



DATE: 1/9/08
TO: Part-Time Faculty and new faculty in Communication Disorders for Spring 2008
FROM: Stella Turk
SUBJECT: Welcome Back!

Welcome (or welcome back) to SUNY New Paltz. The intent of this memo is to provide you with and/or remind you of some basic information you will need. If you have received this information before, please review it any as some of the details may have changed.

Sandy DiStasi, Department Secretary HUM 14A
Phone: 257-3600 (Speech, Language & Hearing Center)
Fax: 257-3605
Email: vayos@newpaltz.edu

Stella Turk, Chair of Communication Disorders
Phone: 257-3603 and 257-3521
Email: turks@newpaltz.edu

Elizabeth Hester, Coordinator of Communication Disorders Graduate Program
Phone: 257-3465
Email: hestere@newpaltz.edu

Mentoring Program

All part-timers and new faculty have been assigned a mentor. The purpose of the mentor is to help relieve the uncertainties faced in a complex teaching/clinical environment while maintaining high academic standards. The mentor will guide the part-time/ new faculty member on the college policies, procedures and ensure consistency within the Speech, Language & Hearing Center clinical protocols and Communications Disorders curriculum. The mentor will review course syllabi, chosen text, prepared exams and/ or topic for research paper. The mentor will formally observe classroom teaching at least one time during the semester.

part-time/ new faculty

Kelly-Anne Kongvold-Glass
Mary DeLouise
Tara Theiss
Wendell Brooks
Stephanie Meyer Peacock
Lois Heymann
Jeannette Shupe

mentor

Helen Hook (x3425, hookh@newpaltz.edu)
Helen Hook (x3425, hookh@newpaltz.edu)
Helen Hook (x3425, hookh@newpaltz.edu)
Stella Turk (x3603, x3521, turks@newpaltz.edu)
Elizabeth Hester (x3465, hestere@newpaltz.edu)
Wendy Bower (x3452, bowerw@newpaltz.edu)
Wendy Bower (x3452, bowerw@newpaltz.edu)

You can get your schedule, classrooms, the academic calendar, advisement information and the

schedule of final exams, class and grade rosters from <https://my.newpaltz.edu/>

Please do the following:

1. Go to <https://my.newpaltz.edu/> and familiarize yourself with the sites features.
2. If you do not have a computer services account and cannot access my.newpaltz.edu, please complete the attached application.
3. Initiate contact with your mentor as soon as possible.
4. Provide a copy of your syllabus to your mentor well in advance of the spring semester.
5. Discuss the text you wish to use in your course with your mentor.
6. Please make sure that your text book is ordered no later than the beginning of January Text books can be ordered through the campus bookstore at 257-3052 or by emailing Martin Patmos at newpaltzbookstore@hotmail.com
7. After you have received your executed contract in the mail, you should obtain a faculty ID card at ID/Meal Plan Office, HAB 68 and your parking permit at Parking Office, HAB 35.

Department meetings for the Spring 2008 semester will be 2/6, 2/20, 3/12, 3/26, 4/2, 4/16 and 5/7 from 2:00-3:00 in HUM B1 speech lab. Part time faculty are not required to attend these meetings.

Student Evaluation of Instruction (SEI)

Toward the end of the semester (within the last 3 weeks) you will be asked to have your students complete a *Student Evaluation of Instruction* form. You can find a packet containing these forms in a box in the department mailbox in HUM 14A. Your forms will be labeled by class number and instructor name. Please follow the instructions on the packet and submit the forms as indicated.

Evaluation of instruction is required for future reappointment.

If you have a TA assigned to your course, please provide an evaluation by the end of the semester. Please see me for the evaluation form.

Tuition Assistance

Information about tuition waivers and the UUP space available program is available at <http://www.newpaltz.edu/hr/tuition.html>

Please take the time to read the information on the following pages. I urge you to contact your mentor if you have any questions, concerns, or problems now or at any time. Best wishes for a wonderful year.

Absences:

If an absence is required, please contact the office (x3600). It is essential that you speak to someone in the department- please do not leave a message with no way of knowing whether it was received. **Even if you notify your students yourself (e.g., via a phone chain), you must notify Sandy and the Chair.** Whoever takes the call is responsible for posting a note on the classroom door. Please inform Sandy and the Chair of any planned vacations or travel, including dates of departure and return. Any special arrangements must be approved by the Chair. Please make arrangements for a substitute, guest lecturer, make-up class, etc. for planned absences. **If you must cancel a class, please inform Sandy and the Chair and the students in advance if at all possible, and plan for a make-up class.**

Audio-Visual equipment:

The Instructional Media Services office (IMS) can provide you with equipment for either one-time use or the full semester. Please try to schedule equipment use with IMS at least one full week in advance (257-3630).

The department also owns an LCD projector that can be used either with your own laptop or the department lap top computer. Please let either Sandy know when you need the equipment. Please understand that there have been some equipment thefts so the equipment remains locked up before and immediately following its use.

Communication:

It is important that you review <https://my.newpaltz.edu/>. It will provide you with your class rosters, student email addresses and grading information. Please also check the bulletin boards and your mailbox in the Department Office frequently for information. The *Blackboard* department site will provide additional information and announcements. Please feel free to use voicemail or e-mail to stay in touch with your mentor to remain informed about matters affecting your teaching, students and department matters. You are certainly welcome to also contact me by voicemail or email.

Compensation:

Barring any unforeseen circumstances, your appointment request forms have been submitted on time. If there is a delay in your first check, or you have a question about your contract or your compensation, please let Sandy and the Chair know. Checks are issued every other Wednesday and may be picked up from Sandy. If you want your check mailed to you (e.g., during a holiday), please provide a self-addressed, stamped envelope to Sandy.

Security:

We have had several thefts over the past few years. Lap-top computers and LCD projectors have been stolen from HUM 22. Please be responsible for closing classroom doors when all students have departed. The department office door should remain closed when it is unoccupied. You should keep you faculty ID available to gain access to these rooms.

Copying:

We have one new copier in the department office (off-limits to the students), a large copier in the

sub-basement HUM B4 and a coin operated copier in the student prep room (HUM 12A). Please see Sandy to get access codes if required for these machines, as we must continue to reduce the usage on the machine in the department office. When possible, please use the electronic reserve system or Blackboard, or place materials on reserve in the library or the student prep room. The input basket for copy work is in the department office. If you want Sandy to copy your exams, please give copy requests for exams directly to Sandy at least one week prior to the exam. Students must not photocopy or even have access to exams (with the exception of graduate TA's working on an undergraduate course). Sandy has a multitude of tasks and projects besides copying. Allow at least one-week turn-around time.

Grading and Other Policies:

1. Obtain a Faculty Handbook

All of the College's policies are in the "Faculty Handbook". The Faculty Handbook could be obtained through Human Resources

or

<http://www.newpaltz.edu/acadaff/facultyhandbook.html>

and

<http://www.newpaltz.edu/advising/>

2. Course outline (Syllabus)

Your syllabus is, in essence, your contract with your students. It should include:

- the goals and objectives of the course with appropriate ASHA standard
- grading policy
- reading list
- tentative calendar
- dates to add/drop and withdraw (found in the academic calendar)
- ADA policy (Faculty Handbook)
- Academic integrity statement (Faculty Handbook, Advising Handbook)
- Final examination date and time (found in the schedule of classes or my.newpaltz.edu)

PLEASE NOTE: A final examination must be held during the scheduled final exam date. If there is a request to change the date or the need change examination day, please make that request directly with the Chair, Stella Turk.

Many of our syllabi must contain additional information related to NCATE (the Education unit's accrediting agency). Your mentor will be able to help you ensure that you have met the guidelines for syllabi. The Faculty Handbook will be very helpful in creating your syllabus.

Once completed and discussed with the your mentor, please give two copies of your syllabi for each course to Sandy for filing at the beginning of the semester

3. Course-based Assessment

Please take some time to review the Knowledge and Skills Assessment (KASA) form on Blackboard faculty site under the "information" tab. Each graduate course must have an assessment plan ready to submit with our annual ASHA report due. Adjunct faculty teaching graduate courses should be familiar with the assessment plan on file for his/her course. If there are any questions related to these assessments, please speak with your mentor and/or Liz Hester.

4. Other College Procedures

The Advising Handbook explains the college's procedures of course withdrawals, assignment of incomplete grades, grade changes etc. Please ask your mentor, the Chair or the student's advisor if you are unsure how to deal with issues that arise.

5. Your grading records

Your grades are submitted directly in my.newpaltz.edu. Your written grading records must be retained for at least **three years**. Any un-returned work (e.g., final exams, which almost never are given back to the students) must be kept for one year. These should be kept in the file cabinet in your office and turned over to Sandy if you leave.

Library:

Our library has a wealth of material, and access to interlibrary loan, and excellent electronic search capabilities. There is also a reserve desk and a new electronic reserve system. The library has purchased access to the DOME database specific to Communication Disorders. To use the services, you should get a College ID (available in the administration building).

Weekly Office Hours:

Part-time faculty need one hour per course taught. Your hours must be posted on your door, and it's a good idea to include them in each syllabus. Please inform Sandy of your hours the first week of the semester. **If an emergency prevents you from keeping your office hours, call Sandy and ask to have a note posted on your door.**

Office Space and Access to Offices:

You will be given office space to use when you are on campus. Most part-time faculty/supervisors will be in the new supervisors office in the Speech, Language & Hearing Center. If you need a key for your office, please see Sandy to get a key request card, fill it out, and leave it with Sandy for me to sign. When your keys have been made, you will be contacted so you can sign for them. If you can't get here before the Key office closes, you can arrange to have your keys left with university police. You must sign for your own keys. Please remember that you are responsible for surrendering your keys if you cease to work here. **It is very important that you have a current faculty ID card. Your ID card will open all card-access doors and exterior doors with permission.**

Other Services:

The College has numerous useful services and offices, including a student Counseling Center and an Office of Disabled Student Services. If you perceive that a student is having academic or psychological problems, please discuss with your mentor and/or the student's advisor as soon as possible. You may also refer general advisement questions to the student's advisor.

Parking:

You need a permit to park on campus. The permit does not guarantee a parking spot. Permits cost \$ 10.00. You cannot park in the Speech, Language & Hearing Center designated parking spots. These are client only spots and you will be ticketed. Please obtain your campus permit through Campus Police. The application can be downloaded from www.newpaltz.edu/parking/.

Safety:

Please use common sense and/or the college escort service to ensure your safety, especially if you are leaving late. Keep your office locked and the Speech, Language & Hearing Center locked when unattended, even for a few minutes. We had a theft from our department office in the past. If you are here late, please be sure to lock all office, classroom, and computer doors. The alarm system will set automatically at 10:00PM.

Snow:

Establish a snow policy in your individual classes. The college almost never closes. You can call (845) 257-INFO to hear a recorded message about closures, or check the web site. You might wish to set up a telephone chain in case of snow, especially if you have a relatively small graduate class. Many graduate students travel long distances and/or get stranded at home with their children if the schools are closed. If you must cancel a large undergraduate class, please try to reach Sandy for help in posting the information. If you can't get through to Sandy, please leave me a voicemail message on x3603.

Textbooks:

Please order your textbooks for your courses if you have not already done so. You may use the campus bookstore (257-3052). You may request a free desk copy for your use. Sometimes you will need to put such requests on college letterhead, which you can get from the department office.

Telephone:

College policy is that telephones are used only for business-related calls. You may get a PIN card from Telecommunications for personal calls.