

Proposed Changes to the Faculty Handbook
Approved by Faculty Senate on March 12, March 26, and April 9, 2015
To Be Voted on by the Faculty on April 22, 2015

Issues 1 and 2 concern general policies and principles. If they are approved by the Faculty, the new text of the Faculty Handbook will be drafted in accordance with these policies and principles, approved by the Faculty Senate, and brought back to the Faculty for consideration and approval in AY2015–16. They will not be sent to the Provost, President, and Board of Trustees until the actual text of the Faculty Handbook has been approved by the Faculty.

Issues 3 through 12 contain proposed changes to the text of the current Faculty Handbook. If approved by the Faculty, they will immediately be sent to the Provost in accordance with Section V.A.1 of the Faculty Senate Bylaws (“Procedure for Changing the Faculty Handbook”) and will become part of the Faculty Handbook as soon as they have been approved by the Board of Trustees.

Issue 1: Commitment to Streamline and Reorganize the Faculty Handbook, to be completed during AY2015–16 (approved by Faculty Senate 3-12-15)

Issue 2: Ending the “Two-Shots-at-Tenure” Policy and Replacing It with a New Policy (approved by FS 3-26-15)

Issue 3: Changing the Composition and Voting Procedure in Department/Academic Unit Promotion and Tenure Committees (approved by FS 3-12-15)

Issue 4: Changing the Procedure for Determining the List of Candidates for Department Chairperson (Sect. 2.5.2.5.1.1) (approved by FS 3-12-15)

Issue 5: Establishing a Graduate Faculty at NJIT, as approved by the NJIT Faculty in 2008 but never implemented (approved by FS 4-9-15)

Issue 6: Changing the Required Qualifications of Candidates for President of the University (Sect. 2.5.3.1.4) (approved by FS 3-26-15)

Issue 7: Amending the Endorsements Statement at the Beginning of the Faculty Handbook (approved by FS 3-12-15)

Issue 8: Resolving an Inconsistency in the Faculty Handbook concerning the Role of the Department P&T Committee in Faculty Hiring (approved by FS 4-9-15)

Issue 9: Clarifying that a Recommendation for Granting Tenure to an Assistant Professor Must be Accompanied by a Recommendation for Promotion to Associate Professor (approved by FS 3-26-15)

Issue 10: Clarifying the Procedure for Appointing Department Chairpersons in the Event that the Dean Does Not Accept a Department’s Nomination (Sect. 2.5.2.5.1.3) (approved by FS 3-12-15)

Issue 11: Clarifying that a Faculty Member’s Request for Reconsideration of a Negative Decision by His/Her Department/Academic Unit P&T Committee Is Not an Appeal (approved by FS 3-12-15)

Issue 12: Altering the Procedure for Removing a Tenured Faculty Member (sect. 2.6.3.9) (approved by FS 3-12-15)

Issue 13: Enacting a Faculty Handbook Section on Teaching (approved by FS 4-9-15)

Issue 13 is intended as a self-contained section in the streamlined and reorganized Faculty Handbook. If approved by the Faculty, it will not be sent to the Provost for inclusion in the Faculty Handbook until the entire reorganization of the Faculty Handbook is finished in AY2015-16.

**Proposed Changes to the Faculty Handbook
Issues with Commentary, Principle and/or Specific Language included**

Issue 1: Commitment to Streamline and Reorganize the Faculty Handbook, to be completed during AY2015–16 (approved by Faculty Senate 3-12-15)

Commentary: A “yes” vote on this issue authorizes Faculty Senate to continue with the plan for streamlining and reorganizing the Faculty Handbook recommended by the consultant hired by the Board of Trustees to review the Faculty Handbook in 2014.

Principles of the streamlining and reorganization process:

1. Deletion of the following four sections or parts: Sect. 1.1 History and Development of the University; Sect. 3. Policies and Procedures regarding Student Affairs; Sect. 4. Miscellaneous Operational Policies and Procedures; Appendices
2. Live links to key documents on the NJIT website, including Board of Trustees Bylaws; all Shared Governance Documents; Department Bylaws (including Default Bylaws); Constitution of the PSA; University Code on Academic Integrity; university policy on class attendance; promotion and tenure documents located on the Provost’s website (with annual timelines, etc.); documents on faculty leaves located on the Provost’s website (i.e., sabbatical leave timelines and the policy on competitive fellowships); Active-Service Modified-Duties Policy (to be placed on the HR website). Using links instead of reproducing such documents within the Faculty Handbook itself will both streamline the Faculty Handbook and provide flexibility for making changes in policies and procedures.
3. Reorganization of the Faculty Handbook to improve its structure and sense.
 - a. Current Structure
 1. The Institute and Its Administrative Organization
 2. Policies and Procedures Regarding Faculty and Instructional Staff
 3. Policies and Procedures regarding Student Affairs
 4. Miscellaneous Operational Policies and Procedures
Appendices
 - b. Proposed Structure
 1. University Administration and Governance
 2. The Faculty and Instructional Staff
 3. Academic Units
 4. Policies and Procedures regarding Tenure and Promotion
 - 5. Policies and Procedures regarding Teaching***
 6. Faculty Development
 7. The Role of the Faculty in Appointing and Evaluating Administrators

*Complete and ready to be voted on today, although this section will not go into effect until the entire streamlined and reorganized Faculty Handbook text has been approved during AY2015–16

Issue 2: Ending the “Two-Shots-at-Tenure” Policy and Replacing It with a New Policy (approved by FS 3-26-15)

Commentary: A “yes” vote on this issue establishes that the current policy of allowing untenured Assistant Professors to be considered for promotion and tenure by the University P&T Committee twice, in their fifth and sixth years, will be replaced (beginning with Faculty hired in 2016, and not affecting Faculty hired before that time) by a policy that allows untenured Assistant Professors to be considered for promotion and tenure by the University P&T Committee only once, normally in the sixth year in that rank at NJIT (which remains the final year of consideration for promotion and tenure under normal circumstances). The same policy applies to untenured Associate Professors, who will be considered for tenure by the University Promotion and Tenure Committee only once, normally (as currently) in their fourth year in that rank at NJIT.

According to the proposed new policy, an Assistant Professor may be considered for promotion and tenure by the University P&T Committee as early as the fourth year (or in exceptional circumstances, even earlier), while in cases of illness, family care, and other specified and approved reasons for resetting the tenure clock, consideration may occur as late as the seventh year. Both Assistant Professors who assume their positions with previous experience and untenured Associate Professors may negotiate a specific year of tenure consideration at the time of hire, as articulated in their contract hiring letters from the Provost, provided that it is no later than their sixth year.

As part of this policy, if an Assistant Professor or an untenured Associate Professor has been recommended for tenure and promotion by his/her Department P&T Committee before the last year of tenure eligibility, the Dean shall send his/her report on the case to the Department Chairperson and the candidate before sending it and the candidate’s dossier to the University P&T Committee. The candidate may withdraw the dossier within five business days after receiving the Dean’s report, in which case the Faculty member shall remain eligible for tenure and promotion consideration in the following year.

Issues 3 through 12 contain proposed changes to the text of the current Faculty Handbook. If approved by the Faculty, they will immediately be sent to the Provost in accordance with Section V.A.1 of the Faculty Senate Bylaws (“Procedure for Changing the Faculty Handbook”) and will become part of the Faculty Handbook as soon as they have been approved by the Board of Trustees.

Issue 3: Changing the Composition and Voting Procedure in Department/Academic Unit Promotion and Tenure Committees (approved by FS 3-12-15)

Commentary: A “yes” vote on this issue (1) adds tenured Associate Professors to Department P&T Committees; (2) enables Associate Professors who are serving as Department Chairpersons to deliberate and vote in cases involving promotion to Professor; (3) clarifies the conditions under which tenured Associate Professors do not participate in Department P&T issues and the procedures followed in such cases; and (4) establishes that a tie vote by a Department P&T Committee in a promotion and tenure case will no longer be considered a positive recommendation for promotion and/or tenure.

2.6.5.2.1 Membership

2.6.5.2.1.1 Composition

2.6.5.2.1.1.1 General Principle of Composition in All Academic Units

The Department P&T Committee shall consist of ~~the Department Chairperson who, regardless of rank, chairs the Department P&T Committee, and~~ all tenured Faculty-at

~~the rank of Professor or higher with primary appointments in the Department. In a College or School without Departments, the College or School P&T Committee shall consist of all tenured Faculty with primary appointments in the College or School, performs the duties of the Department P&T Committee, and the Dean serves as its Chairperson.~~

2.6.5.2.1.1.2 Composite Department P&T Committee [currently 2.6.5.2.2]

~~Each Department P&T Committee must have at least three members at or above the rank of Professor. If necessary, in the event that a Department has fewer than three Faculty members at or above the rank of Professor, the Dean and the Department Chairperson jointly recommend to the Provost one (or if necessary, two or three) Faculty members at or above the rank of Professor from outside the Department to make up the requisite three members, normally serving three-year renewable terms. In the case of Federated Departments, one of these individuals may be a colleague of appropriate rank in the Federated Department at Rutgers University, Newark. All Composite Department P&T Committees must be approved by the Provost.~~

2.6.5.2.1.2 Chairperson

2.6.5.2.1.2.1 Department Chairperson as Chairperson of the Department P&T Committee

~~Unless subject to the exception noted in Sect. 2.6.5.1.2.2 below, the Department Chairperson, regardless of rank, serves as the Chairperson of the Department P&T Committee and is involved in deliberations and voting on all matters, regardless of rank.~~

2.6.5.2.1.2.2 Exception When the Department Chairperson Is an Associate Professor

~~An Associate Professor who is serving as Department Chairperson and is himself/herself being considered for promotion or annual review must recuse himself/herself from all participation in annual reviews of Associate Professors and cases for promotion above his/her rank, all participation in his/her own case. In such instances, the Department Chair shall appoint a Professor or a Distinguished Professor shall elect among themselves an in the Department to serve as Acting Chairperson of the Department P&T Committee for this purpose only. The Acting Chairperson shall assume all duties and responsibilities relating to such reviews and promotion cases the case, including communications, actions, and appeals, and his/her appointment shall end as soon as these reviews have been completed and the case has been resolved.~~

2.6.5.2.3.2 Voting

2.6.5.2.3.2.1 Standard Voting Procedure

~~All members of a Department P&T Committee shall be eligible to deliberate and vote on all matters under consideration by the committee, with the following exceptions: (1) Tenured Associate Professors serving as Department Chairpersons are subject to the restriction in Section 2.6.5.1.2.2; (2) Any tenured Associate Professor who is not currently serving as Department Chairperson shall not participate in deliberations and voting on annual review of tenured Associate Professors and on cases involving promotion above his/her rank.~~

After discussions of the qualifications of all candidates for promotion, tenure, reappointment and termination, the committee will vote on the candidates in accordance with the established criteria. Candidates for promotion and tenure receiving a majority ~~or tie vote~~ will be recommended, with the numerical vote recorded. The vote, ~~if any (see above)~~, of the Chairperson will be specified and included in any recommendation sent to the Dean. The individual votes of other members of the Department P&T Committee will not be identified.

2.6.5.2.4.2.2 Advisory Voting by Tenured Associate Professors

~~If specified in its Department Bylaws, a Department may enable tenured Faculty members in the Department at the rank of Associate Professor (besides an Associate Professor who may be serving as Department Chairperson) to participate fully with the Department P&T Committee in promotion and tenure deliberations concerning Assistant Professors in the Department. In such cases, the votes of tenured Associate Professors are recorded separately and considered advisory.~~

Issue 4: Changing the Procedure for Determining the List of Candidates for Department Chairperson (Sect. 2.5.2.5.1.1) (approved by FS 3-12-15)

Commentary: A “yes” vote on this issue changes the current “opt-out” procedure for nominating Department Chairpersons (in which eligible faculty must cross their names off a list in order to be removed as candidates) to an “opt-in” procedure (in which eligible faculty must put their names forward in order to be considered as candidates).

2.5.2.5.1.1 Preparation of the List of Eligible Candidates

When the position of Department Chairperson is about to become vacant—either because the term of the current Chairperson is expiring or because the current Chairperson is unable to complete his/her term—the Dean of the College notifies the Provost, who selects an Elections Coordinator (EC) to oversee the process.

The EC circulates to all eligible voting Faculty in the Department a list of all Faculty who are eligible to serve as Department Chairperson. ~~No later than ten business days from the date of this distribution, eligible Faculty members who wish to be candidates for Department Chairperson must notify the EC in writing of their intention. Eligible Faculty who do not wish to be considered as Department Chairperson notify the EC, who removes their names from the list of candidates.~~

Issue 5: Establishing a Graduate Faculty at NJIT, as approved by the NJIT Faculty in 2008 but never implemented (approved by FS 4-9-15)

Commentary: A “yes” vote on this issue (1) puts Section 2.5 into the Faculty Handbook, establishing a Graduate Faculty at NJIT and indicating the procedure for changing its guidelines in the future, and (2) approves the document titled “Guidelines for Graduate Faculty at NJIT”, which is not for inclusion in the Faculty Handbook but rather will be sent to the Provost for approval and then posted on the Provost’s website. Note that the main purpose of having a Graduate Faculty is to establish a formal policy for enabling appropriately qualified Instructional Staff and faculty at other institutions to have official status for participating in graduate programs at NJIT.

2.5 Graduate Faculty

All NJIT Faculty members are members of the Graduate Faculty. For the rules governing admission of others to the Graduate Faculty, along with information about the privileges and responsibilities of Graduate Faculty membership, see the Guidelines for Graduate Faculty at NJIT [link to this

[document on the Provost's website\]. The Guidelines for Graduate Faculty at NJIT may be amended by the Faculty Senate with the approval of the Provost.](#)

Guidelines for Graduate Faculty at NJIT

Eligibility for Graduate Faculty Status

- All NJIT Faculty members and non-NJIT Faculty members in federated departments and joint graduate degree programs are automatically members of the NJIT Graduate Faculty.
- Instructional Staff (e.g., research professors, university lecturers, visiting professors, professors of practice, adjunct faculty) may be appointed to the Graduate Faculty for renewable terms of five years. Appointment is made by the Dean on the recommendation of the Graduate Faculty members of a Department or interdisciplinary graduate program. Qualifications for appointment include a doctoral degree or accepted terminal degree in the relevant field and evidence of appropriate scholarly activity such as peer-reviewed journal publications, publication of scholarly books or book chapters, editorial activities, externally funded research grants, or the equivalent.

Privileges and Responsibilities of Graduate Faculty

- All NJIT Faculty members, as well as research professors who are members of the Graduate Faculty, are eligible to serve as primary advisors for PhD dissertations and masters theses and as chairpersons of PhD dissertation committees.
- Other Graduate Faculty members may have primary responsibility for delivery of graduate courses, serve on PhD dissertation and masters thesis committees, and serve as co-advisors of PhD dissertations and masters theses, but they are not eligible to serve as primary advisors for PhD dissertations or masters theses, or to chair doctoral dissertation committees, unless approved by the Graduate Faculty of the relevant Department or interdisciplinary graduate program.

Issue 6: Changing the Required Qualifications of Candidates for President of the University (Sect. 2.5.3.1.4) (approved by FS 3-26-15)

Commentary: A "yes" vote on this issue establishes that in exceptional circumstances a President of the University need not be hired with Faculty experience or given Faculty rank by the Board of Trustees.

2.5.3.1.4.3 Appointment by the Board of Trustees

Before making the appointment, the Board of Trustees consults with the Provost, the Dean, and the Department P&T Committee of the Department in which the nominee will be appointed, to determine the Faculty rank and tenure status of the appointment. [Although the appointment of the President must be is normally made with tenure, at or above the rank of Professor, in exceptional circumstances an individual without faculty experience who possesses outstanding qualifications for serving as the chief executive officer of a research university may be appointed President without faculty rank.](#) If appointment at the rank of Distinguished Professor is under consideration, the approval of the Distinguished Professors Committee must be obtained.

Issue 7: Amending the Endorsements Statement at the Beginning of the Faculty Handbook (approved by FS 3-12-15)

Commentary: A “yes” vote on this issue adds a new sentence to the end of the Endorsements section, clarifying that amendments to the Faculty Handbook must follow the procedures laid out in the Faculty Senate Constitution and the Bylaws of the Faculty Senate.

The Faculty of the New Jersey Institute of Technology, upon recommendation of the Provost and the President of the University and approval of the Board of Trustees, sets forth the rules and regulations contained in this handbook (the Faculty Handbook) for its governance and guidance. The purpose of this handbook is to outline Faculty rights, privileges, responsibilities, and obligations and to facilitate effective communication among all components of the Institute-University to best support the Institute-University’s mission. All changes to the Faculty Handbook must be approved by the Board of Trustees on the recommendation of the President of the University, in accordance with the procedures set forth in the Constitution and Bylaws of the Faculty Senate.

Issue 8: Resolving an Inconsistency in the Faculty Handbook concerning the Role of the Department P&T Committee in Faculty Hiring (approved by FS 4-9-15)

Commentary: A “yes” vote on this issue resolves an apparent inconsistency in the Faculty Handbook by establishing that in Faculty searches the Department P&T Committee makes the final determination about the candidate(s) that the Department recommends to the Dean for hire. A parenthetical statement on Department Bylaws (which can be used, for example, to broaden participation by other members of the Department in the decision-making process) is retained.

Section 2.5.1.1 of the Faculty Handbook, on the Search Process in Faculty appointments, states that in Faculty hiring the Department Chairperson “oversees the hiring process, which includes...convening the Department P&T Committee to determine the appropriate Faculty rank and tenure status of finalists. (Department Bylaws may specify the roles of the Chairperson and other Faculty in the Department in this process.)” No other role is specified for the Dept. P&T Committee in the process of searching for and hiring new Faculty.

However, Section 2.6.5.2.3, on Duties of Department P&T Committees, states: “The Department P&T Committee jointly makes all decisions regarding recommendations for Faculty hiring...”

In order to avoid this inconsistency, it is proposed that Section 2.5.1.1 be changed to say that the Department Chairperson

“oversees the hiring process, which includes...convening the Department P&T Committee to determine the appropriate Faculty rank and tenure status of finalists, as well as to make the final decision about which candidate(s) to recommend for appointment. (Department Bylaws may specify the roles of the Chairperson and other Faculty in the Department in this process.)”

Issue 9: Clarifying that a Recommendation for Granting Tenure to an Assistant Professor Must be Accompanied by a Recommendation for Promotion to Associate Professor (approved by FS 3-26-15)

Commentary: A “yes” vote on this issue resolves an inconsistency between two sections of the Faculty Handbook and establishes that an Assistant Professor cannot be recommended for tenure without also being recommended for promotion to Associate Professor.

The following change is required for consistency with Sect. 2.6.3.4, which states that “an Assistant Professor cannot receive tenure prior to being promoted to Associate Professor.”

2.2.2 Tenure-Track Faculty Ranks

2.2.2.1 Assistant Professor

This position is intended primarily for individuals near the start of their academic careers, who are expected to make substantial contributions to the university in teaching, scholarly research, and service. Assistant Professors serve a period of time, not to exceed seven years, while being considered for promotion and tenure. An Assistant Professor may be recommended for promotion before becoming eligible for tenure. [The](#) recommendation for tenure of an Assistant Professor [is traditionally must be](#) accompanied by a recommendation for promotion to Associate Professor.

Issue 10. Clarifying the Procedure for Appointing Department Chairpersons in the Event that the Dean Does Not Accept a Department’s Nomination (Sect. 2.5.2.5.1.3) (approved by FS 3-12-15)

Commentary: A “yes” vote on this issue inserts a procedure in the event that a Dean does not appoint a Department’s nominee for Department Chairperson. The need for such a procedure was pointed out by the consultant hired by the Board of Trustees to review the Faculty Handbook.

2.5.2.5.1.3 Appointment by the Dean

The Dean receives the nominee(s) of the Department and, with the approval of the Provost, appoints the new nominee as the [eChairperson](#) or, in the case of a tie, one of the two nominees. If the Dean chooses not to appoint the department’s nominee, the case is remanded to the Provost. [If the Provost cannot bring about resolution, the Provost and the Dean determine whether the Department should hold a new election for an internal Chairperson according to the Standard Procedure \(Sect. 2.5.2.5.1\) or conduct a search for an internal or external Chairperson according to the Alternative Procedure \(sect. 2.5.2.5.2\). An Interim Chairperson may be appointed if necessary \(Sect. 2.5.2.6\).](#)

Issue 11: Clarifying that a Faculty Member’s Request for Reconsideration of a Negative Decision by His/Her Department/Academic Unit P&T Committee Is Not an Appeal (approved by FS 3-12-15)

Commentary: A “yes” vote on this issue changes one section heading and inserts a section heading before a paragraph that currently does not have one in order to clarify that the appeal process in promotion and tenure cases begins when consideration of a negative determination by a Department P&T Committee moves beyond the Department level.

[2.6.5.2.4.5 Appealing a Negative Recommendation](#)[Reconsideration of a Negative Recommendation](#)

A member of the Faculty who has held the rank of Assistant Professor or Associate Professor for at least five years and who has been eligible for consideration for promotion for at least two years, or who is in his/her last year of eligibility for consideration for tenure but has failed to receive a majority recommendation from his/her Department P&T Committee, may request and must be granted an opportunity to meet with the Department P&T Committee prior to the submission of its recommendations to the Dean. At this meeting, the Faculty member may present orally and in

writing an appeal stating reasons why he/she believes a recommendation for tenure and/or promotion is warranted.

2.6.5.2.4.6 Appealing a Negative Recommendation

If, after further deliberation, the Department P&T Committee upholds its original decision and if, upon notification (which shall be within one week), the affected Faculty member does not accept this decision, he/she may submit an appeal in writing, along with any pertinent material, to the Dean, who transmits it to the University Committee on P&T with an evaluation. This shall be done no sooner than one week and no later than eight weeks after the meeting with the Department P&T Committee, which must be advised of the Faculty member's action. The Department P&T Committee may forward a report supporting its decision to the Dean, who transmits it to the University Committee on P&T with an evaluation. A minority report of one or more members may also be submitted. For promotion, the Faculty member may exercise the appeal procedure described above once every three years; for tenure, only in the last year of eligibility for consideration for tenure.

Issue 12: Altering the Procedure for Removing a Tenured Faculty Member (sect. 2.6.3.9) (approved by FS 3-12-15)

Commentary: A "yes" vote on this issue moves Faculty consideration in cases involving removal of tenure (if such consideration is desired by the Faculty member in question) from the entire Faculty to the Faculty Senate meeting in Closed Session.

2.6.3.9 Removal Procedures

If conditions arise that, in the opinion of the President ~~of the University~~, may warrant removal of a tenured ~~person~~ Faculty member, the ~~person~~ Faculty member has the option of bringing the case before ~~the Executive Committee of the a special committee of five Faculty members chosen by the faculty~~ Faculty Senate. This committee ~~will~~ shall report to the ~~faculty~~ Faculty Senate at a Meeting in Closed Session, ~~which will to decide on a course of action~~ act on the report. The ~~faculty action~~ Faculty Senate will then ~~be forwarded~~ submit its final report to the Board of Trustees, which will make a final determination.

Issue 13: Enacting a Faculty Handbook Section on Teaching (approved by FS 4-9-15)

Issue 13 is intended as a self-contained section in the streamlined and reorganized Faculty Handbook. If approved by the Faculty, it will not be sent to the Provost for inclusion in the Faculty Handbook until the entire reorganization of the Faculty Handbook is finished in AY2015-16.

Commentary: A "yes" vote on this issue establishes a dedicated section on teaching in the Faculty Handbook, incorporating current practices as contained in the Provost's annual message to the Faculty on teaching requirements.

5. POLICIES AND PROCESURES REGARDING TEACHING

5.1 Course Syllabi and Instructors' Office Hours

5.1.1 Course Syllabi

Every NJIT course should have a course syllabus, available to the students electronically by the first day of class. Course syllabi should contain information on (1) the course (e.g., number, title, prerequisites/co-requisites, description, meeting-by-meeting outline), (2) course outcomes (see Section 5.1.1.1 below), (3) the instructor (e.g., name, contact information, and office hours – see Section 5.1.2 below), (4) required and optional materials (e.g., title, author, edition, publisher, and ISBN number of assigned texts), (5) tests and assignments, and (6) the course grading policy. Syllabi should also contain a statement on academic integrity (see Section 5.1.1.2 below).

5.1.1.1 Course Outcomes

Course outcomes refer to measurable knowledge and skills that students acquire in each course. Measures of student learning (i.e., homework, quizzes, exams, projects, papers) should be linked to course outcomes.

5.1.1.2 Academic Integrity

NJIT maintains a rigorous policy on academic integrity in all its courses and student work, embodied in the [University Code on Academic Integrity](#) [the preceding should be a link to <http://www.njit.edu/education/pdf/academic-integrity-code.pdf>]. Faculty should also consult the document titled [Best Practices related to Academic Integrity](#) [the preceding should be a link to [http://www.njit.edu/provost/docs/Best Practices related to Academic Integrity.pdf](http://www.njit.edu/provost/docs/Best_Practices_related_to_Academic_Integrity.pdf)], which is maintained on the Provost's website.

5.1.2 Instructors' Office Hours

Faculty and instructional staff should post their scheduled office hours for each course online and at their office, and they should be available to students during those hours.

5.2 Examinations and Assessment

5.2.1 Importance of Early and Periodic Assessment

Tests and other assignments should be returned in a timely fashion so that students know their status in the class. All instructors should grade and return a significant amount of students' work prior to the deadline for withdrawal from classes.

5.2.2 Final Examinations

In courses with final examinations, the final exam typically constitutes approximately one-third of the total course grade and must be given during the university final exam period. Modifications to the final exam schedule must be approved in writing by the Department Chairperson, and modified examination times must occur within the university final exam period. Other regulations relating to final and other major examinations, including the policy for resolving final exam conflicts, shall be approved by the Faculty Senate and the Provost and posted on the Provost's website.

5.2.3. Examinations in Online Courses

Examinations in online courses must be scheduled at times that are most convenient for students in the class, recognizing that students may be living in different time zones and that most students have full-time jobs during the daytime.

5.3 Course Evaluations

Every semester the University shall conduct student evaluations of all courses, using an evaluation form and a procedure approved by the Faculty Senate and the Provost. These evaluations are intended to improve the quality of instruction and for use in promotion and tenure evaluations. They may also be used in the process of determining merit salary increases.

5.4 Course Scheduling and Class Meetings

5.4.1 General Principle of Course Scheduling

Academic departments should assign course schedules to their faculty in coordination with the registrar, in a manner that – to the greatest possible extent – reduces randomness in the process,

increases scheduling continuity and convenience, and takes into account both the diverse needs and policies of different academic departments and the special needs of students and faculty relating to research, teaching, and personal circumstances.

5.4.2 Course Preferences

Each semester, faculty members should have an opportunity to indicate their teaching preferences, and these should be considered by the Chairperson and the Associate Chairperson when teaching assignments are made. No Faculty member should receive an assignment requiring more than three different preparations, and the same consideration should normally be extended to University Lecturers and Senior University Lecturers.

5.4.3 Evening Classes

Faculty hired after February 1, 1965, may be required to teach one evening per week as part of their regular teaching load. Faculty hired prior to February 1, 1965, may teach one evening per week for extra compensation.

5.4.4 Class Meetings and Cancellations

All classes should meet at their scheduled time and location unless special arrangements have been made with the Registrar's Office with the approval of the Department Chairperson. Individual classes should not be cancelled without the consent of the Department Chairperson. No classes should be scheduled during the university common hours without the approval of the Provost.

5.5 Teaching Loads

5.5.1 Teaching Assignment Criteria (TAC)

Teaching loads for each semester shall be assigned by the Department Chairperson in accordance with each Department's Teaching Assignment Criteria (TAC). The TAC for each Department must be approved by the Department, the Dean, and the Provost.

5.5.2. Teaching Load Transparency

TAC and load justification documents shall be maintained in Departments for three years and shall be made available to any NJIT faculty member upon request.

5.5.3 Teaching Outside the Department

A full-time member of the Faculty or Instructional Staff who wishes to teach a course during the academic year at another institution, in industry, or in the Division of Continuing Professional Education must submit a request to the Department Chairperson. If the Chairperson does not approve, the Chairperson shall, in a timely fashion, inform the Faculty member or member of the Instructional Staff in writing of his/her reasons. The Faculty member or member of Instructional Staff may appeal the Chairperson's decision to the Dean, who makes the final decision.

5.6 Class Attendance

The policy for class attendance by students shall be determined by the Faculty Senate and the Provost and posted on the Provost's website [link]. It is the responsibility of all instructors to keep a record of attendance, as necessary, in order to comply with the policy.

5.7 Attendance of Faculty at Commencement Exercises

Members of the Faculty and Instructional Staff should make every effort to attend annual commencement exercises. Every Department/Academic Unit should have substantial representation at commencement, including sufficient personnel to assist with the marshalling of students and other necessary functions.