

**Fact Sheet Fall 2004
for Part-time Foreign Language Faculty and Lecturers**

A. Handy Phone Numbers:

Department Chair	Wilma Feliciano	x 3488	JFT 414
Secretary	Donna Siebert	x 3480	JFT 414
Department fax #		257-3512	JFT 414
French Coordinator	Mary Ekman	x 3483	JFT 400
German	Peter Brown	x 3492	JFT 422
Italian	Georgio Melloni	x 3504	JFT 402
Russian	Henry Urbanski	x 3560	JFT 216
Spanish Coordinator	Mary Stevens	x 3484	JFT 406
Adjunct Faculty #1		x 3490	JFT 416
Adjunct Faculty #2		x 3519	JFT 404
Blackboard	Linda Smith	Smithl@newpaltz.edu	CH-H 113A
Bookstore	Martin Patmos	x 3052	SUB bsmnt.
Counseling Center	Pam Atkins	x 2920	SHC 201
Disability Resource Center	Portia Lillo	x 3020	SUB 205
Human Resources	Marda Reid	x 3170	HAB 203
Inst. Media Services	Diane Strauss	x 3633	LC 2A
Language Learning Center	Becky Adae	x 3609	LC 112
Tutoring Center	Sarah Gardner	x3580	1 st floor library
The Union (UUP)	Glenn McNitt	x 2770	JFT 822
Deputy Chair, Student Advising	Elisa Dávila	x3489	JFT 514
Deputy Chair, Scheduling	Eric Ekman	x3509	JFT 418

B. Instructor Responsibilities:

Language Learning Center: We have two language labs: LC110 is for independent student work and is available 64 hours a week; LC112 is for classes. Contact Becky Adae, Coordinator (x3609), for individualized instruction on using the LLC equipment. Spanish 101 instructors will also have an introduction to the new *Arriba* textbook software on Wed., Sept. 8, from 6:30-8:30 in LLC 112.

E-mail accounts: In order to access Blackboard and to permit administrators and students to contact you, you must have a SUNY New Paltz e-mail account. Request forms may be obtained at Computer Services in HAB 50 x 3130.

Blackboard (Bb): There will be a Blackboard (an online course management and communication system) and LLC training session on Fri. 8/20 from 10:00-11:30 in LLC112. Contact Linda Smith (smithl@newpaltz.edu) for questions about Blackboard.

HIPAA: When a student turns in documentation for an absence due to illness, instructors must return the documentation to the student immediately.

Syllabi: All faculty members are required to give to their students a course syllabus, viewed as a contract, on the first day of class. All syllabi must conform to the New Paltz format, and include the course number, office hours, instructor name and contact information (phone, mailbox, email address), required texts, objectives, attendance and lateness policies, course requirements, grading system, and test schedule. Attached please find the Academic Calendar. You must have a major grade (exam, not quiz) by the mid-point of the semester.

Office Hours: Part-time faculty are required to hold two office hours per week; full-time faculty, four office hours. Please let the secretary know your office hours.

Record Keeping: All faculty members are required to keep attendance records in case of possible legal questions, and financial aid and course withdrawal refunds. See the secretary for registers. All homework and tests are returned to students except for final exams, which are kept on file, along with the registers, for three years.

Final Exams: Every class must administer a final exam on the day it is scheduled on the Academic Calendar in the Schedule of Classes. The Coordinator distributes the guidelines at the end of the previous semester.

Absences and College Cancellations: If you must cancel a class, please call the secretary, your language coordinator, or the Department Chair as soon as possible. Please inform your students on how to handle snow emergencies. You and your students can find out if the College has closed by listening to radio stations, calling 257-4636, or looking at SUNY New Paltz's web page.

Classroom Observations: annual observations are required for re-hire of all faculty members. Evaluations are required to keep the quality and effectiveness of instruction high. The evaluator's comments and those of the students are helpful in reassessing your methodology and improving your performance.

Student Evaluations of Instruction: SEIs are required each semester for re-hire of all part-time faculty.

Telephones: College policy is that only business calls can be made from your office. Personal Billing Numbers (PBN) are available from the telecommunications office (x3001) if you want to use the phone for personal use.

Photocopies: We request that you refrain from making your own copies. Please allow our clerical staff to make copies for you. There is a box in the Foreign Language office for photocopying. Please put in your requests at least 24 hours ahead of time; 48 hours ahead during first two days of the term, midterms, and finals. It gets really busy then, so plan ahead. The photocopier is only for material related to your classes.

C. Getting Around and First Day Procedures:

Faculty ID Cards: To obtain your faculty ID card, bring your appointment letter or contract to the ID/Meal Plan office in HAB 63 (across from Telecommunications office). Your ID card enables you to borrow from the library, use the gym, etc. x 3034. TAs: ask for a “faculty” ID, not a “student” ID.

Parking Tags: can be purchased for \$10.00 at the Parking Office, HAB 35B (x3347), from 9:00 am-3:30 PM M-F. You need your car registration and your SUNY faculty ID. You can download the application from newpaltz.edu/parking, but have to deliver it in person. Warning: parking is hard to find before classes.

Keys: The secretary orders your keys. She will call you when they are ready—probably around the end of next week. You can pick them up at the Maintenance Service Building (behind the campus Police Station).

Textbooks, Basic Curriculum, and Materials: The language coordinators order books for languages with multiple sections. See your language coordinator for the instructor’s edition of the text and the course curriculum.

PI Cards: Required language courses close at 27 students. There are no wait lists. Please do not issue PI cards if you have 27 students or more. Students tend to go for the most attractive time slots, causing enrollment and staffing problems in classes offered at less desirable times. Moreover, it is important to leave room for students making Administrative Transfers.

Administrative Transfers: If you feel a student would be more appropriately placed in a higher or lower level, you can send the student to the secretary or the Chair to request an Administrative Change, which allows the student to switch to another level without going through the dropping and adding process or paying any fees. There is no PI card involved. Please allow students switching levels into your classes; we keep enrollments low so that instructors can pick up a couple of students making administrative changes.

Index Cards: Asking students to write their phone numbers and addresses on index cards will enable you to contact them. You can get the index cards from the secretary.

“Statement of Availability” forms: After teaching their first class session, all new faculty must sign and obtain the Department Chair’s signature on the “Statement of Availability” form.

Tuition Waivers: Part-time faculty teaching two or more courses may have 80% of their course tuition at any four-year SUNY paid by the UUP. There must be space available for you to enroll. Books, lab fees, and student fees are not covered. You may take one course per semester, including online courses. To register, pick up a form from Records and Registration, HAB 19. If you have taken courses at New Paltz before, you may register by phone at x 3430 right after the regular registration period. For more information, call the UUP (x2770) or see newpaltz.edu/hr/tuition.com.

Attachments:

- Academic Calendar
- Final Exam Schedule
- Campus Map
- Statement of Availability form
- Email Account Application
- Parking Hang-Tag Application