllabi@gse.rutgers.edu). A detailed course syllabus, which describes your policies on attendance, class participation, late assignments, grading, etc., will help to ensure a satisfactory course experience for your students. You will receive a syllabus template, which is also in the appendix of this handbook. When you create your syllabus, be sure to maintain the same format and address all of the listed sections. The first page of the template needs to be followed exactly. Please see page 25 for a Syllabus Template.

All Syllabi MUST accurately meet the following criteria:

- Be on department letterhead and adhere to the department template. If you do not have the letterhead or template, please contact the department administrative assistant to obtain them.
- The course number, title, semester and year, instructor name and contact information, location and meeting times must be listed at the top of the syllabus.
- Each syllabus must be saved as a PDF using the following file name format before being sent to each email address.
- Under the course information block should be the University disabilities statement as follows: "Rutgers University welcomes students with disabilities into all of the University’s educational programs. In order to receive consideration for reasonable accommodations, a
student with a disability must contact the appropriate disability services office at the campus where you are officially enrolled, participate in an intake interview, and provide documentations: https://ods.rutgers.edu/students/documentation-guidelines. If the documentation supports your request for reasonable accommodations, your campus’ disability services office will provide you with a Letter of Accommodations. Please share this letter with your instructors and discuss the accommodations with them as early in your courses as possible. To begin this process, please complete the Registration form on the ODS web site at: https://ods.rutgers.edu/students/registration-form.”


- Each syllabus must be saved as a PDF using the following file name format before being sent to each email address

**Academic Integrity:**

Any violation of academic honesty is a serious offense and is therefore subject to an appropriate penalty. Students must understand the importance of integrity and honesty in their academic work. Your syllabus should include information about the academic integrity policy as well as a brief discussion of possible consequences. You should also instruct students about the appropriate methods for citing materials for work produced for your class. For the full version of the Academic Integrity Policy as well as additional materials (forms, sample letters/emails for reporting violations and communicating with students) please refer to: http://academicintegrity.rutgers.edu/academic-integrity-policy/

The university provides access to Turnitin, an academic plagiarism detector, to help you determine whether student papers have plagiarized. For additional information please refer to: https://onlinelearning.rutgers.edu/faq/turnitin

**Grading:**

Students in the Graduate School of Education are graded in each course at the end of each semester as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Definition</th>
<th>Numerical Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Outstanding</td>
<td>4.0</td>
</tr>
<tr>
<td>B+</td>
<td></td>
<td>3.5</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.0</td>
</tr>
<tr>
<td>C+</td>
<td></td>
<td>2.5</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td>2.0</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0.0</td>
</tr>
</tbody>
</table>

*Note: D grades are not given in graduate courses

For more information on the GSE Grades and Records, please refer to: http://catalogs.rutgers.edu/generated/gse_current/pg51.html
The university grading policy may be found here:
http://nbregistrar.rutgers.edu/facstaff/facinfo.htm

Warning Grades:
It is vital that you submit both your Warning Roster and your Grade Roster in a timely manner!
You must submit Warning Rosters and Grade Rosters no later than the first two weeks of March for spring semester and the first two weeks of October for the fall semester. You must submit your Warning Roster and Grade Roster online.

The following are the warnings that can be submitted on the Warning Roster:

W1 = Warning for poor performance
W2 = Warning for poor attendance
W3 = Warning for poor performance and poor attendance

Timely submission of your Grade Roster is crucial in determining a student's graduation -- it may hinge on the successful completion of your course!

For the complete Faculty Handbook relating to grading and the process for submitting warning grades, please refer to:
http://nbregistrar.rutgers.edu/facstaff/facinfo.htm

Submission of Grades:
Grades must be submitted online at: sims.rutgers.edu/rosters within 48 hours of your last class.
To access the rosters online use your Rutgers NetID and your password. Dates for the availability of the online grading system appear at the top of your roster every time you login to the Rosters & Electronic Grading System (REGIS). Please be sure to adhere to all deadlines.

Upon logging in to REGIS, enter the appropriate course number (unit two-digit #: subject three-digit #: course-three digit#) and section number for the course that you teach.

The online roster system has recently been updated to allow you to submit warning grades with comments, and to view a list of the acceptable grades for the course on the top right corner of the roster when you go to submit final grades.

If you have trouble accessing your roster, please contact Trevor Johnson at:
trevor.johnson@qse.rutgers.edu.

If you are submitting all grades for a course after the deadline, open your roster, download the excel version, grade it and send it to Eric Decker at ejdecker@registrar.rutgers.edu.

Library Information and Resources:
The Rutgers University Libraries support and enrich the instructional, research, and public service missions of the University through the stewardship of scholarly information and the delivery of information services.

Information on library reserves and other library resources for faculty and students may be found at:
The following libraries may be found on the New Brunswick Campus:
- Alexander Library
- Annex
- Art Library
- Carr Library
- Chang Library
- Douglass Library
- Library of Science and Medicine (LSM)
- Math and Physics Library
- School of Management and Labor Relations (SMLR) Library
- Special Collections & University Archives (SC/UA)

Ordering Textbooks:
Textbooks may be ordered through the university bookstore website: rutgers.bncollege.com by following these steps:

1. Click ‘Faculty Resources’ in the upper right hand corner
2. If you are a returning user, click ‘Sign In’ and enter your login information. If you are a new user, click ‘Create account’ to register for an id and password
3. Enter your term, course information and book selection and click submit. You can also use the site to view previous books used for your specific course.

A step by step video to walk you through the process is also available on the website.

You are not required to procure your textbooks through Rutgers. Online retailers such as Amazon.com are also valid sources. However you MUST notify Rutgers bookstore even if you are not going to order books through them.

Last minute book order tips – Online retailers are a good source for last minute purchases. Be aware, however, that the edition you get may not be the same as your students’.

Cancellation of Classes/Absence Policy:
Instructors are expected to meet with their classes at all of the scheduled time periods. If an instructor is ill and must be absent from class, they must contact the program coordinator or Department Chair so that coverage of the class can be arranged. In the event that coverage is not found, you should notify your students ASAP that there will not be a class session and develop a make up assignment or a make up session. You should notify your students by using the email addresses listed for each student when you download your class roster.

In the case when professional development will cause and instructor to miss class, they must discuss with the department chair the possibility of making alternative arrangements.

Class Rosters:
All instructors can access their class rosters online through sims.rutgers.edu/rosters. For step by step instructions please refer to: https://sims.rutgers.edu/rosters/regis_quick_reference.html
You will need your NetID and password to access rosters and other information. Also note that the university uses a Rutgers ID number for student records; social security numbers should not be used to identify students.

If there are any students in your class who do not appear on the roster two weeks after the course has begun, please instruct them to contact OSAS for immediate assistance. These students may not have registered for the course properly, or have yet to pay their term bills. Such issues need to be resolved if they intend to receive a grade for the course.

Special Permission Numbers:
Special permission numbers are usually held by OSAS or the department’s administrative assistant. If you would like to provide a student with a special permission number, you will need to contact the appropriate holder with the student's name and course they are enrolling in. If you are unsure as to who holds the special permission numbers for your class, you can check the online schedule of classes to see the notes for each class. You can also have the student email the Office of Student and Academic Services (academic.services@gse.rutgers.edu) or Ken Tufo (ken.tufo@gse.rutgers.edu) directly if the numbers are held by OSAS, or your academic department administrative assistant if they are not. If you are still unsure, please contact your department administrative assistant.

A special permission number can only be used one time. If a student requires a number to register and then accidentally drops the class, they will need a new number before they are able to re-register for the class. Special permission numbers can not override a prerequisite requirement for a course. To grant a pre-requisite override, please contact your department administrative assistant.

LiveText – Teacher and Administrative Licensure Programs:
The GSE uses an online portfolio and data management system to help both students and faculty of the GSE document the progress of students as they complete their program of study. The overall goal of our teacher education programs is to produce graduates who show evidence that they are competent, caring teachers and are qualified to teach. Teacher education candidates in GSE programs upload a variety of completed assignments and other examples of their work, which are then evaluated using elements of the Danielson Rubric to assess the quality and impact of our programs. Instructors may also evaluate some of these assignments for course grades.

Instructors who teach one or more courses with submission requirements will be required to ensure their students submit the specified evaluation artifact(s) for that course. Instructors will also be required to evaluate a portion of those submissions. (Which specific submissions will be determined by the program faculty at the start of the semester.) Instructors who teach courses with a submission requirement will be required to attend training on the use of the platform and Danielson evaluation instrument. All instructors are required to attend a meeting each semester to ensure that they understand the philosophy and practice behind the evaluation system.
If you are teaching a course with LiveText artifacts, please contact Melissa Freedman at: melissa.freedman@gse.rutgers.edu for technical support and your department chair if you have any content questions.

Attendance:
All instructors are required to maintain an accurate record of attendance in each of their classes or sections. Students are expected to be present at each meeting of their classes. At the instructor's discretion, exceptions to this rule may be made for illness or other circumstances. University examinations shall not be scheduled on Saturdays except in those courses that regularly meet on Saturday.

Absence Due to Religious Observance:
It is the policy of the university to excuse without penalty students who are absent because of religious observances and to allow the makeup of work missed because of such absences. Examinations and special, required, out-of-class activities ordinarily will not be scheduled on those days when such students refrain from participating in secular activities. Absences for reasons of religious obligation will not be counted for reporting purposes. A student absent from an examination because of required religious observance will be given an opportunity to make up the examination without penalty.

It is the policy of Rutgers University not to cancel classes on religious holidays.

Inclement Weather:
For information on the cancellation of classes due to inclement weather consult the University Policies and Procedures section of the New Brunswick Undergraduate Catalog. It is the general policy of the University not to cancel regularly scheduled classes because of weather conditions. Students and faculty members should make decisions regarding attendance that seem appropriate to them depending upon their circumstances. There may be instances where hazardous road conditions make it impossible to travel and to conduct academic activities at the campus.

Closures that only affect the Graduate School of Education can be found on the GSE home page at http://gse.rutgers.edu.

If you teach an online course and your class is synchronous to an in-person class, or is scheduled to meet online during a period that the university or GSE has cancelled classes, your online session is subject to the university or GSE closure rules.

If you teach an off-campus class, listen for public school or other location closings at the locations where you hold class. Rutgers University may be open, but the school/location in which you teach may be closed.

Additional information may be found at http://newbrunswick.rutgers.edu/status
Confidentiality:
Rutgers University complies with the Family Educational Rights and Privacy Act (FERPA). FERPA affords students certain rights with respect to their education records, including the right to inspect and review those education records and the right to request amendment of education records that the student believes are inaccurate or misleading. According to University guidelines, “Rutgers shall obtain the prior consent of the student before disclosing personally identifiable information contained in the student's education records, EXCEPT to the extent FERPA authorizes disclosure without consent.” Moreover, “there are a number of exceptions to the general rule prohibiting disclosure of personally identifiable information from education records without prior consent of the student.” Some common exceptions used by Rutgers include disclosure to Rutgers officials with legitimate educational interest in the records being sought and the release of student directory information. More details from the University Policy can be obtained from the Office of Compliance, Student Policy, and Judicial Affairs at their website: http://compliance.rutgers.edu.

Faculty members should take care to protect student confidentiality. For example, do not publish or display lists of students by student identification number, do not list grades publicly by name or student identification number or publish grades on a website or an email list, and do not leave student papers or exams for pickup outside your office. All papers, exams, and other graded materials should be kept securely in your possession until picked up by students or mailed to them in a self-addressed, stamped envelope provided by the student.

Title IX:
The University is required to comply with Title IX of the Higher Education Amendments of 1972, which prohibits discrimination on the basis of sex in education programs and activities. Similarly, the Violence Against Women Reauthorization Act of 2013 (VAWA) requires prompt, fair and impartial investigation and resolution of allegations of sexual assault, stalking, dating violence and domestic violence. This Policy is intended to foster a safe and non-discriminatory educational environment and comply with Title IX, VAWA and other applicable laws.

This Policy applies to student conduct and prohibits a broad range of behaviors focused on sex and/or gender that may or may not be sexual in nature. Sexual harassment, sexual violence, sexual exploitation, gender-based harassment, stalking, and relationship violence (including dating and domestic violence) are all forms of misconduct that are prohibited by this Policy and will not be tolerated by the University.

For the complete policy please refer to: http://compliance.rutgers.edu/title-ix/

Policy Prohibiting Harassment:
Rutgers is committed to maintaining a diverse academic, work, and living environment free from harassment based on an individual’s race, religion, color, national origin, ancestry, age, sex, sexual orientation, disability, and marital or veteran status. The university requires that all students, faculty, and staff adhere to the law and university policies aimed at preventing harassment and discrimination. Faculty members should acquaint themselves with appropriate procedures for the referral and assistance of a student or employee concerned about harassment. Information about the policy and complaint process can be found on the webpage
of the Office of Employment Equity at http://uhr.rutgers.edu/uhr-units-offices/office-employment-equity. The Office of Employment Equity can also be contacted by phone at 848-932-3973.

Evaluation:
The Student Instructional Rating Survey (SIRS) is a University-wide survey of students for their comments about their experiences in the classroom. The results are used by the individual instructors, departments, schools and the University for the assessment and improvement of teaching. Faculty members are asked to provide summaries of the student survey statistics for personnel decisions such as tenure, promotion or merit-based pay. All members of the University have access to the summary statistics from the student surveys at https://sirs.ctaar.rutgers.edu. Results prior to 2001 that are not available online are archived at the Rutgers University Libraries.

For more information regarding student evaluations and the policy, please refer to: https://ctaar.rutgers.edu/sirs/

Student Behavior:
Those working within the conduct system balance the individual needs of students with the expectations set by the university to provide a safe community. The university, through authority given to it by its Board of Governors, is responsible for communicating behavioral expectations to students and the consequences for violating standards. This Code of Student Conduct describes the behaviors that are inconsistent with university values; it outlines procedures to respond to such behaviors; and it suggests possible sanctions and interventions that are intended to educate and safeguard members of the university community.

For the complete University Code of Student Conduct Summary and process, please refer to: http://catalogs.rutgers.edu/generated/gse_current/pg70.html

Computing Policies and Guidelines:
Rutgers University’s information technology resources provide faculty, staff, students and guests with access to the digitized world of data communications. The University is committed to establishing and maintaining a safe, secure computing environment that supports its mission of teaching, learning and service to the state. To that end, the University has set policies to ensure the integrity of its infrastructure, the security of its data and the efficient and ethical use of its resources.

All members of the University user community are responsible for adhering to the policies and guidelines listed below. In addition to the University-wide policies there may be supplemental local policies in specific areas; users should check with their respective department administrators. This is a focused list of University Policies that relate to computing and information technology; the full list is available at the University Policy Library.
The Office of Information Technology provides support for our technology infrastructure and is part of the University’s Office of Information Technology. Their webpage provides information about the specific services they provide and how to access them: https://oit.rutgers.edu/

**Email:**
Once you have followed the procedures to create your NetID, you should also have created an email account. You will be able to access email through Rutgers Connect; to set this up please refer to: https://oit.rutgers.edu/connect

**NetID:**
Your NetID provides access to computing accounts and other web-based applications, such as class rosters and grading. For assistance with your NetID please visit: https://netid.rutgers.edu/index.htm

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<th>Payroll</th>
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**Paychecks:**
Payroll for academic year part-time faculty runs:

- September 1 through January 31 (fall semester) or
- February 1 through June 30 (spring semester).

Paychecks are issued every two weeks (normally on Fridays) for the duration of your appointment.

Paychecks are issued every two weeks (normally on Fridays) for the duration of your appointment. If direct deposit has not been elected then a physical paycheck will be delivered to the Office of Administration and Personnel between 4:00 and 5:00 pm on the designated payroll date. If checks are not picked up by the end of the following Monday they will be mailed out to the address on file unless it has been communicated that the instructor will pick up the check in person.

Paycheck stubs may be accessed online at my.rutgers.edu - look for the self-service links.

To elect to have your check directly deposited into your bank account, you can log into RIAS at: https://my.rutgers.edu/service/employee-self-service

Log in using your NetID, then input your direct deposit information after your start date.
Logistical Information

Newly Hired Instructors:
The Rutgers University website, rutgers.edu, offers information that Instructors will find extremely helpful. Please navigate to Information for Faculty & Staff, additionally Information for Current Students will also be helpful. Fall and Spring contracts are issued electronically by the Office of Administration & Personnel (OAP). Your contract indicates the course(s) to be taught and your salary for the semester. Contact OAP at gse.hr@gse.rutgers.edu or 848-932-0752, if you have any questions regarding your contract.

For individuals who are new to the Graduate School of Education payroll, proof of identity and an I9 will need to be prior to the first day of classes; specific instruction will be given to do so. Please be sure to complete the forms and return them to the Office of Administration and Personnel promptly.

All questions related to appointment should be directed to Audry Burnett or Gemma Jayme. Delays in returning forms will result in delays in your receiving payment.

Summer/Winter Session contracts are issued by the Summer/Winter Session Office. Visit summersession.rutgers.edu/ or call 848-932-7576.

Identification Card:
On or after your effective start date, and after you have been fully on-boarded (4-5 business days), you may obtain your identification card at;

Administrative Service Building (ASB) II
57 US Highway 1
New Brunswick, NJ 08901-8554
Phone: (848) 932-3020
Regular Hours
Monday - Friday: 8 AM - 4:45 PM

ID card activation is necessary to gain entrance to GSE parking/building/office and you will need an active NetID in order to obtain an ID Card. Please contact Gemma Jayme in the Office of Administration and Personnel with any questions.

Photocopying and Office Supplies:
Please consult with your department administrative assistant regarding the photocopying process and availability of reasonable materials/supplies needed for your course(s).

Parking:
Temporary parking permits for the fall and spring semester are now digital. On September 1 you may apply for a temporary parking permit which is valid for 30 days after the employment start date. Once PTL’s receive their first paycheck, they can apply for a parking permit online at http://parktran.rutgers.edu/fac_staffpark.shtml.
An online map of the campus, showing buildings and available parking lots is available at:

http://rudots.rutgers.edu/parkinglots.shtml

You can also apply via mail using the form found at:
http://rudots.rutgers.edu/DOTS_files/Vehicle_Registration_Form.pdf or in person at the Department of Transportation Services Public Safety Building 55 Commercial Avenue, New Brunswick, NJ 08901

Information about the Rutgers campus buses/shuttle services can be found here: http://rudots.rutgers.edu/campusbuses.shtml

Public Safety:
Public safety information can be found on their website at: https://publicsafety.rutgers.edu/

For an emergency (police, fire, medical), dial 9-1-1. (From a university phone, dial 8 for an outside line, then 9-1-1.)

The non-emergency number for New Brunswick Public Safety is 732-932-7211.

Rutgers University Police Department (RUPD) provides escorts to students, faculty, and staff upon request. The escorts, primarily walking, provide our community with personalized service to their vehicles, campus residence, or the University's mass transit system. To request an escort:

- Call 732-932-7211 or use a campus emergency phone (blue light)
- The RUPD Communication and Dispatch Center will send a public safety representative to escort you

Check http://rupd.rutgers.edu/escort.php for more information.

Resources for Instructors

Academic Calendar:
The New Brunswick academic calendar can be found at:
https://scheduling.rutgers.edu/scheduling/academic-calendar

The Graduate School of Education follows the academic calendar below:

Spring begins Tuesday, January 21

Spring recess begins March 14 and ends March 22

Undergraduate classes end Monday, May 4 and have an examination period from Thursday, May 7 through Wednesday, May 13.

Reading Days for undergraduates are Tuesday and Wednesday May 5 and 6
Graduate classes finish as follows:

Monday classes: May 11
Tuesday classes: May 5
Wednesday classes: May 6
Thursday classes: May 7
Friday classes: May 8

Holidays and event days for off-campus courses will vary based on location. For example, instructors whose classes are held within a school district building would observe the school district’s spring break holiday, not Rutgers’. These disparate dates are emailed to you prior to the start of the semester.

Teaching Support Services:
The University Teaching Excellence Center offers instructors a variety of supports aimed at facilitating and improving classroom instruction. [https://ctaar.rutgers.edu/](https://ctaar.rutgers.edu/)

Office of Community Affairs:
The Office of Community Affairs serves as a link between Rutgers and the community at large. It helps local residents and organizations connect to the university’s many resources by matching community needs with university expertise and service.

On campus and off, Rutgers is working to build a stronger relationship with New Brunswick, Piscataway, and the surrounding community. Along the way, we hope to become a better partner for our neighbors. A first step is making sure that everyone—from residents to students, faculty, and staff—has access to Rutgers’ community offerings. More information may be found at: [https://community.rutgers.edu/](https://community.rutgers.edu/)

Sakai & Canvas:
Rutgers has two shells or platforms which you can use for instructional purposes; Sakai and Canvas. They serve to upload materials such as readings, audio clips, and other assignments that you may want your students to access before your course begins or during the span of the semester. Students can also, depending on the tools you wish to have in your respective shell, upload assignments, tests, papers, quizzes, etc.

Once you have received a NetID you are then able to start loading instructional materials to a shell. You will need your NetID to access these systems.

To learn more about Sakai please visit sakai.rutgers.edu. For Canvas please visit canvas.rutgers.edu
Office of Instructional and Research Technology (OIRT):
Please contact the Office of Instructional and Research Technology (OIRT) for technical and pedagogical support. For more information, visit tlt.rutgers.edu. You can also email support at:
- sakai@rutgers.edu
- help@canvas.rutgers.edu

Office of Instructional Design:
COHLLIT’S Office of Instructional Design works with Rutgers faculty to support the use of educational technology for face-to-face, hybrid, and online courses. This includes assistance with Sakai, eCollege and Canvas.

https://onlinelearning.rutgers.edu/oid
https://tlt.rutgers.edu/

Audio Visual Equipment Support:
For University Classrooms (includes Room 025 A and 025 B in GSE building)
Contact Digital Classroom Services (https://dcs.rutgers.edu/) at 848-445-3612.
Request Equipment at: https://dcs.rutgers.edu/contact-dcs/request-equipment

For GSE Classrooms (Room 211, Room 030)
Contact the GSE IT team at http://helpdesk.gse.rutgers.edu
Email: helpdesk@gse.rutgers.edu
Call: 848-932-0768 or visit GSE Room 207

Travel and Field Trip Waivers and Consent Forms:
Please have your students complete one of the appropriate waivers for your trip. These forms can be found on the Department of Risk Management & Insurance’s web page at: http://riskmanagement.rutgers.edu/faculty-staff-information/waivers-and-informed-consent-forms

Minors on Campus:
If you manage, participate in, or oversee programs or activities involving minors, please review the University's Policy and Guide to Working with Minors: https://ipo.rutgers.edu/publicsafety/protect-minors

Any program involving minors or volunteers working in a laboratory must also follow the laboratory safety policy established by Rutgers Environmental Health & Safety (REHS). http://rehs.rutgers.edu/lslab_minors-and-volunteers.html

Minors on Campus: Program Registration & Online Training
All programs and activities involving minors at Rutgers must be registered with the University (this is an annual requirement for on-going programs). Additionally, Program Directors, supervisors, and individuals who are regularly in contact with minors must complete the 30-minute online Rutgers Protection of Minors Training Course.

Please note that self-enrollment for the online training is not available. Your Program Director must register your program and add you as an employee/volunteer in order for you to access the online training course. To begin your program registration and to enroll your employees and
volunteers for training, please go to the Program Directors webpage: http://protectminors.rutgers.edu/programdirectors.php

## Course Registration:
Students will first need to obtain a NetID if they have not already done so. Students follow the same steps as faculty.

All graduate level students are registered through the Registrar’s office in New Brunswick. Participants already admitted to a program may register for courses online via the Web Registration System and logging in with their NetID.

Due to a system-embedded prerequisite block, students are unable to use the web-registration system to register for the following Special Education Certification program courses: 05:300:480, 05:300:481, & 05:300:495. To register for these three courses (and only these courses) they should email academic.services@gse.rutgers.edu with the following information: Subject: "Prereq Override Request", Student Name, RUID, Email, Course Name, Course Number and Index #. The student’s registration will be confirmed via email once it has been processed.

## Term Bill:
Students can access their term bills at the following website; studentabc.rutgers.edu. Students should not wait until Student Accounting sends them a term bill. If they fail to pay their term bill on time they risk being deregistered from your course. Student accounting will only notify students of their term bill once.

Students can obtain receipts for term bills by calling the student accounting office at 848-932-2254.

## Checking Grades:
my.rutgers.edu is a website that students may utilize to check email, grades, course schedules and any other relevant items related to Rutgers. Students only need a NetID and password to log in to it. Students without a NetID and password should create one.

## Transcripts:
Students can order a copy of their official transcript online by going to transcripts.rutgers.edu. Email requests will not be accepted. After students fill out the online form, they will be able to pick up transcripts in person or receive them by mail in 7-10 business days.

## Online courses:
Students must access online courses by visiting either canvas.rutgers.edu or sakai.rutgers.edu. Which service the student uses is based on which service your course is employing. A NetID and password is required to participate on either platform. Online students should also check their email frequently for updates.

Students can access email using the my.rutgers.edu portal or at: webmail.rutgers.edu.
Academic Advising:
Course selection should be completed via discussion with an advisor.

The advisor is listed on the Certificate of Admission letter applicants receive in the mail from Graduate Admissions. Should students encounter difficulties contacting their advisor, they should contact the following OSAS representatives:

- 5-year, post-baccalaureate, and master's with certification students should contact Ken Tufo at ken.tufo@gse.rutgers.edu
- Non-degree and endorsement students should contact Marie Pavelchak at marie.pavelchak@gse.rutgers.edu
- All others, including non-cert Ed.M., Ed.D., and Ph.D. students, should email academic.services@gse.rutgers.edu

Disability Services:
Rutgers is committed to providing fair treatment and reasonable accommodations for students with disabilities.

Under Federal Law, the university is required to provide reasonable academic accommodations to students with documented disabilities, in legally defined categories. Rutgers has a very specific process that students must follow in order to obtain accommodations. All students must present proof of their disability to their respective undergraduate college or graduate unit for review by the college coordinator.

If a student approaches you directly to ask for accommodations, please inform the student that all requests for accommodations must contact the Office of Disability Services: https://ods.rutgers.edu/students. This office will send a letter to each instructor who is teaching a course for which the student is registered. That letter will specify the particular accommodations to which a student is entitled in that course. Typical accommodations may include extended time on exams, offering exams in a distraction-free environment, note-takers, and perhaps even alternate forms of exams (essay vs. multiple choice).

The Rutgers University Office of Student Affairs Compliance provides information and resources to help you with questions and concerns about compliance with these external laws, rules and regulations applicable to higher education and internal policies and procedures. Information for you and students on issues surrounding these topics can be found at http://compliance.rutgers.edu/about-us/. Please reach out to your department chair if you have a student with these issues. In cases where there is an immediate concern for your safety or that of others in the classroom, please call RUPD at 911.

Educational Opportunity Fund (EOF)
The New Jersey Educational Opportunity Fund was created to ensure meaningful access to higher education for those who come from backgrounds of economic and educational disadvantage. The Fund's mission is to not only support educational initiatives, but to also provide support services and leadership development activities that will improve student
success. More information about the program may be found at: https://newbrunswick.rutgers.edu/admissions/educational-opportunity-fund

Health Services:
Student Health Services has a variety of health care services and information available to students and faculty. A complete overview of available services may be found at: https://www.rutgers.edu/health/student-health-services

Rutgers Counseling, Alcohol, and other Drugs Assistance Program & Psychiatric Service (CAPS):
If you are aware of a student in a crisis situation - for example, illness or hospitalization, family emergency, or any situation in which the health or well-being of the student is in jeopardy, CAPS offers short term psychological counseling, crisis intervention, psychiatric consultation and evaluation, and alcohol and substance abuse treatment programs. Students may seek help for a wide range of reasons including difficulty with motivation or concentration on academic work, depression, anxiety, concern about substance abuse, and difficulty in relationships with friends or family. All services are free and confidential. More information is available at: http://health.rutgers.edu/

International Students:
Services are provided for international students and are coordinated through Rutgers-Global, more information may be found at: https://global.rutgers.edu/international-scholars-students

Learning Resource Centers:
The Learning Resource Centers offer a variety of tools/strategies to help students with their studies including, academic coaching, tutoring, and writing assistance. Students can contact the Learning Resource Center on their campus for an appointment. More information may be found at: https://rlc.rutgers.edu/home

Teacher Education and Administrative Licensure ePortfolio Submission Requirements
Instructors who teach one or more of the courses in a Teacher Education and/or Administrative Licensure program will be required to ensure their students submit the ePortfolio evaluation artifact(s) required for that course. Instructors will also be required to evaluate these submissions.

If you are teaching a course with ePortfolio artifacts, please contact Melissa Freedman at: melissa.freedman@gse.rutgers.edu for technical support and your department chair if you have any content questions.
II. Advancement:

A. A PTL shall be eligible for movement to PTL 2 after the PTL has completed a minimum of 12 semesters of appointments as a PTL. In order to move to a PTL 2, the PTL must do the following:

1) At the start of the 12th semester of appointment, or any semester thereafter in which the PTL receives an appointment, the PTL shall submit written notification, on a form to be provided by the Office of Academic Labor Relations (attached as Appendix i-i. or D-2, as applicable), to his/her department chair if the PTL wishes to be considered for movement to PTL 2. The PTL must have an appointment as a PTL for the semester in which they wish to be reviewed. The review will take place and be completed during the semester in which the PTL has requested to be reviewed for movement to PTL 2.

2) Such notification must be submitted at the start of the semester, but no later than September 20 for review in the Fall and no later than February 15 for review in the Spring and will include the following information: a) a list of all courses previously and currently taught by the PTL, including Campus/Unit/Department, course title, course number, and semesters taught; (b) a teaching portfolio which will include, at a minimum, a reflective narrative of the PTLs teaching; (c) the four most recent syllabi utilized by the PTL; and (d) the two most recent exams, formal assignments or tests.

3) The department chair(s) will schedule a class observation(s) by the department chair(s) or designee(s) for all courses being taught by the PTL during the semester in which the PTL seeks advancement to PTL 2. The department chair(s) will attempt to schedule the observation date with the PTL, but the department chair(s) shall have sole discretion to choose the class observation date.

4) A review of the PTL's personnel file, including a review of prior evaluations/class observation(s)also shall be part of the departmental review.

5) The chair(s) will review all materials related to the review and will make a written recommendation to the dean. The dean shall make the final decision with respect to the review and movement to PTL 2 and shall notify the PTL of the decision in writing, no earlier than ten (10) days prior to the end of the semester and no later than twenty (20) days after the close of the semester in which the review took place. In the event that the PTL is being reviewed by department chairs overseen by different deans, the deans shall consult and reach one final decision. The Dean's decision shall be final and binding.

6) If a PTL is denied advancement to PTL 2, at the request of the PTL, the dean chair or his/her designee shall meet with the PTL to explain the reason for the denial, and shall provide recommendations for improvement.
7) PTLs seeking advancement to PTL 2 in Spring 2020 based on a Fall 2019 evaluation maybe advanced to PIL 2 if they will have completed 12 to 23 semesters of appointment as a PTL through Fall 2019; PTLs seeking such advancement under this subparagraph shall not be required to have a classroom observation as provided for in Article IX(II)(A)(3) above.

B. 1) A PTL shall be eligible for movement to PTL 3 after the PTL has completed a minimum of 12 semesters of appointment as a PTL 2.

2) Except as provided for in paragraph (B)(3) below, the same process as outlined in Section II(A)(l) - (6) above shall apply to a PTL who wishes to be considered for review to PTL III.

3) PTLs seeking advancement in Spring 2020 based on a Fall 2019 evaluation, may be advanced directly to PTL 3 if they will have completed 24 or more semesters of appointment as a PTL through Fall 2019. If a PTL has not completed 24 semesters by Fall 2019, the PTL must first seek advancement to PTL 2 before seeking advancement to PTL3. However, the PTL shall not be required to complete 12 additional semesters before seeking advancement to PTL 3. Rather, the PTL shall become eligible to seek advancement to PTL 3 after completing a total of 24 semesters. PTLs seeking such advancement under this subparagraph shall not be required to have a classroom observation as provided for in Article IX(II)(A)(3).

4) Notwithstanding the provisions of paragraph A above, a PTL shall not receive credit for prior appointments towards movement to PTL 2/PTL 3 if the PTL has not taught as a PTL in the preceding three consecutive academic years. In such instances, the number of appointment credited towards movement to PTL 2/PTL 3 shall start over with any subsequent appointment as a PTL. Any PTL who has moved to PTL 2/PTL 3 shall revert to PTL for any PTL appointment following three consecutive academic years with no PTL appointment.

5) Upon successful review, the PTL shall be designated a PTL II (or PTL III where applicable) for all appointments in the semester following the semester in which the review for designation as PTL II or PTL III occurred. The PTL II or PTL III designation shall apply to all courses the individual is subsequently appointed to teach. Upon appointment as a PTL II or PTL III, the PTL II/PTL III shall receive a one-time permanent salary increase in the amount of nine percent (9%) for movement to PTL II and another nine percent (9%) for movement to PTL III. If applicable of the PTL’s base salary that s/he received during the semester in which the review occurred unless the PTL II/PTL III received the 5% increase pursuant to Article IV, paragraph 1bJl. during academic year 2018-2019. In such case, the PTL II/PTL III shall receive a one-time permanent salary increase in the amount four percent (4%) if advancing to PTL II (or thirteen percent (13%) if advancing directly to PTL III). If, however, the PTL is teaching a course for the first time in the semester in which the PTL commences appointment as PTL II or PTL III that department shall set the PTL’s initial salary for that course at nine percent (9%) or eighteen percent (18%) in the case of a PTL 3) above the then applicable PTL salary minimum.
6) Departments/units may have additional PTL evaluation procedures, provided that those procedures, at a minimum, provide a level of evaluation consistent with the procedures outlined in this Article.

7) Any PTL evaluation and/or designation as PTL 2 or PTL 3 provided for in this Article, or pursuant to a departmental evaluation procedure, does not commit the University to make future appointments of that PTL. 8) This Article shall take effect in the semester following ratification, but no earlier than the fall 2019 semester.
### APPENDIX A: SYLLABUS TEMPLATE

Rutgers, The State University of New Jersey

**00:000:000:00 COURSE TITLE**  
Fall 2016  
**DAY(S), TIME(S)**  
**LOCATION**

<table>
<thead>
<tr>
<th>Instructor:</th>
<th>Email:</th>
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<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone Number :</th>
<th>Location:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Office Hours:</th>
<th>Prerequisites or other limitations:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><em>Admission to the Teacher Education Program</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mode of Instruction:</th>
<th>Permission required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>__ Lecture</td>
<td>__ No</td>
</tr>
<tr>
<td>__ Seminar</td>
<td>__ Yes</td>
</tr>
<tr>
<td>__ Hybrid</td>
<td>Directions about where to get permission numbers:</td>
</tr>
<tr>
<td>__ Online</td>
<td></td>
</tr>
<tr>
<td>__ Other</td>
<td></td>
</tr>
</tbody>
</table>

Rutgers University welcomes students with disabilities into all of the University’s educational programs. In order to receive consideration for reasonable accommodations, a student with a
disability must contact the appropriate disability services office at the campus where you are officially enrolled, participate in an intake interview, and provide documentations: https://ods.rutgers.edu/students/documentation-guidelines. If the documentation supports your request for reasonable accommodations, your campus’s disability services office will provide you with a Letter of Accommodations. Please share this letter with your instructors and discuss the accommodations with them as early in your courses as possible. To begin this process, please complete the Registration form on the ODS web site at: https://ods.rutgers.edu/students/registration-form.

Course Description

Learning goals:

New Jersey Professional Standards for Teachers (2014)¹:

[INSERT ALL APPLICABLE STANDARDS HERE]

Council for the Accreditation of Education Professionals (2013)²:

[INSERT ALL APPLICABLE STANDARDS HERE]

Course catalog description:

[COURSE DESCRIPTIONS CAN BE FOUND HERE: http://catalogs.rutgers.edu/generated/gse_current/pg218.html]

Other description of course purposes, context, methods, etc.:

• --------------

Required texts:

• --------------

Grading policy:

Evaluation of Written Work: --------------

¹ http://www.state.nj.us/education/code/current/title6a/chap9.pdf
² http://caepnet.files.wordpress.com/2013/09/final_board_approved1.pdf
Academic Integrity Policy:

Any violation of academic honesty is a serious offense and is therefore subject to an appropriate penalty. Refer to [http://academicintegrity.rutgers.edu/](http://academicintegrity.rutgers.edu/) for a full explanation of policies.

Web site:

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**Course Requirements**

**Attendance Policy**

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**Summary of Requirements**

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**Course Schedule by Week**

<table>
<thead>
<tr>
<th>Week</th>
<th>Topics to be Covered</th>
<th>Assignments &amp; Readings</th>
</tr>
</thead>
<tbody>
<tr>
<td>1: DATE(S) OF CLASS MEETING(S)</td>
<td>• ____________</td>
<td>• TO CREATE A NEW ROW HIT THE “Tab” KEY WHILE IN THIS BOX</td>
</tr>
</tbody>
</table>
Useful Websites:

- Canvas [https://canvas.rutgers.edu](https://canvas.rutgers.edu)
- Campus Status [http://newbrunswick.rutgers.edu/status](http://newbrunswick.rutgers.edu/status)
- GSE Website [www.gse.rutgers.edu/](www.gse.rutgers.edu/)
- Learning Resource Centers [https://rlc.rutgers.edu/](https://rlc.rutgers.edu/)
- NetID [https://netid.rutgers.edu/](https://netid.rutgers.edu/)
- New Employee [http://gettingstarted.rutgers.edu/](http://gettingstarted.rutgers.edu/)
- Online Schedule of Classes [http://sis.rutgers.edu/soc/](http://sis.rutgers.edu/soc/)
- Parking and Transportation [rudots.rutgers.edu](http://rudots.rutgers.edu)
- Rosters [sims.rutgers.edu/rosters](sims.rutgers.edu/rosters)
- Rutgers University Academic Integrity [http://academicintegrity.rutgers.edu/](http://academicintegrity.rutgers.edu/)
- Rutgers University Academic Integrity Policy [PDF Format](http://academicintegrity.rutgers.edu/resources-for-instructors/)
- Rutgers Bookstore [rutgers.bncollege.com](http://rutgers.bncollege.com)
- Rutgers Counseling, Alcohol and Other Drug Assistance Program & Psychiatric Service (CAPS) [http://health.rutgers.edu/medical-counseling-services/counseling/](http://health.rutgers.edu/medical-counseling-services/counseling/)
- Rutgers Dean of Students [http://deanofstudents.rutgers.edu/](http://deanofstudents.rutgers.edu/)
- Rutgers Libraries [libraries.rutgers.edu](http://libraries.rutgers.edu)
- Rutgers Search Engine [search.rutgers.edu](http://search.rutgers.edu)
- SAKAI [sakai.rutgers.edu](http://sakai.rutgers.edu)
- Student Accounting, Billing, & Cashiering [studentabc.rutgers.edu](http://studentabc.rutgers.edu)
- Student Registration [https://sims.rutgers.edu/webreg/](https://sims.rutgers.edu/webreg/)
- Student Affairs Compliance [http://compliance.rutgers.edu/about-us/](http://compliance.rutgers.edu/about-us/)
- Summer and Winter Session [summersession.rutgers.edu](http://summersession.rutgers.edu)