

Adjunct Faculty Guide

Seton Hall University

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## Key Information Resources

Counseling Services (<http://www.shu.edu/offices/counseling-services-index.cfm>)  
973-761-9500

Disability Support Services (<http://www.shu.edu/offices/disability-support-services/>)  
973-313-6003

Academic Resource Center (<http://www.shu.edu/academics/artsci/arc/>)  
973-761-9108

Language Resource Center (<http://www.shu.edu/academics/artsci/language-resource-center/index.cfm>)  
973-761-9457

Campus Ministry (<http://www.shu.edu/catholic-mission/campus-ministry-index.cfm>)  
973-761-9545

Library (<http://www.shu.edu/academics/libraries/>)  
973-761-9435

Book Orders: <http://www.shu.edu/offices/edoptions.cfm>

Technology Help Desk  
973-761-2222

Human Resources (<http://www.shu.edu/offices/human-resources/>)  
973-761-9177

Public Safety and Security  
973-761-9328

## Introduction to Seton Hall University

- **About Seton Hall University:** An independent Catholic university, Seton Hall offers preeminent academic programs in an environment conducive to the development of its students' intellectual abilities, social responsibilities, and ethical judgments. The university enrolls 10,000 students on the undergraduate and graduate levels in eight colleges and schools: the College of Arts and Sciences, the W. Paul Stillman School of Business, the John C. Whitehead School of Diplomacy and International Relations, the College of Education and Human Services, the College of Nursing, the School of Theology, and the School of Health and Medical Sciences, all on the 58-acre South Orange campus, and the School of Law in Newark. The Division of Continuing Education and Professional Studies is located on the South Orange campus.

Seton Hall, which is fully accredited by the Middle States Association of Colleges and Schools, offers more than 60 undergraduate majors and concentrations and over 60 graduate programs. During the past decade Seton Hall has been in the midst of a renaissance in regard to facilities and faculty; it continues to expand with on-campus construction and to grow in academic excellence. Primarily a teaching university, Seton Hall encourages and supports excellence in teaching.

- **Seton Hall's Mission:** Seton Hall University is a major Catholic university. In a diverse and collaborative environment it focuses on academic and ethical development. Seton Hall students are prepared to be leaders in their professional and community lives in a global society and are challenged by outstanding faculty, an evolving technologically-advanced setting and values-centered curricula. This vision and sense of mission accords with the charge given to all Catholic universities by the late Pope John Paul II in a document entitled [\*Ex Corde Ecclesiae\*](#) ("Born from the Heart of the Church") that he wrote in 1990 on the character and purpose of Catholic universities.
- **History of Seton Hall University:** Seton Hall was founded in 1856 by Bishop James Roosevelt Bayley, the first bishop of Newark, who named it after his aunt, Elizabeth Ann Seton, a pioneer in Catholic education. The institution was founded as Seton Hall College in Madison, New Jersey, moved to South Orange in 1860, and became incorporated by the State in 1861. In 1923 the College of Arts and Sciences was organized into departments and teacher training courses were offered. In 1936 the first business courses were scheduled, followed the next year by the first nursing courses. University College was established in Newark in 1937; the College of Education and Human Services began in 1950; and Seton Hall College became Seton Hall University that same year. In 1951 the School of Law was founded, and the Institute of Far Eastern Studies established. The Institute of Judaeo-Christian Studies was started in 1955; the College of Medicine and Dentistry (taken over by the State in 1964) was founded in 1956; and the first Ph.D. program was developed in chemistry in 1964. In 1984, the Immaculate Conception Seminary moved from Darlington, where it had been located since 1927, to its original home on the South Orange campus. The School of Graduate Medical Education was established in 1987. In 1997, the School of Diplomacy and International Relations was created.

## Campus Map

Seton Hall > Visiting



- |  |                                       |
|--|---------------------------------------|
| 1. Farinella Gate  | 16. Immaculate Conception Chapel (IM) |
| 2. The Arts Center (AC)                                  | 17. Alfieri Hall                      |
| 3. Cabrini Hall (CB)                                     | 18. President's Hall (PH)             |
| 4. Neumann Hall (NH)                                     | 19. McQuaid Hall (MQ)                 |
| 5. Serra Hall (SR)                                       | 20. Aquinas Hall (AQ)                 |
| 6. Fahy Hall (FH)  | 21. Corrigan Hall (CH)                |
| 7. Xavier Hall (XH)                                      | 22. Bayley Hall (BA)                  |
| 8. Caroline D. Schwartz College of Nursing (NU)          | 23. Jubilee Hall                      |
| 9. Arts & Sciences Hall (AS)                             | 24. Boland Hall                       |
| 10. Duffy Hall (DH)                                      | 25. McNulty Gate                      |
| 11. Bishop Dougherty University Center                   | 26. Science and Technology Building   |
| 12. The Richie Regan Recreation and Athletic Center (RC) | 27. George M. Ring Building           |
| 13. Walsh Library (LI)                                   | 28. St. Andrew's Hall                 |
| 14. Mooney Hall (MH)                                     | 29. Health Services                   |
| 15. Lewis Hall ( <i>Immaculate Conception Seminary</i> ) | 30. Turrell Manor                     |
| 15a. Alumni Hall   | G. University Green                   |
| 15b. Stafford Hall (SH)                                  | P. Parking Deck                       |

Download printable map here: <http://www.shu.edu/visiting/campus-map.cfm>

- **Directions to campus:** Please visit <http://www.shu.edu/visiting/directions.cfm>.
- **Parking:** If you wish to drive to the University and park on campus, you must register your car with the Parking Office on the first floor of Duffy Hall above the Bookstore. The parking fee is \$60 for the year (September 1 to August 31) or \$35 if registering after January 1 (for the spring semester only). You will need a copy of your vehicle registration to receive a parking permit. Please check with the parking office for the latest information regarding fees (<http://parking.shu.edu>).
- **Shuttle Service:** If you plan to travel to campus via the South Orange New Jersey Transit train station, you can take advantage of the University's shuttle service called SHUFLY. Please visit <http://parking.shu.edu> for more information and the SHUFLY schedule.
- **Academic Calendar and Exam Schedule:** <http://www.shu.edu/calendars/academic-calendar.cfm>

## Administrative Matters

Different departments may have special orientations for adjunct faculty to discuss departmental requirements associated with teaching. Please check with your department.

- **Adjunct Office:** Consult your School/Department for the location of adjunct offices.
- **Contact Information:** It is important that your School/Department have up-to-date contact information for all adjunct faculty. Please provide your information to your School/Department.
- **Email address and off-campus access:** Adjunct professors will be assigned a Seton Hall email account, and faculty are expected to use this account when communicating with students and the School/Department. The email account will be activated when all of your hiring paperwork has been processed by the University's Human Resources Office. Faculty may obtain access to this email account by contacting the Technology Help Desk at 973-274-2222. SHU email addresses are usually in this format: [firstname.lastname@shu.edu](mailto:firstname.lastname@shu.edu), but there are variations.
- **Laptop and configuration:** Adjunct faculty members must have their Chairs identify the adjunct's need for a laptop to the Asset Management Office in PC Support Services; the Chair will send an email to Irene Wang ([i.wang@shu.edu](mailto:i.wang@shu.edu)). Once that is done, the adjunct can call or email Irene and make an appointment to pick up the laptop. Adjunct faculty must return the laptop when their contract expires, unless they are scheduled to teach in the subsequent semester.
- **PC Support Services,** located in the lower level of Corrigan Hall, provides walk-in support, computer repairs and laptop one-on-one consultation, as well as phone support for the University. The Technology Help Desk can be reached by dialing extension 2222, or by email at [helpdesk@shu.edu](mailto:helpdesk@shu.edu). Please note that faculty must bring their laptops to class if they plan to use Powerpoint presentations. Classrooms on campus are equipped with LCD projectors, screens, and sound systems. Any problems with these should be reported to Media Services, at 973-761-9554 or [media.services@shu.edu](mailto:media.services@shu.edu).
- **Adjunct mailboxes:** All adjunct professors will have a mailbox that can be used to receive outside mail, campus mail, information from the School/Department, and materials from your students. Your School/Department can tell you the location of your mailbox.

- **Office support**
  - Photocopying of syllabi and exams:** A School/Department secretary can help you with this. Exams can also be administered digitally, through Blackboard or email. Directions on how to use Blackboard can be found on page 9 of this manual.
  - Library reserves:** Faculty who would like to place material on electronic or hard copy reserve at Walsh Library can do so at the library circulation desk by completing a reserve form, available on the library's website at <http://www.shu.edu/offices/upload/reserve-form.pdf>.
  - Office supplies:** A School/Department secretary can help you obtain these items.
  - Making phone calls:** If dialing within campus, please dial the last 4 digits of the recipient's phone number. Note that in some buildings on campus, dialing the last 4 digits of the phone number works only if the prefix is 761. Check with your School/Department secretary for this information. If contacting someone off campus, dial 1-1 and then the entire phone number.

## Human Resources

- **Paperwork:** All adjunct faculty must complete Human Resources forms prior to beginning their teaching at the University. The payment form or contract is generated by the Department in which the faculty member will be working. Before the beginning of each semester, your Department will give you a form for that semester. Once your initial paperwork is processed by Human Resources, you will be assigned a Seton Hall email account and be eligible to receive a University Faculty ID Card. Human Resources will inform you how to participate in mandatory sexual harassment prevention and anti-discrimination training.
- **Faculty ID card:** This card can be obtained by visiting the Office of Human Resources to pick up an Employee/Faculty ID Card Information Form, which is then submitted to the ID Card Office on the first floor of Duffy Hall. Your email address and your ID card will give you access to all library resources. Your ID card will also give you access to the campus pedestrian gates, as well as the Recreation and Athletic Center. Adjunct faculty are required to get a SHU ID card.
- **Paychecks:** Adjunct faculty are paid in four equal installments at the end of each month. Fall semester pay periods are September through December; spring semester pay periods are February through May. Adjunct faculty may be paid through direct deposit by completing the appropriate form provided to them with their Human Resources paperwork.

## Course-related Issues

- **Library:** Walsh Library is located across from the Recreation and Athletic Center. For library hours, please visit the main library webpage at <http://www.shu.edu/academics/libraries/index.cfm>.
  - Adjunct borrowing privileges:** Faculty with a Seton Hall ID have access to all library resources and services, including inter-library loans and library computers with database capabilities. Faculty may also reserve books and should have input into library acquisitions. You may also take your classes to the library for instruction in

library services; however, you must fill out a form at the reference desk and make the appointment at least one week in advance.

Faculty may use the Turro Seminary Library and the Rodino Law Library.

Information on these libraries may be found on the main library webpage.

**Reserve:** Faculty may place books and other materials on Reserve and E-Reserve.

Guidelines for submitting material to be on E-Reserve can be found on the library website, above.

**Computers and A/V facilities:** Media Services, located on the first floor of Walsh Library, has TVs, VCRs, projectors, slide projectors, and overhead projectors available for your use. To order A/V equipment for the classroom, please contact Media Services, at 973-761-9554 or [media.services@shu.edu](mailto:media.services@shu.edu). All classrooms are equipped with an overhead projector with the ability to connect to a laptop for Powerpoint presentations. However, you must bring your own laptop to class.

- **Bookstore:** The SHU bookstore is located in Duffy Hall. Information on ordering textbooks is below.
- **Photocopying and copyright laws:** Copyright information may be found here: <http://www.shu.edu/offices/compliance-dmca.cfm>.
- **Location of classroom:** Room assignments for classes are scheduled through the Registrar and can be made as late as a few days before the start of the semester. Please check PirateNet for the location: under the “MyInfo” tab, click “Banner Self Service,” then click “Faculty and Advisors.” Finally, click on “Faculty-view teaching schedule.” The room assignment should appear under each class listing. If you need to change your classroom assignment for some reason, contact the Department chair or secretary for your program. If you need special accommodations, please inform your Department prior to the start of the semester.
- **How to select and order a textbook:** Some classes have a required text ordered by the chair or program director; in other cases, faculty members may choose the text(s). Faculty can submit their book orders online by following the instructions at this site: <http://www.shu.edu/offices/edoptions.cfm>. An adoption must be placed for all courses regardless of a need for a textbook, supply or other requirement. If you are not requiring any course materials, simply enter "No Books" for your course. For textbook ordering deadlines, check the website above or ask your Department Chair. If you are responsible for choosing textbooks for your class, your Department Chair may require book adoptions to be placed further in advance.
- **Syllabus guidelines:** Course syllabi should be distributed during the first class meeting and should include the following:
  - Meeting days and times**
  - Classroom location**
  - Your telephone and email address**
  - Your office hours**
  - Course description**
  - Required texts and supplements**
  - Academic calendar and exam schedule**
  - Outline of class activities**
  - Academic Integrity** (should be included verbatim on the syllabus): “All forms of dishonesty whether by act of omission, including but not limited to, cheating,



plagiarism, and knowingly furnishing false information to the University are prohibited and may elicit University sanctions of suspension or expulsion.” For more on this, please consult the current graduate or undergraduate catalogues, which can be found here: <http://www.shu.edu/academics/index.cfm>.

Some academic programs may require additional information to be added to the syllabi due to accreditation standards. See the department Chair for guidance.

**Disability Services Statement** (should be included verbatim on the syllabus):

“Students at Seton Hall University who have a physical, medical, learning or psychiatric disability, either temporary or permanent, may be eligible for reasonable accommodations at the University as per the Americans with Disabilities Act and/or Section 504 of the Rehabilitation Act. In order to receive such accommodations, students must identify themselves at the Office of Disability Support Services, provide appropriate documentation and collaborate with the development of an accommodation plan.”

The DSS phone number is 973-313-6003. There is further information on students with disabilities under Relevant Student Services on page 14 of this manual.

Additionally, you may visit the DSS website at

<http://www.studentaffairs.shu.edu/dss>, where you can find resources for faculty.

**Grading Criteria:** Adjuncts should state and explain their grading criteria in the syllabus clearly. It is important that there be tangible evidence for the grade assigned. Please consult with the Department Chair to learn more about the procedure the School follows in case a student contests the grade assigned. In assigning the final course grade, multiple measures of student performance are preferred as opposed to basing the grade on a single or a few measures.

**Submit your syllabus to the Department Chair within one week of the start of the semester.**

- **Blackboard:** Blackboard is Seton Hall’s online learning system, which faculty use to post assignments and grades. Please visit <http://www.shu.edu/offices/technology/blackboard/index.cfm> for tutorials on how to upload materials. You may access Blackboard through the main SHU webpage.
- **Accessing the university network while on campus:** You may use any computer on campus by logging in using the username and password that you set up on your laptop.
- **Powerpoint:** If using Powerpoint presentations or the internet, please bring your laptop to class, as the classrooms are not equipped with laptops.
- **Access to student photos:** Course photo rosters may be accessed through PirateNet under the Main Deck Tab.
- **How to determine student email addresses:** The typical format for student email addresses are as follows: [firstname.lastname@shu.edu](mailto:firstname.lastname@shu.edu); however, there are variants. Student email addresses may be obtained through PirateNet. To access PirateNet, go to the main SHU webpage, and in the top right corner, you will see a link to PirateNet. Click this link and login using the username you were given and the password you created when setting up your laptop. Once in PirateNet, click the “My Info” tab. Click “Banner Self-Service,” “Faculty and Advisors,” “Summary class list.” At the bottom of the list of students, there is a link to email the entire class.
- **Class procedures**
  - **Class roster:** Class rosters are available through the Banner system. Banner can be accessed on PirateNet, which can be accessed through the main SHU webpage.

**Add/Drop:** Students may join or leave your classes without permission during the Add/Drop Period, which lasts for the first week of the semester. If your class is already full during this period, students will require the signature of the Department Chair, the Associate Dean of Academic Affairs, or the Dean of Graduate Studies in order to join your class.

**Withdrawal:** After the end of the Add/Drop period, a student may withdraw from your class with a Course Adjustment Form, available in the Registrar's Office. This form requires the signature of the Associate Dean of Academic Affairs or the Dean of Graduate Studies. The withdrawal deadline for each semester is listed on the academic calendar and is typically about eight weeks into the course. Any student who withdraws from a class will receive a "WD" as their grade for the course.

**Grading procedures:** All final course grades are submitted online through the University computer system called Banner. Instructions for submitting these grades are provided by Enrollment Services just before the grade submission period begins each semester. The deadline for the submission of final grades is 48 hours after the scheduled final exam session for the course. For graduate students, a grade point average of 3.0 (B) is considered the minimum standard for satisfactory completion of coursework.

**Incomplete:** An "Incomplete" grade can be filed for a student if he or she has completed approximately 75% or more of the work for the class. The student must request the Incomplete, and they must have a good reason for the missing work. If you decide to approve this request, you and the student need to sign a Course Adjustment Form. Once complete, the form should then be given to the Associate Dean of Academic Affairs or the Dean of Graduate Studies.

**Procedure for excused absences:** Please consult the Dean of Students, Karen Van Norman, at 973-761-9076.

- **Exams**

**Final exams:** Consult your Department Chair for the final exam policy. The exam schedule, which should be copied on your syllabus, is located here: <http://www.shu.edu/calendars/exam-course-schedules.cfm>. Faculty may not reschedule their exams and must meet their classes during their scheduled exam time.

**Placement testing:** For language placement testing, please visit <http://www.shu.edu/offices/services/lrc-placement-testing.cfm>, or call the Language Resource Center at 973-761-9457.

**Scan-trons:** Please ask your School/Department Secretary for Scan-tron sheets and for instructions on how to run them.

**Blue/Green Books:** Students may purchase Blue/Green Books in the Bookstore; alternatively, your Department's secretary may have a supply for you to use. Many times students are asked to bring their own Blue/Green Books for exams.

**Administration of exams:** Exams must be proctored. Please note that, if necessitated by the nature of the accommodation, **DSS** can administer exams to students with disabilities. Students are required to begin the conversation about coordinating exam accommodations with their instructor one week before the scheduled exam to determine how exam accommodations will be implemented.

Possible options include:

- Take the exam with the class without accommodation

- Take the exam with appropriate accommodations arranged by the instructor. DSS encourages faculty members or teaching assistants to proctor students' exams. This practice allows students to address any problems or questions that they may have to someone with knowledge of course content and departmental procedures.
- Take the exam at the Academic Resource Center (ARC). Information about exam proctoring at the ARC can be obtained by calling 973-761-9108 or emailing [arc@shu.edu](mailto:arc@shu.edu)
- Take the exam at DSS: If the instructor or the ARC are unable to provide these accommodations and would prefer DSS to proctor exams, the student must initiate the exam proctoring request by completing the student portion of the Exam Proctoring Request Form found on DSS' website under "Student Resources."

Procedures for Requesting Exam Proctoring at DSS:

- Students must complete each field of the DSS Exam Proctoring Request at least two (2) business days prior to the exam.
- The instructor will be emailed a continuation of the Exam Proctoring Request.
- A DSS administrator will confirm the testing arrangements with the instructor and student upon receipt of the completed Exam Proctoring Request.
- DSS will only proctor exams between the hours of 8:45 a.m. - 4:45 p.m. Students must discuss alternative timing with faculty before submitting the DSS Exam Proctoring Request.

Regarding exam delivery and return, faculty have the option of delivering the exam to DSS (Duffy Hall, room 67), faxing it, emailing it to [DSS@shu.edu](mailto:DSS@shu.edu), attaching it to the electronic Exam Proctoring Request form or sending it via interdepartmental mail. We will return the exam by fax, email, or interdepartmental mail or faculty can opt to pick it up from our office. Exam delivery/return preferences are indicated by the faculty member on their portion of the Exam Proctoring Request form.

**Reviewing exams:** Professors are required to set up appointments with interested students who wish to review their exams.

**Make-up Exams:** The Academic Resource Center is available to administer makeup exams. The professor must contact the ARC at [arc@shu.edu](mailto:arc@shu.edu) or 973-761-9108 to arrange for this service.

- **Student Evaluation of Professor:** Faculty will receive information from the Provost Office or School/Department with instructions on the administration of student evaluations. These evaluations are normally conducted a week or two before final exam week and many are completed online. The university takes these evaluations seriously because they constitute an important component of the learning process.
- **Students in Difficulty:** Adjunct faculty should contact the Department Chair or, for graduate students, the Dean of Graduate Studies if they have any concerns about students' academic work.
- **Office hours:** Adjunct faculty policy is one office hour per three-credit course. These office hours are to be posted in advance and made available to the Department Chairperson.

- **Absences:** It is expected that faculty will be present for all class sessions throughout the semester and be on time for their classes. If an unavoidable conflict is known well in advance, the professor should inform the Department Chair, and they should also plan for this absence when designing their syllabus. If an emergency arises and class must be cancelled on short notice, the professor must notify the Department Chair and secretary immediately. Professors must also notify students via email and indicate to the students a plan for making up the work that was to be covered during the missed class.
- **Weather cancellations:** The University may cancel class due to inclement weather. Information on University closings can be found on the front page of the University website. Once faculty have been entered into the system by Human Resources, they will receive an email prompting them to join the University's emergency notification system, called PirateAlert, which sends emails, phone calls, and texts to faculty, employees and students regarding campus emergencies or campus closings or delays. Further information on PirateAlert can be found under the Security/Emergencies section of this manual.
- **Scheduling and getting a room for a make-up class:** This can be done through the Department Chair. If the faculty member has a disability that needs to be accommodated, please contact the Registrar, Mary Ellen Farrell, at 973-275-2293.

## Faculty Guidelines and Other Policies

- **Academic Freedom**

Seton Hall University is guided by the principle that all faculty members are entitled to Academic Freedom as stated in the 1940 "Statement of Principles on Academic Freedom and Tenure," which was developed by the American Association of University Professors (AAUP) and the Association of American Colleges. The following excerpts define what is meant by Academic Freedom.

*"Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole... Teachers are entitled to freedom in the classroom in discussing their subjects, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subjects... College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations...the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution."*

- **Professional Ethics**

Seton Hall's faculty strive to maintain the highest standard of professional ethics. Some years ago, the American Association of University Professors adopted a Statement on Professional Ethics for college and university teachers. Seton Hall adheres to the principles enunciated in that document:

*"Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them... As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and*

*counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom."*

- **Academic Rigor and Teaching Excellence**

We can and do expect much of our students, and we ask you to be demanding and rigorous as well as fair and reasonable in the classroom. Regular reading and writing assignments and consistent review of student responses to the assignments should be only one feature of such rigor. A Seton Hall education must be grounded in teaching of the highest quality and must be worth to every student its considerable cost.

Arthur W. Chickering and Zelda F. Gamson have developed "Seven Principles for Good Practice in Undergraduate Education" based on a study sponsored by the American Association for Higher Education and the Education Commission of the States and published in *The Wingspread Journal* (1987). Briefly, the seven principles are that good practice in undergraduate education promotes student-faculty contact, encourages cooperation among students, insists on active and participative learning, gives prompt feedback by the instructor, emphasizes effective time management, communicates high expectations, and respects diverse talents and ways of learning.

- **Confidentiality of Student Information**

Information pertaining to a student's grade, attendance, etc., is confidential and may not be released except to authorized University personnel under the terms of federal legislation. **Adult students must sign a written release to allow parents or others access to this information.**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. The most current version of this policy can be found here: <http://www.shu.edu/offices/community-development/ferpa.cfm>.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

Contact the Office of the Registrar at 973-761-9374 for further information concerning this area.

- **Policy against Racial and Ethnic Discrimination**

The most current version of this policy can be found here:  
<http://www.shu.edu/offices/policies-procedures/compliance-racial-ethnic-discrimination.cfm>.

A tutorial on employment discrimination can be found here:  
<http://www.shu.edu/offices/compliance-education.cfm>.

- **Policy Against Sexual Harassment**

The most current version of this policy can be found here:

<http://www.shu.edu/offices/policies-procedures/compliance-sexual-harassment.cfm>.

A tutorial on preventing sexual harassment can be found here:

<http://www.shu.edu/offices/compliance-education.cfm>.

- **Code of student conduct:** Seton Hall's student code of conduct may be found here: <http://www.shu.edu/offices/community-development/community-standards.cfm>.
- **What to do with an at-risk student:** Contact your Department Chair; Counseling Services at 973-761-9500; or Karen Van Norman, Dean of Students, at 973-761-9076.

## Security/Emergencies

- **PirateAlert:** PirateAlert is SHU's emergency notification system. You are automatically added to the PirateAlert system when you become an employee at Seton Hall University. Your contact information in Banner has been loaded into the PirateAlert system. You will receive an e-mail, requesting you to register with Everbridge, PirateAlert's provider. When you register, you can choose a member ID and password that you remember easily and let the system know how you would like to be notified in case of an emergency.
- **Fire safety:** If an alarm goes off during your class, you must evacuate your class through the fire exit nearest your classroom. Please bring your attendance sheet with you to facilitate head count.

## Relevant Student Services

- **Students with disabilities:** Adjunct professors may find that they have students with a learning, psychiatric, physical or medical disability in their class. Professors should direct these students to the Office of Disability Support Services in Duffy Hall. This office will develop an accommodation plan for the student, if appropriate, and professors should use best efforts to provide students with the accommodations specified in the plan. DSS can also administer exams to students with disabilities. You should receive communication of student disability from the office. The DSS website (<http://www.shu.edu/offices/disability-support-services/>) provides more information on the kinds of accommodations and how they can be implemented. If you have any questions regarding a student with a disability, please contact your Department Chair. Information on how DSS can provide accommodations to administer exams is on page 10 of this manual.
- **Counseling services:** Counseling Services, located on the second floor of Mooney Hall, provides free and confidential psychological services and education for students. The office may be contacted at 973-761-9500.
- **Freshman Studies:** If you are teaching freshmen, you are expected to be especially conscious of their needs and problems, to help ease their transition from secondary to higher education, to identify students with difficulties as early as possible, and to communicate promptly with the Dean of Freshman Studies, Tracy Gottlieb, 973-761-9740 in Mooney Hall to seek assistance for such students.

- **Academic Resource Center:** The Ruth Sharkey Academic Resource Center is available to all undergraduate students in the university. It is located in Arts and Sciences Hall and provides free tutorial services in writing, math, and languages. The ARC also hosts scholarship information sessions and provides resources and advising for finding and applying for these scholarships. The ARC can also administer make-up exams.
- **ESL Services:** The English as a Second Language (ESL) Program is located in 571 Jubilee Hall. Classes are offered in speaking/listening, reading, vocabulary development, writing/grammar skills, accent improvement and American culture, toward academic proficiency and social communication. For more information, visit <http://academic.shu.edu/esl/> or email [esl@shu.edu](mailto:esl@shu.edu). ESL classes are also taught through the English Department.
- **Campus Ministry:** Campus Ministry's mission is to be a pastoral presence of the Catholic Church on campus. To become involved, or to view the programs Campus Ministry offers, visit <http://www.shu.edu/catholic-mission/campus-ministry-index.cfm>.

## Other Services

- **Mass Schedule:** For the mass and confession schedule, visit the Campus Ministry link above.
- **Dining on Campus:** The Galleon Room, located on the lower level of the Student Center, provides many choices in various food courts and is open seven days a week until 8:30 p.m. The University Club, located on the second floor of the Student Center, is open to faculty, staff and graduate students during the week for a one-price buffet lunch from 12:00 a.m. to 2:00 p.m. The Pirate's Cove, located on the main floor of the Student Center is open from 8:00 a.m. to 11:00 p.m. Monday through Thursday. For more information, please visit <http://www.gourmetdiningllc.com/campus/shu/>.
- **Tickets for sports events:** Most faculty members are notified during the summer about tickets for sports events. If you do not receive information, call 973-761-9200 or 4255. The Ticket Office in the Student Center has information on Poetry-in-the-Round, Theatre-in-the-Round, and other offerings. Call 973-761-9098 for information.
- **Use of the Recreation and Athletic Center:** Adjunct faculty may join for \$350 per year. Spouses and dependent children under age 21 may be included for an additional \$100 per member; or the entire family may join for \$600. For information, call the director of membership at 973-761-9720 or visit [http://www.shupirates.com/ViewArticle.dbml?DB\\_OEM\\_ID=12600&ATCLID=921369](http://www.shupirates.com/ViewArticle.dbml?DB_OEM_ID=12600&ATCLID=921369).