



**Framingham State University**

**Faculty Handbook**

**Academic Year**

**2023-2024**

## Contents

ABOUT FRAMINGHAM STATE UNIVERSITY .....	5
KEY CONTACTS .....	5
Department Locations .....	5
Department Chairs .....	8
Program Area Chairs and Program Coordinators .....	9
Department Administrative Assistants .....	11
GETTING STARTED .....	13
Office Keys .....	13
Office keys may be obtained through your departmental administrative assistant. ....	13
Human Resources .....	13
FSU Identification Card .....	13
Education Technology Office (ETO) .....	16
Information Technology Services (ITS) .....	16
Dining Services.....	17
Athletics and Recreation Center .....	17
Child Care .....	17
Parking Permit.....	18
Start-Up Funds .....	18
Local Transportation .....	19
GETTING TO KNOW OUR CAMPUS COMMUNITY .....	19
Diversity, Inclusion, and Equity at FSU .....	19
Starfish.....	20
Center for Excellence in Learning, Teaching, Scholarship, and Service (CELTSS) .....	20
Henry Whittemore Library.....	21
Campus Events.....	22
Academic Centers .....	22
Smithsonian Institution Affiliation.....	22
Professional Development Funds.....	23
University Police .....	23

PREPARING FOR CLASS.....	24
Ensuring Accessibility .....	24
Ordering Books .....	24
Academic Calendar .....	24
Course Block Schedule.....	25
Syllabus .....	25
Print Services .....	27
Office Hours .....	28
Course Scheduling.....	28
Class Lists.....	29
Course Add/Drop Period.....	29
Withdrawal from Courses .....	29
Voluntary Withdrawal from the University .....	30
Administrative Withdrawal from the University .....	30
Semester Leave of Absence (LOA)from the University .....	30
Attendance Policy .....	30
Absence Due to Religious Beliefs .....	31
Class Cancellations .....	31
Classroom Conduct .....	32
Examinations/Final Projects .....	32
Mid-Term Warnings.....	33
Final Grades.....	33
Grade of Incomplete .....	33
Grade Appeal Policy .....	34
Academic Honesty.....	34
Center for Academic Success and Achievement (CASA) .....	38
Counseling Center .....	38
Health Services.....	39
Dean of Students .....	39
Student Assistance Team (SAT).....	39
ADVISING .....	40

Faculty Responsibility .....	40
DegreeWorks .....	40
Student Schedule Planner .....	41
FACULTY EVALUATIONS .....	42
ADDITIONAL POLICIES AND INFORMATION .....	44

## ABOUT FRAMINGHAM STATE UNIVERSITY

Framingham State university (FSU) was founded by Horace Mann in 1839 as the first state-supported school in the United States for the training of teachers. Today, FSU is situated in the city of Framingham, a community 20 miles west of Boston. At FSU, our tradition of teacher education is combined with a broad spectrum of academic programs. A wide array of information about the university and our students is available on our website, including in the [FSU Overview](#) and on the [Office of Institutional Research](#) webpage. The [campus map](#) can also be found on the website.

## KEY CONTACTS

To reach a university phone extension from an off-campus phone, the full phone number must be entered, which consists of 508-626-[EXTENSION]. From a university phone, only the extension needs to be entered unless the extension begins with the digit 5, in which case you must dial 508-215-[EXTENSION]. To reach an off-campus number from a university phone, enter 1 + [AREA CODE] + [NUMBER].

### Department Locations

Crocker Hall (CR):	The College of Business faculty (Accounting, Economics, & Finance; Management and Business & IT; and Marketing) and visiting lecturers from multiple departments
Hemenway Annex (HA): &	Biology; Chemistry & Food Science; Environment, Sustainability, Society;
Hemenway Hall (HH):	Computer Science; Fashion Design & Retailing; Nutrition & Health Studies; Mathematics; Nursing
May Hall (MA):	Art & Music, English, Fashion Design and Retailing, History, Liberal Studies
O'Connor Hall (OC):	Education; History, Political Science, Law, & Global Studies; Psychology & Philosophy; Sociology & Criminology; World Languages; some faculty from Communication, Media, & Performance

Whittemore Library (WL): Communication, Media, & Performance; Art & Music

## Office of Academic Affairs

Title	First Name	Last Name	Hall	Room	Phone	FSU Email
Provost and Vice President, Academic Affairs	Kristen	Porter-Utley	DH	305	4634	<a href="mailto:kporterutley@framingham.edu">kporterutley@framingham.edu</a>
Associate Provost	Reema	Zeineldin	DH	305	4557	<a href="mailto:rzeineldin@framingham.edu">rzeineldin@framingham.edu</a>
Dean of Graduate and Continuing Education	Marilyn	Cleary	DH	202	4034	<a href="mailto:Mcleary5@framingham.edu">Mcleary5@framingham.edu</a>
Dean of Science, Technology, Engineering, and Mathematics	Margaret	Carroll	HA	243	4720	<a href="mailto:mc Carroll@framingham.edu">mcarroll@framingham.edu</a>
Dean of Arts and Humanities	T	Stores	MH	222	4831	<a href="mailto:Tstores@framingham.edu">Tstores@framingham.edu</a>
Dean of Education and Social & Behavioral Sciences	Susan	Dargan	OC	302	4867	<a href="mailto:sdargan@framingham.edu">sdargan@framingham.edu</a>
Dean of Business	Patricia	Thomas	CR	100A	4016	<a href="mailto:pthomas1@framingham.edu">pthomas1@framingham.edu</a>
Executive Assistant, Academic Affairs	Terri	Tiernan	DH	305	4901	<a href="mailto:ttiernan1@framingham.edu">ttiernan1@framingham.edu</a>
Administrative Assistant, Academic Affairs	Lynn	Gray	DH	305	4582	<a href="mailto:lgray3@framingham.edu">lgray3@framingham.edu</a>
Administrative Assistant, Deans of Arts and Humanities, Business, Education & Social and Behavioral Sciences, and STEM	EJ	Kropp	CR	100C	4744	<a href="mailto:ekropp@framingham.edu">ekropp@framingham.edu</a>

## Department Chairs

Dept	First Name	Last Name	Hall	Room	Phone	FSU Email
Accounting, Economics, & Finance	Lori	Lavigne	CR	104	4857	<a href="mailto:llavigne@framingham.edu">llavigne@framingham.edu</a>
Art & Music	Paul	Yalowitz	MA	404B	215-5722	<a href="mailto:pyalowitz@framingham.edu">pyalowitz@framingham.edu</a>
Biology	Amanda	Simons	HH	601A	4797	<a href="mailto:asimons@framingham.edu">asimons@framingham.edu</a>
Chemistry & Food Science	Steve	Cok	HH	436G	4782	<a href="mailto:scok@framingham.edu">scok@framingham.edu</a>
Communication, Media, & Performance	Niall	Stephens	WL	C204	4227	<a href="mailto:nstephens@framingham.edu">nstephens@framingham.edu</a>
Computer Science	Satish	Penmatsa	HH	418B	4708	<a href="mailto:spenmatsa@framingham.edu">spenmatsa@framingham.edu</a>
Education	James	Cressey	OC	130	4859	<a href="mailto:jcressey@framingham.edu">jcressey@framingham.edu</a>
English	Lisa	Eck	MA	204	4848	<a href="mailto:leck@framingham.edu">leck@framingham.edu</a>
Environment, Sustainability, & Society	Larry	McKenna	HA	346K	4741	<a href="mailto:lmckenna1@framingham.edu">lmckenna1@framingham.edu</a>
Fashion Design & Retailing	Haewon	Ju	HH	210	4929	<a href="mailto:hju@framingham.edu">hju@framingham.edu</a>
History (Interim)	Joseph	Adelman	MA	308	4821	<a href="mailto:jadelman@framingham.edu">jadelman@framingham.edu</a>
Management and Business & IT	John	Palabiyik	CR	202	4858	<a href="mailto:jonalabiyik@framingham.edu">jonalabiyik@framingham.edu</a>
Marketing	Michael	Harrison	CR	205	4667	<a href="mailto:mharrison2@framingham.edu">mharrison2@framingham.edu</a>
Mathematics	Michael	Krul	HH	402H	4729	<a href="mailto:Mkrul@framingham.edu">Mkrul@framingham.edu</a>
Dept	First Name	Last Name	Hall	Room	Phone	FSU Email
Nursing	Ellen	Rearick	HA	326	4713	<a href="mailto:Errearick@framingham.edu">Errearick@framingham.edu</a>
Nutrition & Health Studies	Jeri	Nelson-Peterman	HH	215A	4757	<a href="mailto:jnelsonpeterman@framingham.edu">jnelsonpeterman@framingham.edu</a>
Political Science, Law, & Global Studies	Joseph	Coelho	OC	307	4571	<a href="mailto:jcoelho2@framingham.edu">jcoelho2@framingham.edu</a>
Psychology & Philosophy	Nicole	Rossi	OC	242	4861	<a href="mailto:nrossi@framingham.edu">nrossi@framingham.edu</a>



Sociology & Criminology (Interim)	Xavier	Guadalupe-Diaz	OC	343	4866	xguadalupediaz@framingham.edu
World Languages	Luce	Aubry	OC	209	215-5907	<a href="mailto:Laubry@framingham.edu">Laubry@framingham.edu</a>

### Program Area Chairs and Program Coordinators

Program Area	First Name	Last Name	Hall	Room	Phone	FSU Email
Child & Family Studies	Kelly	Kolodny	OC	148	4567	kkolodny@framingham.edu
Coordinated Program in Dietetics	Andrea	Gorman	HH	216	4759	Agorman1@framingham.edu
Criminology	Xavier	Guadalupe-Diaz	OC	333	4866	xguadalupediaz@framingham.edu

Didactic Program in Dietetics	Susan	Massad	HA	220	4743	<a href="mailto:Smassad@framingham.edu">Smassad@framingham.edu</a>
General Education	Patricia	Lynne	MA	225	4809	<a href="mailto:plynne@framingham.edu">plynne@framingham.edu</a>
Liberal Studies	Kelly	Matthews	MA	115 A	4815	<a href="mailto:Kmatthews@framingham.edu">Kmatthews@framingham.edu</a>
Deaf Studies	Bruce	Bucci	OC	214	215- 5856	<a href="mailto:Bbucci@framingham.edu">Bbucci@framingham.edu</a>
Management	Peter	Moynihan	CR	225 A	5508	<a href="mailto:Pmoynihan@framingham.edu">Pmoynihan@framingham.edu</a>

## Department Administrative Assistants

Department administrative assistants report directly to department chairs and deans. They can help you with printing, photocopying, purchasing, processing travel forms, and submitting maintenance requests. If you have a large project that you wish to assign to a department administrative assistant, please contact your department chair first, so that the chair can help the administrative assistant prioritize your task with other work.

Department	Name	Hall	Room	Ext.	Email
Accounting, Economics, & Finance	Elizabeth Correll	CR	100B	4851	<a href="mailto:ecorrell@framingham.edu">ecorrell@framingham.edu</a>
Art and Music	Helen Carmichael	MA	108	4800	<a href="mailto:hcarmichael@framingham.edu">hcarmichael@framingham.edu</a>
Biology	Laurie Friedman	HH	346	4750	<a href="mailto:lfriedman@framingham.edu">lfriedman@framingham.edu</a>
Chemistry and Food Science	Laurie Friedman	HH	346	4750	<a href="mailto:lfriedman@framingham.edu">lfriedman@framingham.edu</a>
Communication, Media, & Performance	Francesca Cerutti-Harris	WL/MA	C203/107	4683	<a href="mailto:fcerruttiharris@framingham.edu">fcerruttiharris@framingham.edu</a>
Computer Science	Deb Ferullo	HH	320	4712	<a href="mailto:dferullo@framingham.edu">dferullo@framingham.edu</a>
Education	Hunter Seabrook	OC	126	4569	<a href="mailto:Hseabrook@framingham.edu">Hseabrook@framingham.edu</a>
English	Francesca Cerutti-Harris	WL/MH	C203/107	4683	<a href="mailto:fcerruttiharris@framingham.edu">fcerruttiharris@framingham.edu</a>
Environment, Sustainability, & Society	Deb Ferullo	HH	320	4712	<a href="mailto:dferullo@framingham.edu">dferullo@framingham.edu</a>
Fashion Design and Retailing	Helen Carmichael	MH	108	4800	<a href="mailto:hcarmichael@framingham.edu">hcarmichael@framingham.edu</a>
History	Hunter Seabrook	OC	126	4569	<a href="mailto:Hseabrook@framingham.edu">Hseabrook@framingham.edu</a>
Library	Kate Burt	WL	115	4651	<a href="mailto:kburt2@framingham.edu">kburt2@framingham.edu</a>
Management and Business & IT	Elizabeth Correll	CR	100B	4851	<a href="mailto:ecorrell@framingham.edu">ecorrell@framingham.edu</a>
Marketing	Elizabeth Correll	CR	100B	4851	<a href="mailto:ecorrell@framingham.edu">ecorrell@framingham.edu</a>
Mathematics	Meghan Maxfield	HH	215	4700	<a href="mailto:mmaxfield@framingham.edu">mmaxfield@framingham.edu</a>
Nursing	Deb Ferullo	HH	320	4715	<a href="mailto:dferullo@framingham.edu">dferullo@framingham.edu</a>
Nutrition & Health Studies	Meghan Maxfield	HH	215	4700	<a href="mailto:mmaxfield@framingham.edu">mmaxfield@framingham.edu</a>
Political Science, Law, & Global Studies	Kellie Keane	OC	318	4801	<a href="mailto:kkeane6@framingham.edu">kkeane6@framingham.edu</a>
Psychology & Philosophy	Nicole Carey	OC	216	4850	<a href="mailto:ncarey@framingham.edu">ncarey@framingham.edu</a>

Department	Name	Hall	Room	Ext.	Email
Sociology & Criminology	Kellie Keane	OC	318	4801	Kkeane6@framingham.edu
World Languages	Nicole Carey	OC	216	4850	<a href="mailto:ncarey@framingham.edu">ncarey@framingham.edu</a>

## **GETTING STARTED**

Your department chair and departmental administrative assistant will help orient you to the university. This section of the handbook contains useful information that will help you join our community.

### **Office Keys**

Office keys may be obtained through your departmental administrative assistant.

### **Human Resources**

The Office of Human Resources is charged with providing services to the university community in the areas of affirmative action and equal opportunity, employee and labor relations, benefits and payroll administration, and training and professional development. For more information, visit the [Human Resources](#) webpage.

New full-time faculty must return the completed Group Insurance Commission (GIC) enrollment forms to the Office of Human Resources within the first 10 days of hire to activate GIC health coverage. GIC insurance begins either on the first of the month following 60 days from the date of hire, or two calendar months, whichever date comes first. For more information, contact the FSU benefits coordinator in the Office of Human Resources at x4951. You can choose to change your health plan selection every spring during the open enrollment period.

### **FSU Identification Card**

To obtain an FSU ID card, you will need to complete the [New Employee ID Application form](#). This form is available at the ID Office on the ground floor of the McCarthy Center (MC 100A). Your ID card will grant you access to your office building after hours, your assigned parking lot, and the FSU Fitness Center and athletic events. If you should have any questions regarding your ID, please e-mail the ID Office at [idooffice@framingham.edu](mailto:idooffice@framingham.edu) or call x4944. For additional information about FSU IDs and what to do in the case of a lost or stolen card, please go to the [FSU Card Access](#) webpage.

### **Ordering Materials**

All purchases of products or services should be processed by the departmental administrative assistants and must be procured using requisitions rather than reimbursements. Reimbursements will be approved only in rare circumstances. All purchases must be delivered to the university, so that the required receipt and inventory tagging can be recorded. Items cannot be shipped to a home address.

Funds for these purchases will be drawn from departmental budgets and these purchases become the property of the university, not the staff member, even if purchased with professional development or start-up funds. The university does not purchase or reimburse any personal use items or remote work items like earbuds, eyeglasses, desks, or paper products.

Purchases of IT hardware or software licenses or services, should be submitted to ITS for review and approval of the product or service before purchasing it or submitting a requestion. In the IT portal, go to *Services* then *Hardware, Software & Printing* to submit an item for review. Some services and equipment are already available through ITS and you may not need to purchase them at all.

## **Travel**

Each full-time faculty member has \$400 per year to spend on travel. There are numerous ways to get additional funding, which include through CELTSS, with additional professional development funds that are specified in the Collective Bargaining Agreement, through outside grants, and from department funds or other sources in the Office of Academic Affairs. All travel must be approved at least two weeks in advance. Faculty are encouraged to use the university's travel agents to arrange flights. Some conferences will take purchase orders for registration. For those that do not, there is a university procurement card that can be used. Please refer to the detailed information provided by the business office [here](#). Departmental administrative assistants provide support for traveling faculty members by assisting with forms and submission of documents.

## **Inviting Guest Speakers/Lecturers**

Faculty should get permission from the department chair when the guest speaker is getting a stipend. Once permission is granted, the department admin needs to know the class and the date of the visit. The administrative assistant should be notified at least three weeks in advance to get the necessary paperwork to process the payment.

## **Planning Field Trips**

Field Trips must be approved in writing by the department chair before any definite arrangements are made. No special notice is required if the trip is completed during the normal class time. If a trip of longer duration than the normal class time is to be taken, it is the responsibility of the faculty member to publicly post notice of any such trip at least two weeks prior to its occurrence.

Participation on the part of the students will be on a voluntary basis when a field trip conflicts with regularly scheduled classes. Before any such field trip, the instructor must advise students that they will not be penalized for non-participation. If more than half of the students in another class are absent because of such a field trip, the instructor in that course may cancel the class.

Please see the [Field Trip Policy](#) for additional guidance and the required forms.

## Faculty Union – FSCPA

The Framingham State University Chapter of the [Massachusetts State College Association \(MSCA\)](#) is dedicated to the welfare of its members. It is part of the [Massachusetts Teachers Association \(MTA\)](#), which is affiliated with the [National Education Association \(NEA\)](#). There are nine sibling institutions in the MSCA, all state universities like ours in Massachusetts. The union represents full-time and part-time faculty and full-time librarians; it also represents faculty in the Division of Graduate and Continuing Education (DGCE).

The purpose of the MSCA is to organize, connect, and develop the efforts of its members towards defending, strengthening, and improving its members' working conditions and public higher education. The power of the union is its ability to engage in collaborative actions and the legally enforceable contract. The [benefits of being a union member](#) are numerous. At FSU, the union is vibrant and collaborative. Although there is an executive board of the FSU MSCA chapter (see members for 2023-2024 below), the chapter meets as a group regularly and works together as a collective around matters ranging from campus governance, to bargaining contracts, to supporting anti-racist organizing, among many others. Towards these efforts, the union meets regularly with the administration. Sometimes these meetings are with the collective; other times elected union officers meet with administrators.

As a union, current and new members are central to a wide range of union organizing, outreach, and community engagement. The union is always actively working to increase membership involvement in chapter and state-wide issues, as its strength and impact increase when more voices are brought to the table.

In 2024, a key action item is bargaining our current contract. FSU will have representatives on the state-wide bargaining team, but members can also attend these bargaining sessions as silent representatives. Also in 2024, the union will support two key pieces of legislation: the [Cherish Act](#) and the [Thrive Act](#). In the recent past, the union helped support getting the [Fair Share Amendment](#) passed in 2022. In 2023, the union bargained for 4%/4% raises in July 23/Jan 24, respectively. The union continues to focus on discussions and initiatives related to [the pandemic](#), racial justice, and the economy.

As a union, FSCPA is dedicated to continually providing members with the necessary information to help understand the contract and collective bargaining processes, and this in turn gives members many pathways to get involved and influence these processes. The current day [collective bargaining \(CBA\)](#) agreement can be found here (DGCE CBA, [here](#)). The contract defines working conditions, evaluation procedures and establishes our shared faculty governance structures. Any violations of the contract are challenged through the contract's grievance procedure.

The union also seeks the joint collaboration within the unit membership to advocate for specific work-related campaigns of action for initiatives that deal with current health, economic, and racial issues. This is done through active social media engagement with the emphasis on collective input. For social media inquiries you can contact [fsu.msca.social@gmail.com](mailto:fsu.msca.social@gmail.com). We invite you to [JOIN the Union](#). The dues structure for 2023-2024 can be found [here](#). Please contact Zahra Tohidinia ([ztohidinia@framingham.edu](mailto:ztohidinia@framingham.edu)) for instructions on joining the union.

For any questions about the union and your union rights, please contact the President of the Framingham Chapter ([president.framingham@mscaunion.org](mailto:president.framingham@mscaunion.org))

### **MSCA Executive Board Spring 2024**

[Zahra Tohidinia](#), Treasurer, Marketing Department

[Ann Johnson](#), President and Grievance Officer, Nutrition and Health Studies

[Christian Gentry](#), Collective Action Team Leader, Art and Music Department

[Susan Massad](#), Recording and Corresponding Secretary, Nutrition and Health Studies

[Cara Pina](#), New Member Liaison, Biology Department

[Luis Rosero](#), District Director of the Massachusetts Teachers Association Board of Directors, Accounting, Economics, and Finance Department

### **Education Technology Office (ETO)**

Education technology is an integral part of the teaching and learning environment at FSU. Each year, the [Education Technology Office \(ETO\)](#) hosts initiatives to support this effort. The ETO consultative team is available to help faculty adopt and develop innovative teaching and learning strategies using educational technology to meet the needs of our students. Faculty may email ETO at [eto@framingham.edu](mailto:eto@framingham.edu) for assistance navigating the digital learning environment, recording lectures, scheduling virtual meetings, piloting emerging technologies, creating accessible content, and using national best practices to design an online, remote, or hybrid course. Offices are in Hemenway Hall in rooms 105 and 109.

### **Information Technology Services (ITS)**

Information Technology Services (ITS) at Framingham State university provide in-person, phone, and on-demand support. Anyone needing IT (Information Technology) assistance may call 508 215-5906, email ITS at [it@framingham.edu](mailto:it@framingham.edu), or visit <https://myit.framingham.edu> to search the knowledge base, report an incident, or make a request.

During the academic year, IT Service Desk support is extended to nights and weekends for remote and in-person assistance in the Whittemore Library, according to the schedule below. In-person help is available during at the Technology Resource Center in the library's lower mezzanine from 8 am to 4 pm or the library front desk after 4 pm.

- Monday through Thursday from 8:00 am to 9:00 pm



- Friday from 8:00 am until 5:00 pm
- Saturday from 1:00 pm until 5:00 pm
- Sunday from 1:00 pm until 10:00 pm

Each classroom is equipped with either Laser Projectors or Large Screen Flat Panel Displays, input (HDMI and VGA) for faculty laptops, controllers to manage multiple inputs from instructor laptops, and document cameras or other compatible devices. For audio, all rooms are equipped with an Amplifier and Speakers. Specialty classrooms, in addition to the standard setup, are equipped with all or some of the following: document cameras, resident PCs, Blu-ray players, microphones, and Hy flex equipment. More details are outlined in the [Classroom Technology Resource guide](#).

Students have access to computers and printers at numerous locations across campus. Students have access to 250 pages of free printing on campus and can request more pages as needed.

A 24-hour general computer lab is open in the commuter lounge in McCarthy Center. Faculty wishing to teach in a computer lab should contact the Registrar's Office via email at [registraroffice@framingham.edu](mailto:registraroffice@framingham.edu) to check for availability.

For more information, visit the [ITS](#) webpage.

## **Dining Services**

There is a wide variety of excellent dining choices at FSU. On the [Dining Services](#) webpage, hover over Dining Choices to see all of the options. Click on any one of them for details about menus, locations, and hours. The [Faculty/Staff Dining Room](#), on the 3<sup>rd</sup> floor of the McCarthy Center, is a popular place for faculty and staff to gather for lunch and conversation.

## **Athletics and Recreation Center**

FSU houses an excellent Athletic and Recreation Center with fitness programs for students, faculty, and staff. [Hours of operation and Group Exercise Schedule](#) are available online. You will need to present your FSU ID to gain access to the weight room or to attend athletic events free of charge.

## **Child Care**

[The Jeanne M. Canelli Child Development Lab](#) offers quality early childhood education to preschool-age children for FSU and surrounding communities. The Child Development Lab also serves as a teaching laboratory for our university students interested in teaching young children and conducting research in child development, psychology, and sociology. The development of the whole child is fostered here in the lab, and emphasis is placed on meeting the needs of each child in a literacy-rich environment. We take advantage of our location on a

university campus to enrich our curriculum with participation in programs and special events held on campus.

The [Jeanne M. Canelli Child Development Lab](#) offers full and half-day programs during the school year (September through June). During the academic year, we follow FSU's schedule for vacations and holiday closures.

[The Early Childhood Center](#) offers year-round, full-day care from 7:00 a.m. to 5:30 p.m. and enrolls children 2 years 9 months to 6 years old. Parents may select two, three, four, or five day options to enroll their children. The class size is limited to 19 children. The Early Childhood Center is staffed by highly qualified teachers and center directors who have earned bachelor and master degrees in early childhood, Massachusetts Early Childhood Education Pre-K through Grade 2 with or without Special Needs teaching licenses, and preschool teacher certification. In addition, university students interested in working with young children and families intern in the Early Childhood Center to gain valuable experience. The students are supervised by Center staff and faculty supervisors.

## **Parking Permit**

All faculty, staff, and students are required to apply for their parking permits online (see below). Before they do so, their hiring information needs to be uploaded into the system. It usually takes 10-14 days for the files to be transferred and uploaded once all hiring information is received.

To apply for your parking permit please follow [this link](#). Please note that there is no charge for your parking permit.

You will need the following:

- o Student/Faculty/Staff ID Number (aka Banner Number)
- o Vehicle Make
- o Vehicle Model
- o Vehicle Type
- o Registration (plate number)
- o Registration Expiration Date

Please see the current parking rules and regulations [handbook](#) for more information.

## **Start-Up Funds**

Start-up funds are specified in new full-time faculty contract letters. Your departmental administrative assistant can help you with the paperwork for submitting requisitions, purchase orders, and reimbursement requests. Questions about appropriate uses of start-up funds should

be addressed to your academic dean. The funds are to be used as specified in the hiring letter unless otherwise approved by the appropriate academic dean. Any property purchased with start-up funds is the property of FSU.

## **Local Transportation**

[Information on local transportation](#) via the Metrowest Regional Transport Authority (MWRTA) and Zip Car may be found on the FSU website. Tommy's Taxi (508-872-3500) is another good local resource. Information on transportation to and from Logan Airport via the [Logan Express shuttle](#) is available on its webpage. Please note limited hours of operation, so plan your trip accordingly.

## **GETTING TO KNOW OUR CAMPUS COMMUNITY**

### **Diversity, Inclusion, and Equity at FSU**

FSU is committed to diversity, inclusion, and equity. Diversity is a broad concept, including racial/ethnic identity, nationality, sexual orientation, gender identity/expression, religion, physical ability, teaching style, learning style, and political philosophy. We believe that a diverse, inclusive, and equitable academic and work setting enriches teaching and research and will promote creativity, productivity, and innovation.

Faculty members are invited to join FSU's Council on Diversity and Inclusion (CDI) and to participate in events at the Center for Inclusive Excellence. For information about activities and events, academic opportunities, student organizations, and resources, please visit the [CDI](#) and [Center for Inclusive Excellence](#) webpages.

The Division of Diversity, Inclusion, and Community Engagement (DICE) currently sponsors eight employee affinity groups. These groups provide meaningful opportunities to connect and build community with FSU colleagues who share identities, values, and life experiences.

Presently we have the following affinity groups (groups may vary each year based on interest):

- Black Faculty and Staff Association – *currently seeking facilitator(s)*
- Employees of Color Affinity Group – *currently seeking co-facilitator(s)*
- LGBTQ+ Employee Affinity Group – *currently seeking co-facilitator(s)*
- Parents and Caregivers Working Group – *currently seeking facilitator(s)*
- Contingent Faculty Affinity Group – *currently seeking facilitator(s)*
- Veteran Employees and Student Affinity Group
- Women's Affinity Group

If you have questions about employee affinity groups in general, please contact Jerome Burke, Director of the Center Inclusive Excellence, at [jburke13@framingham.edu](mailto:jburke13@framingham.edu).

The CDI also provides funding for selected activities related to diversity and inclusion. All members of the FSU community are eligible to submit proposals by visiting the [Inclusive Excellence Funding webpage](#).



## **Starfish**

Starfish is a web-based tool that promotes building relationships among students, faculty, and staff. Relationships with our students come in many forms, from teaching, advising, and counseling to coaching and mentoring. Starfish enables us to scale student support initiatives, connect more students with the campus community, and help students achieve their academic goals. It provides an efficient way to quickly offer coordinated support to all students, ensuring they receive the appropriate type of assistance or encouragement to keep them on track.

Faculty & Advisor features include:

- The ability to make your office hours & appointments available to students online for scheduling
- Automated email templates reminding students they have a meeting with you
- Single, walk-in, or group scheduling possibilities
- Electronic advising notes
- At-a-glance advisee information
- Quick academic performance feedback using a "Progress Survey"
- Continuous options to send positive feedback in the form of a "Kudos"

For more information, contact:

Student Retention & Graduation Success

[starfish@framingham.edu](mailto:starfish@framingham.edu)

508-626-4966

## **Center for Excellence in Learning, Teaching, Scholarship, and Service (CELTSS)**

CELTSS is a valuable resource for professional development and [funding for FSU faculty](#). Supported by the Office of Academic Affairs, it is organized and operated entirely by faculty. You may email the [CELTSS staff](#) at [celtss@framingham.edu](mailto:celtss@framingham.edu). For more information, please visit the [CELTSS](#) webpage.

## **Center for Civic Engagement & Service Learning (CCESL)**

The CCESL supports community-engaged learning by supporting faculty who wish to add community engagement projects to their classes. Faculty members interested in establishing community-engaged learning partnerships should contact Dr. David Smailes, Associate Professor of Political Science, Law, & Global Studies and Faculty Coordinator, at [dsmailles@framingham.edu](mailto:dsmailles@framingham.edu).

## **Grants and Sponsored Programs**

[The FSU Office of Grants & Sponsored Programs](#) (OGSP) provides guidance to faculty, administrators, and staff on the grant application process. The OGSP cultivates relationships on behalf of FSU with external philanthropic organizations, helps develop ideas and projects for grants, facilitates the completion and submission of grant applications and sub-awards, and oversees the compliance reporting process. Additionally, the group creates policy documents that establish its working culture and guidelines and that align with Federal and state regulations. The OGSP is a component of the Division of Academic Affairs at FSU, reporting to the Provost, Vice President for Academic Affairs.

It is imperative that all grant applications come through the OGSP. Not only can OGSP and its colleagues in the Business Office help and advise faculty members concerning the application process, but it is the responsibility of OGSP to research and cultivate funders pre-award and manage proposals and reporting procedures post-award. Faculty must get approval from their chair and/or dean before applying for a grant.

## **Henry Whittemore Library**

Whittemore Library provides a variety of excellent resources for FSU faculty and students, including an array of online databases. You can find useful information on the [Library's](#) webpage. Faculty ID cards will have library barcodes already embedded so new faculty can check out books immediately. For more information about services for faculty, including course reserves, library instruction, subject liaison librarians, and research services, see our Services for Faculty guide (<https://libguides.framingham.edu/faculty>).

If you would like to learn more about support for Digital Humanities and Open Educational Resources (OER), contact Rebecca Dowgiert at Rebecca Dowgiert at [rdowgiert@framingham.edu](mailto:rdowgiert@framingham.edu).

The library provides library orientation tours for new faculty and for students; please contact Kathleen Barnard at [kbarnard@framingham.edu](mailto:kbarnard@framingham.edu) to set it up. For any other questions, do not hesitate to contact the Library Dean, Millie Gonzalez, at [vgonzalez@framingham.edu](mailto:vgonzalez@framingham.edu).

## **Campus Events**

The Office of Campus Events provides event support services; manages event, location, and resource reservations through the 25Live system (except for classrooms for regularly scheduled courses), contracts all external/non-FSU events, and serves as a general resource for event planning at FSU. Campus Events is located on the ground floor of O'Connor Hall and can be reached at [reservations@framingham.edu](mailto:reservations@framingham.edu) or at 508-686-4092, or from a campus phone at 4092.

Reserving Space: Faculty should work with their department administrative assistants to reserve spaces and resources for meetings or events, but they are also welcome to contact Campus Events with questions.

External Events: Events where the attendees, organizers, or purpose are not specifically for the FSU students, faculty, and staff may be characterized as external events. Organizations that hold external events on campus are expected to pay usage fees and other costs directly attributable to the events, such as catering, police details, maintenance, and AV costs. An event and/or group may be deemed external or internal by the Coordinator of Campus Events depending on affiliation, attendees, and revenue.

It is possible for some external events to have designated FSU sponsors. The designation of "sponsor" requires that the program have a direct affiliation with a university department at FSU and that the program directly support the mission of the university. The sponsoring department must have the written approval of their respective Vice President and must support Campus Events in the planning and execution of the event. Among other responsibilities, a faculty or staff person, designated as the sponsorship representative, is required to attend the event. When above criteria are met, a waiver of partial room charges may be granted by the sponsoring Vice President; however, labor costs and a minimum usage fee will still apply.

For sponsored external events, certain charges/fees can be waived, though some must be paid by the external organization, and in most circumstances, will be paid by the external group/organization. Labor and other costs directly attributable to the event cannot be waived. There is a minimum usage fee charged to all events. For a sponsored external event, the minimum usage fee is 10% of the total room charges. For more details regarding this policy, please contact Campus Events.

## **Academic Centers**

Academic Affairs houses several Academic Centers that serve as important resources for faculty, students, and the larger community. For a complete list and descriptions of these centers, please visit the [Academic Centers and Institutes](#) webpage.

## **Smithsonian Institution Affiliation**

FSU is an Affiliate of the Smithsonian. This provides access to Smithsonian collections and

scholars and to other professional development opportunities including the opportunity to collaborate on grants. Please contact your academic dean for more information.

### **Professional Development Funds**

Per the [Collective Bargaining Agreement](#), full-time faculty members are eligible to receive an annual stipend to cover professional development expenses. The amount of the stipend is determined by the Agreement and announced early in the fall semester. All full-time faculty members receive the same stipend. Full-time faculty members submit brief proposals to the Office of Academic Affairs in the fall semester, and the funds are dispersed in the spring semester. Any material purchased with these funds is the property of the instructor, as the faculty member receives a taxable stipend for this purpose. Full-time faculty must apply for these funds by the deadline, which will be communicated by the Office of Academic Affairs, each fall. Additional professional development funding is provided by CELTSS.

### **University Police**

The FSU Police Department (FSUPD) has primary responsibility for safety, security, and the upholding of all laws of the Commonwealth on the campus. The Department works closely with the university community to ensure that programs and services are systematically coordinated to promote and enhance a safe environment. The FSUPD is located on the ground floor of the McCarthy Center on Church Street. If you arrive at your office building during a time the building is locked and you do not have your key card with you, you may call university Police for assistance in gaining entry to the building. The FSUPD phone number is 508-626-4911, or from a campus phone, simply 4911. Information on [campus safety](#) is available on the [FSUPD](#) webpage.

Faculty members should contact the university Police at 508-626-4911 in any of the following situations:

- A student requests an escort to a parking lot in the evening.
- A student or faculty member experiences a medical emergency.
- A student exhibits aberrant behavior, whether disruptive or not.
- A faculty member or student is threatened or harassed, verbally or by E-mail.
- A student makes a reference to wanting to do harm to self or others.
- A faculty member does not feel safe meeting with a student alone. We recommend in this case that the faculty member consult with the chair if possible.

## PREPARING FOR CLASS

### Ensuring Accessibility

It is the entire campus' responsibility to ensure compliance with the Americans with Disabilities Act standards for accessible course content and materials. Whether a course is entirely online or uses an online learning management system to supplement in-class content, all course materials, including audio, video, and PowerPoints must be accessible for all students, including students with disabilities. Faculty members are encouraged to incorporate principles of Universal Design for Learning in designing new courses and updating existing courses. Additionally, faculty members are responsible for locating accessible supplemental materials and providing captions or transcripts for audio/video content for their courses.

The Education Technology and Interactive Media Office and [CASA's Disability/Access Services](#) can provide training, suggestions, referrals, and support.

### Ordering Books

Book orders are due each semester prior to the beginning of the class registration period for that semester, which takes place during the preceding semester (i.e. fall orders are due the previous spring semester prior to spring registration for fall classes). **It is a federal requirement that we publish information on required books and other materials before students register for their courses.** The bookstore sends out email notifications as to when book orders are due. While ordering books online is an option, many faculty have found that placing orders with the Bookstore via email is a more reliable option. Orders may be sent to [bookstore@framingham.edu](mailto:bookstore@framingham.edu) and should include:

- course number, section, and title
- number of students expected to enroll
- book title, author, edition, or year of publication
- ISBN number (if available)

**It is important that book orders be placed with the university bookstore even if the materials are available from another source, as students may use their financial aid to purchase books only from the FSU bookstore.**

### Academic Calendar

The Academic Calendar is a list of important dates in the academic year, including the dates that classes and final exams start and finish, specific holidays, and make-up days. It is essential that you check the [academic calendar](#) before finalizing your syllabus. (If the upcoming semester's calendar does not appear at the time you access this link, click on "Future Calendars"



on the right.)

## Course Block Schedule

Because of our 4-credit system, classes at FSU are scheduled differently from the way they are scheduled at many other universities. There is a color-coded [course block schedule](#) that you can access on the FSU website to help familiarize yourself with the schedule.

## Syllabus

The Collective Bargaining Agreement dictates that the instructor for each course will provide a syllabus and course outline to their students. university policy is that the syllabus will be available by the first day of class each semester. The syllabus is used to communicate in writing to students the instructor's expectations for the course and all essential information for the course, including policies, requirements, and grading. The syllabus is regarded as an agreement between the instructor and the students in the class, and students should be notified in writing of any changes to the syllabus that occur during the semester.

A syllabus should include the following information:

1. Course number, title, and current Catalog description, including prerequisites (In a separate paragraph, instructors may, if they wish, supplement the Catalog description with additional information they feel will help students understand the nature of the course being offered).
2. Instructor's name, office hours (for full-time faculty), office location, office phone, and campus e-mail address
3. Governance-approved learning objectives if it is a general education course
4. List of required/recommended readings and other materials, including editions of required books
5. Course requirements (e.g. assignments, projects, exams) and grading system
6. Significant course policies, especially regarding attendance, make-ups, submission of late assignments, and academic dishonesty/plagiarism (with a reference to the university policy on academic honesty in the [Catalog](#))
7. Class meeting schedule and activities

While it is not required, the Office of Academic Affairs recommends that the following also be included:

1. Information on availability of academic accommodations (supplying Catalog language on accommodations)
2. A statement of how much time students are expected to work outside of class (e.g., through readings, group work, online assignments, etc.). **Federal regulations dictate that students must have an additional two hours of academic work for each credit**

**hour.** So, for a 4-credit course, they are expected to work 8 hours per week outside the regular classroom or online meeting times. In short, for 4-credit classes, including online and hybrid classes, students are expected to engage with the course material for 12 hours per week (including in-class or online time) for a 4-credit course. For courses carrying fewer or more than 4 credits, a commensurate amount of outside work is expected.

3. An anti-racism statement that affirms FSU's commitment to diversity, inclusion, and equity:

A group of faculty and administrators drafted an anti-racism statement for incorporation into course syllabi.

The suggestion is to use the heading *Anti-Racism at FSU* or *My Commitment to Cultivate an Anti-Racist Classroom*.

“At Framingham State university, faculty, staff, and students work together to sustain a learning, working, and living community free from hate, discrimination, harassment, and intolerance. We recognize the damaging effects of systemic racism—including policies, structures, and historic practices—on the experience and success of communities of color. Coming from different backgrounds and different levels of privilege, we can all affirm and engage in anti-racist work.

Diversity of voices, and of minds, strengthens our ability to solve problems and to ask and answer questions about the world we share. As your instructor, I commit to upholding community values of inclusion, civility, accessibility, and mutual respect. I expect this class to commit to creating a community that affirms and welcomes all persons from diverse backgrounds and experiences and supports the realization of everyone's potential.”

4. A statement on sex/gender-based harassment and violence

“Framingham State university is committed to maintaining a safe and healthy learning, living and working environment that is free from all forms of sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking and retaliation. If you or someone you know has experienced any form of sexual- or gender-based misconduct, we urge you to visit the SHAPE website at [www.framingham.edu/shape](http://www.framingham.edu/shape) for information regarding on-campus and community resources, university policy, contact information for the Title IX Coordinators, confidential and non-confidential reporting options, victim rights, and more.”

5. Land Acknowledgement

This is adapted from <http://convention.myacpa.org/boston2019/inclusion/land-acknowledgement/>

## **What is a Land Acknowledgment?**

A Land Acknowledgement is a formal statement that recognizes and respects Indigenous Peoples as traditional stewards of this land and the enduring relationship that exists between Indigenous Peoples and their traditional territories.

## **Why do we recognize the land?**

To recognize the land is an expression of gratitude and appreciation to those whose territory you reside on, and a way of honoring the Indigenous people who have been living and working on the land from time immemorial. It is important to understand the long-standing history that has brought you to reside on the land, and to seek to understand your place within that history.

Land acknowledgements do not exist in a past tense, or historical context: colonialism is a current ongoing process, and we need to build our mindfulness of our present participation. It is also worth noting that acknowledging the land is Indigenous protocol.

## **FSU Land Acknowledgement for Syllabus**

“We would like to acknowledge that the land we live, work, learn, and commune on is the original homelands of the Nipmuc tribal nations. We acknowledge the painful history of genocide and forced removal from this territory, and we honor and respect the many diverse Indigenous peoples still connected to this land on which we gather.”

Source: <https://native-land.ca/>

6. Statements regarding expectations for student behavior in the classroom and online, if applicable.
7. Statement on masking requirements (if any) in your classroom attendance

You should feel comfortable to ask your faculty colleagues for copies of their syllabi, especially for course(s) you are teaching for the first time. These will help you to think through your own approach to the course and to various teaching and student evaluation strategies, as well as serving as a guide for the amount of material it is possible to cover during a semester.

## **Print Services**

Large volume print/copying projects (e.g., syllabi and exams) should be completed by the university's Print Services office, which is in the Whittemore Library, in room G01. The Print Services staff request that instructors allow at least three days in order to complete each printing project. While the turnaround time is often less, this is rarely the case at the start of the semester when everyone else is also trying to get their copying done.

Print orders should be submitted through the Print Services Gateway accessed through myFramingham on the @Work page. The Gateway allows you to order any type of print job that Print Services can produce (e.g., business cards, posters, bound prints, lawn signs, etc.). Contact Print Services at [printservices@framingham.edu](mailto:printservices@framingham.edu) or ext. 4669 if you have any questions.

Self-service copying, scanning, and bubble grading are available in Whittemore Library 217. This room is accessible to both Faculty and Staff at any time with their FSU ID.

Print Services is also able to create course packs for classes. Course packs can be a great tool for faculty who want to include specific chapters or sections from a number of books but do not want students to purchase numerous books only to use a small portion of each. These require at least seven weeks from the course start date to be completed – so please plan well in advance if you want to create one for your class.

Departments also have access to smaller copy machines, which are in the academic buildings. However, these are not intended for, nor designed for, large-volume copying. Departmental copiers are generally for small-scale individual, professional work. Departmental copiers are managed by ITS.

## **Office Hours**

The [Collective Bargaining Agreement](#) stipulates that each full-time faculty member will post office hours outside their office doors. All full-time faculty are required by contract to hold a weekly one-hour office hour for each four-credit course taught. This means that for a three course (or 12 hour) workload, faculty should schedule weekly office hours that amount to three hours per week. Office hours should be distributed over a minimum of two days. During peak periods in the academic year, such as pre-registration, registration, mid-term examinations, and final examinations, faculty members may be required to be available to advise students such that the total number of hours of student academic advising, including posted office hours, shall not be less than 75 in a given semester.

While part-time faculty are not required to hold office hours, they are expected to be available to advise students in their classes in person (at a time mutually agreed upon by the student and the faculty member) or electronically.

## **Course Scheduling**

Teaching schedules for the upcoming semester are developed early in the fall and spring semesters. Chairs will consult with individual faculty members regarding teaching assignments and schedules. In accordance with the faculty contract, chairs will attempt to give each faculty member one non-instructional day per week, although this cannot always be achieved. In developing the schedule, chairs must consider faculty expertise, programming needs, and classroom availability. Faculty are not required to teach later than 4:30pm as part of their day

load, but may do so voluntarily.

## **CLASSROOM POLICIES AND PROCEDURES**

### **Class Lists**

Before classes begin, the Registrar will send all faculty a course roster that contains students' legal names and preferred first names. If a student has indicated that they have a preferred first name, make sure that you always use that name when you refer to the student.

You may also access your class list on myFramingham and Canvas.

### **Course Add/Drop Period**

During the first six (6) academic days, students can change their class schedules by adding and/or dropping courses. By logging onto myFramingham, students may add or drop a course, including changing a section of a course, until the end of the week-long Add/Drop period. During Add/Drop, students may try to add classes that are already at their enrollment limit. However, this will not be allowed without instructor approval. Overloads cannot be done by the student alone at a computer, as the decision to overload is an instructor decision. You should seek the guidance of colleagues on whether to allow an overload in your course and, if so, what priority rules to use. If the course is full, or if prerequisites are required that you have agreed to waive, a student may submit a completed override form, bearing your signature granting permission to enroll, to the Office of the Registrar. When admitting students to a class that is "full," you should bear in mind that classrooms do have fire code limits on seating capacity.

### **Withdrawal from Courses**

Students have six (6) academic days (Course Add/Drop period) to withdraw from a course with no academic penalty and no notation on their records. Students who withdraw between the third and thirteenth week of a regular semester (or for a quarter course, no later than the end of the fifth full week of the quarter) will incur no academic penalty, but will have a notation of "W" on their permanent records. All schedule changes are to be made via myFramingham. No student may withdraw from a course during a regular semester after the thirteenth week unless there are extraordinary circumstances (such as documented hospitalization or sickness). In such cases, with the concurrence of both the Dean of the College of which the course is offered or designee and the course instructor, a late "W" may be authorized.

<https://www.framingham.edu/academics/registrar/general-information/course-adddrop-course-withdrawal>

## Voluntary Withdrawal from the University

Students may [withdraw from the university](#) at any time before the end of the Course Withdrawal period (prior to the thirteenth week of a semester) by submitting a completed "Withdrawal from the university" form to the Office of the Registrar. The student is withdrawn from all courses with a designation of "WX" noted on their academic record. If a student chooses to withdraw from the university after the thirteenth week of the semester, they will receive a final grade in all courses. Students with extraordinary circumstances (such as documented hospitalization or sickness) should consult with the Dean of Students to determine if a late withdrawal is warranted.

## Administrative Withdrawal from the University

Faculty have the option to request administrative withdrawal of students from their classes for non-attendance/non-participation. For this purpose, non-attendance is considered 21 consecutive calendar days of failure to engage in the course. At this point, a faculty member may initiate an administrative withdrawal. For more information, see the policy in the [undergraduate catalog](#). To request administrative withdrawal for a student, faculty should use [this form](#), available on the portal.

## Semester Leave of Absence (LOA)from the University

Students may take LOAs from the university for up to a year. If a student requests the LOA before the end of the add/drop period, the request must be submitted to the Office of the university Registrar no later than the end of the Course Add/Drop period for the fall or spring semester. Students requesting an LOA after the end of the Course Add/Drop and before the deadline to Withdraw from the university will need to submit the request to the Dean of Students. To remain active in the program before the LOA expires, the student must enroll in courses for the upcoming semester. The student may request to extend the LOA for one (1) consecutive semester and must do so before the end of the Course Add/Drop period. Should the student not register once the LOA expires, the student will become Inactive (non-matriculated) at the university and will need to apply for re-admission or reinstatement in order to resume their program of study.

## Attendance Policy

Although students are expected to attend class regularly, the attendance policy for each class is determined by the instructor. The policy should include the circumstances under which you as the instructor will approve an excused absence and the procedure for completing any make-up work. This policy should appear on your course syllabus. You should be aware, however, that **if a student who is enrolled in your class never attends the class or stops attending at some point during the semester, you will need to report the last date of attendance when grades are submitted at the end of the semester.** If you do not take attendance regularly, you will need to

devise another means by which to determine that date. This reporting is required because it affects a student's eligibility for financial aid.

Students missing fewer than three consecutive days are instructed to contact their faculty directly to discuss the absences and missed work. Students missing three or more consecutive days should contact the Office of the Dean of Students at [deanofstudents@framingham.edu](mailto:deanofstudents@framingham.edu) to provide [documentation for their absences](#). The Dean of Students will share information with faculty and advisors as to whether students have documentation for these absences as appropriate, although the decision of how to address these absences are made by faculty.

### **Absence Due to Religious Beliefs**

Massachusetts General Laws Chapter 151C, 2B states:

*“Any student in an educational or vocational training institution, other than a religious or denominational educational or vocational training institution, who is unable, because of their religious beliefs, to attend classes or to participate in any examination study or work requirement on a particular day, shall be excused from such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement which he/she may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to said student such an opportunity. No adverse or prejudicial effects shall result to any student because of their availing themselves to the provisions of this section.”*

### **Class Cancellations**

All faculty who will be absent for any reason **must contact the departmental administrative assistant and department chair as early as possible in the day**. You should indicate the expected length of your absence, the reason for your absence, and the name, time, and location of classes you are scheduled to teach during the time of your absence. A notice for students will then be posted on the classroom door for you.

If possible, **individual students should be contacted by the professor directly**. One effective way of notifying students is to email them as a group through Canvas, (click on “all student users” in the email section of the course site). You should alert students at the beginning of the semester to check their FSU email for class cancellations, especially if they are commuters. However, even if you have notified students via email of a class cancellation, you still need to contact your department's chair and administrative assistant with this information.

The Executive Vice President for Administration, Finance, and Information Technology, in consultation with the other vice presidents, is charged with the responsibility of closing the university and/or canceling classes due to adverse weather conditions. Individual faculty members are not authorized to initiate such class cancellations. If classes are cancelled because

of adverse weather conditions or other emergency circumstances, only essential personnel are required to report for work. All other personnel are excused with pay. Faculty and students may call the FSU Weather Line at 508-626-4898 to confirm school cancellations.

You should also sign up for FSU Alert, the emergency notification system, via myFramingham. This will allow you to receive emails, texts, and voice messages regarding cancellations.

## **Classroom Conduct**

Faculty who experience ongoing disruptive student behavior in their classrooms are encouraged to document these behaviors and speak with their department chairs for advice. There are numerous resources on campus to assist faculty with challenging behaviors, such as the Student Assistance Team, the Counseling Center, and the Office of the Dean of Students. If students exhibit threatening behavior, such as physical violence, shouting, direct threats of violence or self-harm, or intoxication or impairment, they should contact university Police at 508-626-4911. Faculty are encouraged to place policies regarding expectations for student behavior in their syllabi.

When appropriate, faculty are encouraged to review the [classroom conduct policy](#) and file a [disruptive behavior complaint](#), available through the portal.

## **Examinations/Final Projects**

1. Examinations, other than the final examinations, may be scheduled at the discretion of the instructor. It is the responsibility of the student to follow whatever procedures are established and presented in writing to the students by the instructor at the start of each semester for such tests.
2. All university courses should have a culminating experience that consists of either a final examination or final course project. Final examinations must take place during the regularly scheduled examination periods. The length of time for the final examination is determined by the course instructor, but it must begin at the regularly scheduled examination time and may not exceed the allotted three (3) hour final exam time block. Final course projects should be due no later than the day and time of the scheduled final examination period for that class. Instructors may not change the time or location of final exams; final exams are not to be administered during a regularly-scheduled class.
3. Students who are absent from a final examination should contact the instructor to discuss the reason for the absence. In accordance with the incomplete policy, a copy of the final examination may be sent to Center for Academic Support and Achievement (CASA). The exam will be administered on posted dates.
4. Examinations and other graded course materials should be made available to students in a timely fashion, in accordance with FERPA (Family Educational Rights and Privacy Act of



1974). If retained by faculty, they should be kept until the end of the next academic semester and should be made available for students' review upon request.

### **Mid-Term Warnings**

At midterm, instructors are asked to report on students receiving any grade below a C- in their classes. This can be done through the myFramingham portal by clicking on the Faculty Dashboard tab and going to the Faculty Grades section on the left-hand side of that page. It is important to give students adequate evaluation to determine whether they are succeeding or not. Once they receive a midterm warning, students who are not doing well can get assistance from the Center for Academic Support and Advising (CASA) or withdraw from the class without receiving a grade of F.

### **Final Grades**

FSU operates on a plus/minus grading system. The suggested grading system for the university can be found in the FSU Undergraduate Catalog. All Final grades are due 72 hours after the completion of the final exam period. Faculty submit grades online through the myFramingham portal by clicking on the Academic Resources tab and going to the Faculty Grades section on the left-hand side of that page. Grade changes also can be submitted via the myFramingham portal. Grade changes for a previous semester are accepted until the end of the fourth week of the following semester. **Grades should not be posted publicly, nor should you place student exams or other materials in unsecured public places for pickup.**

Note that in the myFramingham grades submission process, **if you have not provided last date of attendance information for students who have stopped attending or who never attended the class, final grades for the class will not be accepted.** You may or may not receive an error message to alert you to this, so be sure to enter the attendance information.

### **Grade of Incomplete**

This is a temporary designation of Incomplete Request (IR) that has no impact on the student's grade point average. The IR is given to a student when the instructor is satisfied that circumstances beyond the student's control prevented the student from completing the required work for the course. The grade of IR may only be awarded if it is mathematically possible for the student to pass the course with the completion of the remaining work. An incomplete cannot be considered until after the course withdrawal deadline has passed. The student must submit a Request for Incomplete form to the instructor no later than the last day of the semester. If the instructor agrees with the request, they shall complete and sign the form. If extenuating circumstances prevent the student from completing the request form, the faculty member may initiate the incomplete request. An incomplete grade may not be considered passing for

purposes of determining federal financial aid eligibility, athletic eligibility, or other purposes.

## **Grade Appeal Policy**

Students have the right to discuss and review their academic performance with their instructors. Faculty have the right to establish grading standards. Faculty also have the responsibility to define general grading criteria in a course syllabus, communicate those criteria to students, and evaluate students based on those criteria.

Students may appeal final course grades (herein, grade) based on evidence of arbitrariness, prejudice, and/or error. Appeals must be based on concerns related to process and not on differences in judgment or opinion related to academic performance. The burden of proof rests on the student to demonstrate that the grade satisfies the criteria for appeal.

The grade appeal policy is described in detail in the [FSU Undergraduate Catalog](#). Students should use the [grade appeal form](#) to file a formal appeal.

## **Academic Honesty**

Integrity is essential to academic life. Consequently, students who enroll at FSU agree to maintain high standards of academic honesty and scholarly practice. They shall be responsible for familiarizing themselves with the published university policies and procedures regarding academic honesty. Faculty members are required to reference the university policy on academic honesty in their syllabi, and they shall, at their discretion, include in their course syllabi additional statements on definitions of academic honesty and academic honesty policies specific to their courses if applicable.

Faculty are required to report all cases of academic dishonesty in accordance with the university's academic honesty policy, which is in the [FSU Undergraduate Catalog](#).

## **IMPLEMENTING THE FEDERAL DEFINITION OF THE CREDIT HOUR IN YOUR COURSE**

The credit hour represents the amount of work required by a course in intended learning outcomes that are verified by evidence of student achievement that is consistent with commonly accepted practice in postsecondary education. Our institutional accreditor, NECHE, has adopted the federal definition of a credit hour.

The federal definition requires faculty to reasonably approximate the credit hour as not less than:

One hour of classroom or direct faculty instruction time and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or

At least an equivalent amount of work as required in bullet (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

(NECHE, p111 Policy on Credits and Degrees)

When designing a course, course content and expectations, faculty should reasonably approximate the time that students would need to complete course work so that it compiles broadly with the above policy. For example, if you teach a course with two hours of classroom/instruction time each week, the expectation is that students would need to spend no less than approximately four hours that week completing course assignments, readings and expectations.

In determining the amount of work associated with a credit hour, faculty should consider the variety of delivery methods, measurements of student work, academic calendars, disciplines, and degree levels.

At the time FSU goes through a Comprehensive Evaluation with NECHE, the Commission will review the institution's policies and procedures for determining the credit hours and how those policies and procedures are applied by faculty to programs and coursework.

As part of its review, using sampling or other methods, the visiting accreditation team will make a reasonable determination of whether the institution's assignment of credit hours conforms to commonly accepted practice in higher education and will include its findings in their report.

(Credits: content is verbatim or paraphrased from NECHE, Policy on Credits and Degrees)



## REFERRING STUDENTS

### Center for Academic Success and Achievement (CASA)

CASA addresses the diverse academic needs and interests of the university community with programs, services, and facilities designed to promote academic achievement. All students at the university are encouraged to make use of the tutoring services, supplemental instruction, seminars and workshops, resources, and academic coaching offered at CASA. In addition, CASA provides academic support for persons with physical, emotional and/or learning disabilities. [Further information](#) about the many services available at CASA to support student learning and academic success, as well as about hours and location, is available on the website. [Disability/Access services](#) information for both faculty and students also can be found on the CASA webpage.

CASA administers the Early Academic Alert Survey within the first four weeks of the semester. Faculty will receive instructions about reporting academic concerns through the Starfish tool. CASA staff will respond to concerns raised by faculty through Starfish in the Early Academic Alert Survey as well as throughout the semester. Questions about Starfish outreach by CASA may be directed to Dr. LaDonna Bridges, [lbridges@framingham.edu](mailto:lbridges@framingham.edu), or 508-626-4906.

### Counseling Center

The Counseling Center offers individual counseling and crisis/urgent assessment to all matriculated FSU students. These services are provided by licensed mental health practitioners and are available to all students at no cost, and without use of their health insurance/copays. We are open daily from 830am to 4:30pm. After hours mental health crisis needs are responded to by Advocates Psychiatric Services (508-872-3333).

Our clinicians provide treatment for a range of mental health disorders including anxiety, mood issues, and substance misuse, as well as adjustment issues, stress, relationship concerns, and other issues that may impact academic or personal functioning. We utilize trauma-informed practices as well as a focus on racial trauma and racial justice. We strive to treat all clients with cultural humility and hope to provide an access point for all of students who seek treatment, referrals, or resources.

Appointments can be made by calling 508-626-4640 or by visiting the Counseling, Health, and Wellness Center on the second floor of Foster Hall. Students with an urgent issue can call or come to the Center, as we have daily Urgent Care appointments.

All records/sessions are confidential, and are protected by State Laws, HIPPA, and Professional practices.

Further information about our services and information on Mental Health topics, can be found on our website. If you have questions, please contact the FSU Counseling Center Director, Ben

Day, at 508-626-4640.

## **Health Services**

The mission of Health Services at FSU is to assist students in attaining and maintaining their optimal level of health through education, consultation, assessment, and treatment. The [Health Services](#) staff maintains total confidentiality of all private communication. Services are available to all resident and commuter students who have submitted the required health form. State mandated immunization and health insurance laws are managed through Health Services. Compliance questions may be directed to this department. The office is staffed by Nurse Practitioners, and Registered Nurses and physicians see patients by appointment. For more information on these services, please feel free to stop by Foster Hall, first floor, or call 508-626-4900 between the hours of 8 a.m. and 5 p.m.

## **Dean of Students**

The Office of the [Dean of Students](#) assists students and faculty/staff to connect with student support services across campus. Support for students around Title IX issues, food and housing insecurities, commuter student support, and understanding community standards are managed out of the McCarthy Center room 504, 508-626-4596, [deanofstudents@framingham.edu](mailto:deanofstudents@framingham.edu). This office also works with students interested in taking a university leave of absence and withdrawal mid-semester and manages notification to faculty if students experience extended class absences. The Dean of Students oversees the areas of Residential Life and Housing, Veterans Services, Health and Counseling Services, Student Involvement and Leadership Development, Career and Employer Relations, Campus Ministries, New Student and Family Programs, Community Standards, [the Rams Resource Center food and amenities pantry](#), and students experiencing food and housing insecurities

## **Student Assistance Team (SAT)**

The mission of the FSU Student Assistance Team is to identify and respond to students of concern in a coordinated manner to promote student safety, success, and community well-being. Specifically, the team provides a mechanism for various community stakeholders (e.g., faculty, staff, students) to share information and refer students who are identified as in need of additional support in conjunction with what is offered by existing offices in academic and/or co-curricular aspects of student life. The goal of the team is to arrange for such support through a process of assessment, collaboration, assistance, ongoing monitoring, and appropriate communication with the referral source.

*The SAT does not replace existing student conduct processes, classroom management, public safety responses, or other programs or services. SAT is not an emergency response team. Any emergency incident should be referred immediately to university Police.*

What does the SAT do?

- Provides consultation and support to members of the university Community who are aware of and report students of concern
- Responds to reports made of students in distress; gathers information to assess situations involving students of concern; engages reported students in a process to assist and/or adjust any concerning behaviors
- Recommends appropriate intervention(s)
- Connects university community members with available campus and community resources
- Monitors ongoing distress or behaviors of students of concern
- Communicates appropriately with referral sources for follow up on reported issues

The SAT consists of university personnel representing the areas of behavioral health, disability services and academic support, community standards, residence life, law enforcement, dean of student's office, teaching, and academic affairs. The SAT members represent offices typically associated with behavioral intervention team membership as well as best practices.

If you have concerns or questions about a student's behavior, please contact one of the SAT co-chairs, Dr. LaDonna Bridges (Dean of Academic Success and CASA Director - [lbridges@framingham.edu](mailto:lbridges@framingham.edu)) or Dr. Meg Nowak (Dean of Students) – [mnowak1@framingham.edu](mailto:mnowak1@framingham.edu)).

If you have immediate concerns about your own safety or the safety of a student or students, please contact university Police (508-626-4911).

## ADVISING

### Faculty Responsibility

Per the MSCA Agreement, advising at FSU falls primarily on the full-time faculty. Most faculty will be advising students within their own major; however, some faculty in departments with low major enrollments may be asked to take on other advising duties. The [Faculty and Advisors channel](#) in the FSU portal is essential for your work as an advisor. Please note, students have a parallel Advising and Registration channel on the student portal. Trainings offered by the [Advising Center](#) will help you prepare for advising at FSU.

### DegreeWorks

DegreeWorks is available from the Faculty and Advisors channel of the portal. It provides a degree audit for each of your advisees. You are strongly encouraged to use the *Notes* feature of



DegreeWorks to record your recommendations after each meeting with an advisee. This will allow any future advisors to understand your recommendations and how the student followed through. The *Notes* feature is also a good place to share the semester PIN so that students who have lost their PINS are not panicked when registration opens. Do not forget that information in *Notes* is discoverable. The *What If* feature can be used to help a student understand the consequences of a proposed major change. Please be certain to keep an eye on the following graduation requirements:

- 32 Courses
- Completion of Major and General Education Requirements
- Overall GPA of 2.0 or above- Be sure to check this in the first block of the audit that says Overall GPA (Banner); it pulls the up-to-date GPA from Banner.
- Major GPA of 2.0 or above

**Note: if a former student contacts you, you will not be able to see the full DegreeWorks audit. You can help them plan their return to FSU by using the *View Historic Audit* button.**

### **Student Schedule Planner**

The schedule planner is also on the Faculty and Advisors channel. It can be used to help students identify a schedule that meets their needs for the upcoming semester. Students can save a proposed schedule in their cart then when their registration window opens, they can register for all courses with one click.

### **Important Academic Policies**

- **Course Registration Policy**- This determines the timing of student registration. Be certain your advisees know when registration will open for them.
- **Course Repeat Policy**- Students can repeat courses, only the highest grade counts. If a student repeats a course at another institution, the repeat course grade will come in as TR and the previous grade will be excluded from the GPA.
- **Commencement Participation**- Senior students should review the requirements for participation in commencement.
- **Credit/No Credit**- This is an update of the Pass/Fail policy. If a student chooses C/NC, the course will have no impact on their GPA whether or not they pass the course. Students can select C/CR up until the deadline to withdraw from class.
- **Directed Study Policy**- Students may take a course as a directed study if they have a cooperating faculty member and the course is not offered during the semester in which the student wishes to take the course. Full-time faculty will receive credits for future course releases for supervising directed studies. Part-time faculty members will receive stipends.

- **Grade Appeal Policy-** Students who are concerned about a grade should be made aware of the window for filing an appeal.

## FACULTY EVALUATIONS

All Day-Division faculty are evaluated as mandated by the [MSCA Collective Bargaining Agreement](#). For all full-time faculty who have not received tenure, evaluations occur annually. For first-year tenure-track faculty, this consists of a written evaluation (D-1 Form) by the Department Chair, which follows a classroom visitation to one section of each course the faculty member is teaching. For full-time temporary faculty, classroom visitations occur during the first and third consecutive semesters of employment. For all classroom visits, you should arrange for a meeting with your Chair prior to the visit to discuss expectations and the date and time of the visit. The chair will arrange for a meeting with you following the visitation to discuss the observations and recommendations included in the D-1 form and provide feedback on your teaching effectiveness, including any recommendations for improvement.

For tenure-track faculty, the evaluations that take place during the second through sixth years of employment entail a more in-depth process. Tenure-track faculty in their second through sixth years of employment submit narratives and portfolios documenting their teaching effectiveness, academic advising, continuing scholarship, and professional activities, including service to the university. Throughout the evaluation process after the first year, tenure-track faculty are evaluated annually by their chair, dean, and provost. Therefore, first-year tenure track faculty should keep a file of their activities and accomplishments in these areas. In the second and fourth years of employment, tenure-track faculty members are evaluated by a departmental Peer Evaluation Committee as well as by the Chair and Dean.

Tenured faculty are evaluated upon request for promotion and post-tenure review.

For part time Visiting Lecturers, the Department Chair conducts class visitations and evaluations during the first semester of employment and subsequently either during the sixth semester in which the faculty member teaches or during the eleventh course taught, whichever occurs first.

In all cases, the Dean (if designated), Department Chair, and Peer Evaluation Committee make recommendations to the Provost and Vice President for Academic Affairs. The Provost, after reviewing the faculty member's materials, makes a recommendation to the university President on reappointment, tenure, or promotion. Evaluation for tenure typically takes place during the sixth year of employment and is based on a narrative and portfolio documenting performance in the four areas listed above.

Detailed information about personnel evaluations is provided regularly at workshops hosted by the Office of Academic Affairs and by CELTSS. All faculty are notified well in advance of these

workshops. The evaluation process provides an opportunity for growth and professional development, and there is a great deal of support for this process both within your department and from the university.

Another aspect of the evaluation process is the administration of student evaluations each semester in all sections of classes taught by untenured full or part time faculty members and in one section of each type of class per year selected by a tenured faculty member.

## ADDITIONAL POLICIES AND INFORMATION

[Accommodation Requests](#)

[Equal Opportunity Plan \(includes Sexual Violence Policy\)](#)

[Family and Medical Leave Act](#)

[Fraud Policy](#)

[IT Acceptable Use Policy](#)

[Minors on Campus Policy](#)

[Pets in the Workplace Policy](#)

[Pregnant Workers Fairness Act](#)

[Small Necessities Leave Act](#)

[State Ethics Commission Mandatory Online Training](#)

[Tobacco-Free Campus Policy](#)

[Whistleblower Policy](#)

---

For additional information on any of the above or any other questions you may have, please feel free to contact your chair, your dean, or the Office of Academic Affairs for assistance. We want to support you in your work at FSU and look forward to working with you to promote faculty/student collaboration in learning and scholarship.