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Date: 7 September 2018
To: All Teaching Faculty
From: Vanya Quiñones, PhD, Provost and Executive VP for Academic Affairs
Subject: Welcome to the Fall 2018 Semester

It is with great pleasure and enthusiasm that I welcome you to the 2018-2019 academic year! If this is your first year at Pace, we want to welcome you to our community. If you're returning faculty, I'm excited to be working with you. As any newcomer, I am starting this academic year with anticipation and eagerness. I am thankful for the warm welcome I've received, and that I've been embraced so quickly into the Pace Community.

Last year we had many accomplishments. Faculty and students working on the International Campaign to Abolish Nuclear Weapons (ICAN), shared in the Nobel Peace Prize, and Pace was mentioned in UN Secretary-General António Guterres' report on disarmament education. Our Federal Reserve Challenge Team won the national championship for the third time in four years, beating teams including those from Harvard and Princeton. Our first-to-second-year retention rate reached a 10-year high. All of these accomplishments are due to the expertise and hard work of our exceptional faculty. During this academic year, we will work together to continue to improve Pace's academic standing and excellence. You will lead new academic initiatives, launch interdisciplinary collaborations, introduce new programs, and continue your high quality [research](#). I am sure that your contributions to our University will propel us even higher.

Our Office will continue its focus on student success initiatives and faculty excellence, including research growth and faculty development. I am pleased to announce we are in the process of establishing institutional membership with the National Center for Faculty Development and Diversity ([NCFDD](#)), which will be a valuable resource for professional development. Details will be forthcoming.

Our Middle States evaluation is coming. Our Middle States Self-Study will conclude when the evaluating team visits between 31 March and 3 April 2019. The visit is the final step in the process required to maintain Pace's accreditation. We should all express our appreciation to the Steering Committee, chaired by Jean Gallagher. I hope I'll see you at the [town halls](#) and site visits.

This is an important moment at Pace. Your voice and commitment to our University is critical. We will face the challenges ahead together, as *one* Pace! We will examine ways to use resources more efficiently, preserving the academic core, and make Pace a stronger institution.

The Office of the Provost has compiled some helpful information and tools for success to support your work with students, both in and out of the classroom. You will find a summary with links below. Committing to your students that you'll follow these guidelines provides a perfect opportunity to explain your expectations for student behavior and to underscore the mutuality of the faculty/student relationship. The resulting improvements will surely help our

goal of improving the retention and graduation, and the overall success of Pace students. Please take note of our University Ethics Hotline, details of which are reviewed in item 10.

I am looking forward to seeing you on the Pleasantville, Law School, or New York City campuses. Thank you for your support of our students, your hard work, and commitment to Pace. Good luck this year and make Pace **proud!**



1. **Classes & Final Examinations**

Faculty members are required to be present at all scheduled classes. Please make every effort to teach all scheduled classes as specified by the academic calendar. Students have pointed out that some faculty cancel classes or end classes early particularly during the first and last weeks of the semester. New York State Education Department guidelines require that a full number of credit hours are to be taught in every course every semester, and Pace has to certify this annually. All final exams are scheduled for the last day of each class. Any courses which do not have final exams should use the scheduled final exam time for a lecture, review, student presentations, etc. Refer to the academic calendar for information regarding the first day of class, the last day of class, the last day of instructional class and the final exam date: [2018-2019 Academic Calendar](#)

2. **Substitute Teaching**

If you are absolutely unable to teach some classes during the term, a common way to address a missed class is to ask a colleague from your department to conduct your class. You must inform your department chairperson about your absence and the department chairperson must approve the substitution. At a later date, you may want to return the favor to your colleague. (See Section D.15 of the 2013 Faculty Handbook.) Please note that students are encouraged to report the absence of an instructor from the classroom to the department chair and his/her advisor after 15 minutes from the start of class time.

3. **Blackboard**

Promote student success, communication and engagement through the use of the Pace Learning Management System, Blackboard and our related tools. Post a syllabus, make announcements, share videos, facilitate discussions, take attendance and share feedback/grades through Blackboard. Every course has a prebuilt shell ready for your use. Using Blackboard effectively helps students and faculty, and also enables academic continuity in the case of inclement weather. Learn more on how to make the most out of your course using these tools by accessing tutorials at <https://www.pace.edu/bbfacultyresources> or by contacting the Office of Academic Technology (acadtech@pace.edu) for individual assistance.

4. **Syllabi**

Syllabi are *required* for all courses, per Middle States accreditation guidelines. Department chairs should collect syllabi of all departmental courses (including late start courses) within the first week of every semester. It is strongly suggested that syllabi be uploaded to the course [Blackboard](#) or emailed to registered students **at least a week before classes begin** so that students can purchase textbooks and begin assignments. [Syllabus Template](#)

If you need help to upload the syllabus, please contact [Academic Technology](#). A syllabus should include the following: professor contact information; description of topics covered, expectations to assess a student's performance; student learning outcomes, and the [Student Accessibility Services](#) policy and [Academic Integrity Code](#).

Suggested copy to add to syllabus for the AIC: Students in this course are required to adhere to Pace University's Academic Integrity Code. The Academic Integrity Code supports honesty and ethical conduct in

the educational process. It educates students about what constitutes academic misconduct, helps to deter cheating and plagiarism, and provides a procedure for handling cases of academic misconduct.

Students are expected to be familiar with the Code, which can be found under "University Policies" in the Student Handbook: <http://www.pace.edu/academicintegritycode>. Individual schools and programs may have additional standards of academic integrity. Students are responsible for familiarizing themselves with the policies of the schools, programs, and courses in which they are enrolled.

Please remember that violations of academic integrity in your courses fall under the new [Academic Integrity Code](#) (AIC). If a student violates the Code in your course, then you should report the violation to the campus chair of the Academic Conduct Committee. The Academic Conduct Committee is chaired on the NYC campus by Prof. Lisa Farber (lfarber@pace.edu), and in Pleasantville by Prof. Maryellen Martirano (mmartirano@pace.edu).

The syllabus should describe the basis for assigning final course grades, for example, homework 10%; midterm exam 30%; class participation 20%; and final exam 40%. The grading policy must be applied consistently and fairly for all students. The University requires that students seeking an accommodation must contact the Office of Student Accessibility Services at (212) 346-1526 in New York City or (914) 773-3710 in Westchester.

It might be useful to also include the following resources and information in the syllabus that will help support student success: It is useful to let students know that in order to do well in class they are expected to study 2 to 3 hours per week for every credit hour they are registered.

[Academic and Related Support Services](#)

[Career Services](#)

[Center for Academic Excellence](#)

Learning Center [NYC](#) | [PLV](#)

[Library Services](#)

[Office of Prestigious Fellowships and Awards](#)

[Office of Student Assistance](#)

[Office of Student Success](#)

[Pace Top 100 Scholars](#)

[Pace University Policy and Procedure – Discrimination, Non-sex Based Harassment and Retaliation](#)

[Sex-based Misconduct Policy and Procedure](#)

[Student Handbook](#)

[Writing Center](#)

5. **Early Assessment**

As part of our University-wide retention and student success efforts, we are concentrating on identifying students very early on who are in need of timely interventions. The first step in this process is to have some kind of formal assessment in your course(s) during the first three weeks of the fall semester, since this is the most critical time for effective intervention and so that we may follow-up with students and make them aware of add/drop deadlines. This can include, but is not limited to, homework, a quiz, a test, structured writing/reflection assignment, etc.

6. **On Track (Formerly Starfish)**

Research shows that identifying vulnerable students (due to lack of attendance, missing assignments, etc.) and providing early, targeted intervention is critical to helping students to succeed and stay in college. As we begin the new academic year, we are reintroducing our On Track platform. While connections and student information from prior semesters remain viewable for faculty in On Track, the platform has now been changed to reflect feedback from a task force of faculty and staff advisers, particularly addressing concerns relating to privacy settings. We will once again be sending requests for completion of academic progress reports (APRs) at designated points in the semester which are aligned with key dates and academic deadlines, asking for faculty feedback exclusively for our first-year students (i.e., those enrolled in a UNV 101). Our first APR will be available 13 September through 17 September to share attendance concerns ONLY; the second APR from 3

October through 10 October, and the final APR from 1 November through 7 November. Faculty will retain the ability to share feedback through On Track, if they wish, at any time during the semester, and outside of formal APR requests, for any student enrolled in their courses who appears to be struggling.

Additional information, including On Track quick guides, can be accessed [online](#) and faculty resources will continue to be developed and made available to enhance our efforts to effectively use On Track in the support of the success of our students at Pace.

7. **Missing Grades**

Final grades must be submitted within 5 business days after the end of the semester, except for graduating seniors whose final grades are due within 48 hours after the end of the semester. Failure to submit grades in a timely manner often results in serious consequences for students, and negatively impacts student transcripts, graduation eligibility, financial aid, New York State TAP eligibility, tuition reimbursement, employability, and enrollment verification with the U.S. Department of Education (for student loan borrowers), which creates audit issues for the University.

8. **The Office of Research**

Many of you may be interested in pursuing external funding opportunities for your research, scholarship and creative activities during this academic year. It is a good time to do so; FY18 budgets increased over FY17 levels at many federal funding agencies, including the National Institutes of Health, National Science Foundation, Institute of Education Sciences, and the National Endowment for the Humanities. There are many tools available to help you find and secure grant funding. For example, Pace has an institutional subscription to [Pivot](#), a searchable database that includes many federal, foundation and private opportunities across different disciplines. [The Office of Research](#) holds funding workshops each semester, and Associate Provost Sally Dickerson is available to meet with individuals, departments, or centers to discuss funding strategies and opportunities (sdickerson@pace.edu).

9. **Faculty Center for Innovative Teaching & Professional Development**

The Faculty Center offers workshops and opportunities to assist all Pace faculty. See the Center's complete schedule of events at: <http://www.pace.edu/faculty-center/events>.

10. **University Ethics Hotline**

Opportunitas is more than a motto, it governs how we approach everything we do. The [University's Guiding Principles of Conduct](#) and other policies as well as federal, state and local laws are the ethical standards that we as a community must follow to ensure that everyone has an equal opportunity to work and learn here. It is the expectation that Pace University employees adhere to the highest standards of professional and ethical conduct in carrying out their duties.

As members of the Pace Community, you have many options for reporting violations of University policies and federal, state or local laws. We encourage you to discuss any concerns you may have about such violations with your supervisor and/or the University administrator who has authority over the area in which your concerns arise. You may also contact Human Resources at (212) 346-1303, the Title IX Coordinator/Affirmative Action Office in NYC at (212) 346-1310, University Counsel (212) 346-1274, or Safety & Security (at the contact information below).

The University has Grievance Procedures for staff and faculty that may be used to address many issues relating to the terms and conditions of employment. The University also has procedures for investigation of both Sex-Based Misconduct and Non Sex-Based Harassment, Discrimination and Retaliation, which are administered by the Title IX Coordinator/Affirmative Action Officer, who can be reached at (212) 346-1310.

As an alternative, the University has a toll-free Ethics Reporting Hotline number to allow members of the University community to **anonymously** report suspected violations of University policies and federal, state and local laws. Reports to the Ethics Hotline are fully and vigorously investigated to the extent reasonably possible based on the reported facts.

The University's Ethics Hotline phone number is 1-800-821-2456. For more information about the hotline, please [click here](#).

New York City Campus Security
One Pace Plaza
B-Level
New York, NY 10038
Phone: 212.346.1800 (Open 24 hours a day)

Westchester Campuses Security
Alumni Hall
861 Bedford Road
Pleasantville, NY 10570
Phone: 914.773.3400 (Open 24 hours a day)

Administrative Office
Gannett House
Pleasantville, NY 10570 (Lot R behind the townhouses)
Phone: 914.773.3700 (Monday-Friday 9am-5pm)

School of Law
Preston Hall, 1st floor
78 North Broadway
White Plains, NY 10603
Phone: 914.422.4111 (Open 24 hours a day)

11. Other Useful Links

[Blackboard Help](#)

[Faculty Resources](#)

[Guide for Faculty & Staff to Address Student Behavior](#)

[How to Report Student Concerns](#)

[Information for Pace Faculty](#)

[Pace Path](#)

[On Track \(Formerly Starfish\)](#)

[Student Behavioral Chart](#)

[University Ethics Hotline](#)

ITS has developed a convenient checklist and toolkit to increase communication, enhance learning, and create continuity in case of closings:

[Virtual Presence Checklist](#) [Digital Toolkit](#)

[Panopto Lecture Capture](#)

- o Please create a [Help Desk](#) ticket with Ed Media to install the program
- o Register for upcoming workshops and webinars at <https://www.pace.edu/its/teaching-and-learning/events-and-workshops>

If you have any questions or comments about this document, please contact us at provost@pace.edu or 212-346-1956.