

2008-2010

faculty handbook

STATE UNIVERSITY OF NEW YORK AT NEW PALTZ
(Revised July 2008)

The information presented in this handbook is a summary of the policies of SUNY New Paltz that are pertinent to how the faculty carry out their responsibilities. It is intended as a guide. For complete information about a particular policy, please use the campus Web site, www.newpaltz.edu, to attain complete policy statements.

Every effort has been made to provide pertinent and accurate information. However, SUNY New Paltz assumes no liability for errors or omissions in this publication, and reserves the right to alter existing rules and regulations such as those governing academic programs, academic standards, and organizational structures within its jurisdiction and after appropriate consultation. Students, faculty and staff are expected to be governed by the information herein published or subsequently altered.

INTRODUCTION

The 2008-2010 Faculty Handbook of SUNY New Paltz is designed to provide assistance to faculty who seek information about the institution in general, instruction and classroom management, student support services, faculty responsibilities, faculty appointments, evaluation, reappointment and promotion, and faculty leaves and benefits. The publication makes no attempt to be inclusive. Rather, its focus is on those matters that are most directly related to the instructional, research/creative activities, and service aspects of faculty responsibilities. All policies and procedures are documented as to their sources of authority. Documents that are referenced will be found in the "Important Publications" list on the inside back cover, along with information on where a document may be obtained. In addition, most of these publications are on our Web site for review.

I wish to express my best wishes for a successful academic career at SUNY New Paltz.

David Lavalley
Provost/Vice President for Academic Affairs

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GENERAL INFORMATION

History

SUNY New Paltz is an exciting blend of tradition and vision. From its founding as a school for teaching the classics in 1828, the institution has evolved into a comprehensive University of the State University of New York offering undergraduate and graduate degree programs in the humanities, social sciences, mathematics, natural and physical sciences, and fine and performing arts. In addition, the University offers professional programs in business administration, computer science, education, nursing and electrical engineering.

Between the founding of this school and the establishment of the present 216-acre campus of SUNY New Paltz, many historic changes took place:

- 1833 The New Paltz Academy established
- 1885 State normal school established
- 1886 Normal school opened
- 1942 Normal school becomes State Teachers College at New Paltz; the first baccalaureate degrees awarded
- 1947 Graduate courses leading to master's degree introduced
- 1948 State University of New York created by legislative action; The College at New Paltz joins 30 other institutions of higher learning
- 1951 New Paltz adds art education degree to its programs, including the fine arts in its mission
- 1959 College's name changed to College of Education
- 1960 Authorization for liberal arts program leading to Bachelor of Arts degree granted
- 1961 College renamed State University of New York College of Arts and Science, New Paltz
- 1994 College renamed the State University of New York at New Paltz

Today, SUNY New Paltz has many more programs, facilities, and students than the founders of the classics school could have foreseen in 1828. What has not changed in the course of the history of

SUNY New Paltz is a strong commitment to the principle of excellence in teaching and learning.

Faculty Governance

Copies of the Faculty By-Laws are available in the Office of the Provost/Vice President for Academic Affairs or at www.newpaltz.edu/governance.

Copies of the Faculty By-Laws for each instructional unit are available in the office of the respective Dean.

Organizational Charts

Four divisional Vice Presidents report to the President: Academic Affairs, Administration, Enrollment Management, and Student Affairs. The Office of Institutional Research and the Development Office also report to the President.

Reporting to the Provost/Vice President for Academic Affairs:

- Dean of the College of Liberal Arts and Sciences
- Dean of the School of Business
- Dean of the School of Education
- Dean of the School of Fine and Performing Arts
- Dean of the School of Science and Engineering
- Dean of Academic Advising
- Dean of the Graduate School
- Dean of the Center for International Programs
- Dean of Continuing and Professional Education

Other areas under the auspices of the Academic Affairs Office or its Deans/Directors:

- Academic Computing
- Instructional Media Services (IMS)
- Honors Program
- Minority Mentorship Program
- Sojourner Truth Library
- Sponsored Programs
- Summer Session
- Teaching and Learning Center

Reporting to the Vice President for Administration:

- Budget and Finance

including Accounts Payable, Administrative Services, Payroll, Purchasing and Student Accounts (Bursar)

Campus Auxiliary Services

including Food Service, the Conference Center and the Bookstore

Instructional Media Services (IMS)

Computer Services Center

Environmental Health and Safety

Facilities Operations and Planning and Construction

Human Resources and Affirmative Action

Mail

Parking

Telecommunications

University Police

Reporting to the Vice President for Enrollment Management are:

Undergraduate Admissions

Freshman & International Admission

Transfer Admission

New Student Recruitment

Financial Aid

Records and Registration

Reporting to the Vice President for Student Affairs:

Associate Vice President

Athletics and Recreation

Career Resource Center

College Activities

Dean of Student Advising

Dean of Students

Disabled Student Services

Educational Opportunity Program

Health Center

Judicial Programs

Psychological Counseling Center

Residence Life

Student Association Media Center (Radio/TV)

Student Development and Orientation

Student Government Advising

Reporting to Director of Development

Alumni Affairs

Development

SUNY New Paltz Foundation

GETTING STARTED

ID Cards

New Paltz ID Cards are issued to faculty at no charge by presenting a letter of appointment to CAS ID/Meal Plan office located in HAB 63. The office is open Monday - Friday, 8:30 a.m. - 4:30 p.m. During the first two weeks of each semester the office is open with extended hours. There is a \$20 charge to replace lost ID cards. Contact the ID office at 257-3034.

Vehicle Registration and Parking

All motor vehicles brought on campus must be registered with the Parking Office, HAB 35. Residence Hall students having 30 credits or more may apply for a hang-tag. Registration hang-tags may be obtained by presenting an ID card and the vehicle registration. There is a registration fee of \$10 for faculty/staff.

Hang-tags are color-coded to indicate which parking lots may be used. Parking is on a first-come-first-served basis. A hang-tag allows the

holder to park only if there is a legal space available.

Building Access and Keys

Academic buildings are open 7:00 a.m. to 11:00 p.m. weekdays during the semester; some buildings are open longer. Academic building hours are modified on weekends and vacations.

Administrative offices are generally open from 8:30 a.m. to 5:00 p.m. during the academic year and from 8:00 a.m. to 4:00 p.m. during the summer.

The department chairperson and the building coordinator must authorize keys for buildings and offices. The department secretary has Key Request forms or one can obtain them from the Facilities Operations Center (FOC). The faculty member must pick up all keys personally at FOC. All keys must be returned prior to leaving the University whether it is due to resignation, termination, or retirement. (Retired faculty and staff may not retain

keys to buildings or offices after their termination date.) It is the individual's responsibility to sign off on all of their key cards of FOC in the Service Building. No one is permitted to give keys to another person or leave them with his/her department.

Telephones

On-campus calls may be made by dialing the last four-digits of the telephone number. To call off-campus, a 9 must be dialed first.

Calls necessary to accomplish faculty instructional or other professional responsibilities are business calls. Any other local or long distance call is a personal call. If you wish to make personal calls, contact Telecommunications at 257-3001 to arrange for a Personal Billing Number (PBN). You will be billed monthly for calls placed using your PBN; these calls will not appear on departmental phone bills.

The most recent and accurate directory of faculty, staff, fax numbers and e-mail is located at www.newpaltz.edu/directory.

Library Use

The Sojourner Truth Library (STL) provides a full range of resources and services to support teaching and scholarship. Its collection is developed to enhance learning and discovery throughout the curricula taught at SUNY New Paltz. STL's 500,000 volumes of books and periodicals are augmented by an extensive array of electronic research tools. Materials not held by STL can be obtained via interlibrary loan. Faculty are encouraged to make recommendations for books, journals, and other material to be added to the library collection.

Library faculty collaborate with classroom instructors in an extensive program of information literacy instruction, tailored to the needs of individual courses. Librarians are also available to introduce faculty to new resources in their disciplines and to help develop search strategies for complex topics in individual research consultations. Reference questions are answered in person, by phone, or by e-mail. Detailed information about

library services and resources can be found on the STL web site at <http://lib.newpaltz.edu>.

Your valid SUNY New Paltz ID card serves as a library card. The faculty borrowing period is six months. A campus e-mail account is required for off-campus access to online research databases.

A few locked study rooms are available to the faculty on a first-come, first-serve basis. Assignment is for one semester. Call the Office of the Library Director at 257-3719 for faculty study room availability or to place your name on the waiting list.

Hudson Heritage Federal Credit Union

The Credit Union offers savings and holiday accounts, free checking, and loans to all employees and students. Employees may join the credit union and request direct deposit of their paycheck. For more information, please visit the Credit Union in the basement of the HAB, call at 845/257-3120 or visit the Web site at www.hhfcu.org.

Computer Access

Computer accounts are established by completing the 'LAN/Campus/NPCUID Request' form available in the Computer Center HAB 50 and also at <http://csc.newpaltz.edu>. Having an account gives you access to my.newpaltz.edu, Blackboard, and the Library's databases. This account is also used to access the software (such as SPSS) on the College's terminal server system. There are two web based email systems on campus – npsmail provides basic e-mail and Zimbra, a.k.a. zmail, provides that, plus a calendar and other associated things. A second account (with the same ID but a different password) will be set up on our local area network (the LAN) which provides personal and shared file storage and printer access. This is hosted on a collection of NetWare servers. LAN access also provides other benefits, such as distribution of office software and anti-virus software.

Student records information is housed in our Banner system. Most typical requirements (class lists, advisee lists, etc.) can be met via the Faculty Services tab in my.newpaltz.edu. If additional information is needed, then ask your department

chair to request access to Argos, our reporting system.

Individual PCs are provided and upgraded by your department. Computer Services provides support in the form of supplying network connections; LAN based file and print services; a Help Desk to resolve problems; and a standard suite of basic software for office applications.

Faculty Guide to my.newpaltz.edu

Logging in

Go to the Web address my.newpaltz.edu, the username and password you use to login with is the same as your Blackboard account, known as your “New Paltz Computer User ID” (NPCUID). Your userid is generally the first seven letters of your last name followed by your first initial; your default password is the lowercase **g** followed by the last six digits of your social security number. After you login, there will be a menu on the left with options customized for you.

Changing your Password

Under the welcome greeting click Change Password. You must enter your old password, and then your new password twice. Your password must be at least five characters long and can only contain alphanumeric characters. Click on the Change Password button. If the password change is not successful, you will see an error message. If you cannot change your password, you can contact Computer Services x3130 or Academic Computing x3816.

Expert Database Profile

The Experts Database is a public affairs resource that the media can access when they are trying to find someone on campus that has knowledge in a particular area. The public Web page to search the experts database is www.newpaltz.edu/experts. If you are already in the experts database, when you login to my.newpaltz.edu, the menu item under Employee Resources section will be My.Expert Database Profile. Clicking on that link will allow you to make changes to your profile. If you are not in the experts database, the menu item will be Join the Experts Database. When you click on Join the Experts Database, you will get a form where you will enter your profile. After you submit the form,

your entry will not appear on the public Web page until your supervisor has approved it.

Teaching Schedule

If you teach classes, you will have a menu option for your classes. To get a list of courses you are teaching for a particular semester, click on Teaching Schedule under the Teaching Menu in the Faculty Services section. Your teaching schedule will include days, times and locations for classes. The screen will default to the current semester and you may select future semesters. The top part of the screen will display the classes in a Monday through Sunday format, and the bottom of the screen will just list a traditional format sorted by course number. Selecting the printable version link at the top of the page will give you the same information without the my.newpaltz.edu graphics and menu so you can get a dean printout. The course numbers are clickable links—clicking on the course number will show you the description for that course.

Course Rosters

To view your class rosters, click on Class Rosters under the Teaching Menu. You will see a list of courses you are teaching in the current semester along with the number of students registered and the class limit. Clicking on the course title will display the roster for the class. The roster will include name of student, type (graduate or undergraduate), student’s major, campus e-mail address, grade (if they have been assigned) and math level. At the top of the roster screen you will have the option of downloading the roster in an excel file and getting a printable version. The printable version is the same information without the my.newpaltz.edu menu and graphics. If you view the printable version, click on back to get back to the my.newpaltz.edu menu. You could also logout of my.newpaltz.edu at this point. You can e-mail all or some of the students in your class. To e-mail all students, check the **select all students** box. To e-mail only selected students, click the check box to the left of each individual name. After you have selected the student you want to contact, click on the **send e-mail to selected students** button at the bottom of the roster. You will get a form where you can enter your e-mail address, a subject for your message and the body of the message. When

you have completed the form, click on the **Preview** button. You will have the opportunity to preview the message before you send it. If the message looks OK, click on the **Send** button.

Advisees

If you advise students, you will have a menu option in the Faculty Services section. Clicking on the Advisees link in the menu will give a list of currently enrolled advisees assigned to you. The information you will see is student name, major, credits toward graduation, current semester workload, e-mail address and ARN (advisor release number). You will be able to view progress reports and transcripts for students that don't have hold on their accounts. The reports column contains the letter "I" that links to the internal transcript and the letter "P" that links to the progress report. If there is no letter "P", it should mean that student is a graduate student. You can e-mail your advisees the same way you can e-mail your students. You can select individual students by clicking on the check box to the left of each individual name or send a message to all advisees by clicking on the **select All advisees** box. After you have selected the students you want to contact, click on the **send e-mail to selected advisees** button at the bottom of the roster. You will get a form where you can enter your e-mail address, a subject for your message and the body of the message. When you have completed the form, click on the **Preview** button. You will have the opportunity to preview the message before you send it. If the message looks OK, click on the **Send** button.

College Dining Services

SUNY New Paltz offers a variety of dining options from which faculty and staff can choose. Each facility has different hours of operation but the following places are most used by faculty and staff. The S.U.B. Food Court, located on the 1st floor of the Student Union Building, has a variety of ala carte options for you to choose from. The Huguenot Café is a great little dining spot located in the basement of Old Main, and currently there are three Jazzman's Locations at SUNY New Paltz. Jazzman's Café is located on the 1st floor of the Student Union Building, Jazzman's JFT is located in the main lobby of the Jacobs Faculty Tower and

Jazzman's STL is located in the main lobby of the Sojourner Truth Library. If you have any questions or concerns please feel free to contact the general manager at 257-3353.

SUNY New Paltz Letterhead and Postage

The academic department can provide letterhead and information on mailing letters when conducting university business. The use of university stationery and postage for personal correspondence is not permitted.

Mail Services will not collect stamped mail. Personal letters should be mailed at U.S. Postal Service mailboxes.

Purchasing and Travel Reimbursement Policies

The State of New York and the SUNY Research Foundation have specific regulations that must be followed when purchasing goods and services or traveling. Questions regarding the procedures to be followed may be addressed to the Purchasing Office at 257-3190. These procedures are summarized as follows:

Purchasing Policies

Purchase Requisitions: are internal control documents, which must be completed in advance of the purchase and approved by the person with signatory authority on the account, usually the department chair. The requisition is forwarded to the Purchasing Office (HAB 307), where the goods or services are ordered. The Purchasing Office is the sole entity on this campus, which may contract for goods or services from all sources including Campus Auxiliary Services, the Campus Bookstore, S. A. Graphics, the Media Center, etc. In compliance with University policy, if a purchase requisition is not submitted and processed in advance through the appropriate procedures, the account will be penalized by 10% of the cost of the item purchased or \$50, whichever is greater.

Emergencies: In an emergency situation, purchase orders can be authorized by phone by the Purchasing Department. "Emergency" is defined as an urgent and unexpected requirement where health and public safety or the conservation of public resources is at risk. A failure to properly plan in advance for a procurement, which then results in a

situation in which normal procurement practices cannot be followed, will not constitute an "emergency".

No reimbursement: No expenses, except travel expenses, will be reimbursed to an individual, unless previously authorized.

Ownership: Equipment and books ordered are the property of the State University of New York and not the recipient.

Forms: Requisition forms (Purchase, Travel, Consultant/Lecturer) are available in the Purchasing Office.

Off-Campus Facility Use: Contact Purchasing for procedures and Certificate of Insurance forms prior to taking a class to an off-campus location.

Personnel: Support staff (students, typists, transcribers, etc.) must be hired in advance by the institution through the Human Resources and Affirmative Action Office, not through Purchasing. The person with signatory authority on the account, which will pay the individual or the Human Resources and Affirmative Action Office, can provide assistance with the correct procedures. Work may not commence until the appropriate authorization is issued.

Travel Policies

Travel Requisitions: are completed in advance of the travel signed by the traveler and approved by both the person with signatory authority on the account and the traveler's supervisor. Out-of-state travel requires the approval of the VP for Administration. An advance of up to \$400 may be requested. For each advance requested, two original Travel Advance forms must be submitted along with the travel requisition. Direct payment of expenses such as a registration fee may also be requested. Travel requisitions (along with any travel advance requests) are submitted to Purchasing.

Upon completion of the travel: A Travel Voucher, Statement of Automobile Travel (if applicable) and appropriate receipts in duplicate are submitted to Accounts Payable, HAB 304, for reimbursement.

Reimbursement Rates: Travel will not be reimbursed at a rate higher than the State's published rates. Rates may be obtained on the Web site. Sales tax is not reimbursable. Obtain a tax-exempt form from Accounts Payable.

Automobile Travel/Use of State Vehicles: Personal vehicles may be used for travel and the traveler will be reimbursed at the standard per mile rate. A State vehicle may be requested from Physical Plant by completing an Automobile Reservation Form. The person must approve the form with signatory authority on the account, usually the department chair. The account is then charged directly on a per mile basis. Another option is to rent a vehicle from the state contract. Contact Purchasing for more information on rental procedures.

PLANNING THE COURSE OUTLINE AND CURRICULUM

Academic Calendar

The SUNY New Paltz Academic Calendar is based on a fall, spring, and two summer semesters. Ordinarily, classes in the fall begin in late August and the semester concludes shortly before Christmas. The spring semester begins in late January and is concluded by late May. Summer Session consists of two consecutive, five-week sessions. Some departments, however, may schedule Session I courses in a four-week format to

meet programmatic needs. Summer online courses begin at the start of Session I and are seven to nine weeks in length.

There are two graduation dates. May commencement ordinarily takes place on a Sunday one week prior to Memorial Day. December commencement usually takes place the Saturday after final exam week. New Paltz observes a minimum 14-week semester based on 50-minute

and 75-minute class hours. Significant Christian and Jewish holidays as well as important national holidays such as Fourth of July, Martin Luther King, Jr. Day and Thanksgiving are observed.

Detailed academic calendars containing information about holidays, examination days, and academic deadlines such as course addition, course withdrawal, etc., are found on the university's Web site at www.newpaltz.edu/events/academic.html and on the Registrar's Web site at www.newpaltz.edu/registrar.

Course Outlines

Each student in a class must be provided with a written course outline at the first class meeting. Two copies of the course outline must also be filed with the department Chair. If revisions of the outline become necessary, they must be written and circulated to all students in the course. The outline should indicate:

- **the instructional objectives** of the course and the subject areas to be covered.
- **a list of books and/or materials** which students are required to purchase.
- **the grading policy** including a schedule for quizzes, papers, examinations and the final examination, along with the relative weights that are assigned to each in determining the final grade.

Grades Required by the Semester Midpoint

Providing students with an assessment of their performance early in the semester is important to student retention. This is especially true for students who are new to the institution or students who need to improve their academic performance. Because of the importance of early assessment and intervention, the University requires all faculty members to give students in undergraduate courses at least one major grade on a paper, examination, or other appropriate basis of evaluation by the midpoint of the semester. (The date of the semester midpoint is noted in the Academic Calendar.) (Academic Senate, 5/10/91)

In addition, several units on campus ask faculty members to provide a mid-semester evaluation of students in special categories. These units use the information they receive from faculty members to

provide students with additional guidance and service. The three offices that conduct mid-semester evaluation are the Educational Opportunity Program (EOP), the AC² (C-STEP and AMP) program and the Office of Student Advising. Faculty cooperation in completing these evaluations is strongly urged.

Final Examinations

A final examination must be given in all courses during the assigned time, which appears in the New Paltz homepage under Calendars, News & Sports or in the semester schedule of classes. Requests for exemptions to the mandatory final examination rule must be approved by both the department chair and the academic dean. On the Common Examination Day only authorized examinations in composition, mathematics, and accounting may be given. No major examinations should be given during the last week of classes before the final examination period.

If approval has been obtained to not give a final examination or if the instructor has assigned a "take-home" final examination, the period of time scheduled for the final examination must be utilized for instructional activities that are appropriate to the goals of the course. The period of the final examination is calculated into the instructional time required by New York State Education Law, and, therefore, must be utilized for instructional activities if the University and its faculty are to meet their obligations under the law.

- **the instructor's student absence policy**

Student Absence Policy

The number of allowed absences in a course is at the discretion of the instructor. If the instructor penalizes students for unexcused absence from class, this policy must be stated in the course outline.

Students absent from class for any reason are expected to complete all assigned work in the course.

Any student who is unable, because of religious beliefs, to attend classes on a particular day or days will be excused from any examination, study or work requirements [scheduled on that day]. It is the responsibility of the faculty to

make available [to the student] an equivalent opportunity to make up any examination, study or work requirements.

(New York State Education Law, Section 224-a).

University-approved absences for medical reasons, curricular activities, co-curricular activities, or other reasons authorized by University administrative procedures must be recognized by instructors as excused absences.

Taking Attendance

While the student absence policy is at the discretion of the individual faculty member, it is strongly recommended that attendance be taken at each class meeting. The Higher Education Reauthorization Act requires the University to determine a student's last date of attendance for each course. Consequently, faculty may be asked to certify the last date of attendance on course withdrawal forms, and may be asked to certify the last date of attendance for a student who informally withdraws.

- the last day a student may withdraw from the course without receiving a penalty grade (See Academic Calendar for "Last Day for Course Withdrawal").
- the instructor's office hours.

Faculty Office Hours

Full-time faculty are required to hold at least four office hours a week, while the semester is in session. These hours are to be scheduled at times convenient to students seeking help from faculty members. In addition to noting office hours on the course outline, office hours are to be posted outside the faculty member's office and the department Chair is to be notified of those hours at the start of each semester. It is the responsibility of the department to post the faculty office hours each semester on the department Website.

When faculty members are unable to hold scheduled office hour, they should, when possible, notify all students and advisees (e.g., by email via my.newpaltz.edu or blackboard.newpaltz.edu). In addition, faculty members are encouraged to notify the department secretary and request that a not

regarding the cancellation be left on their office door.

It is recommended that part-time faculty hold office hours of one-hour per week per class taught at a minimum or make some equivalent arrangement approved by the department Chair to facilitate out-of-class consultation with students.

Health and Safety

Faculty are responsible for insuring that all employees and students under their direction are trained in all health and safety regulations that pertain to any classrooms, laboratories, research facilities and offices in which they conduct instruction or research programs and for seeing that these regulations are observed. (Administrative Policies and Procedures Manual, 1260A Policy on Health and Safety Regulations)

Faculty should consult with the department Chairperson on the necessary procedures to meet health and safety regulations for particular courses.

Chemicals, toxins, radioactive materials and other potentially hazardous substances which have been brought onto the campus but were not bought through the Purchasing Office must be reported to the Environmental Health and Safety Officer. Federal law requires the campus have a Material Safety Data Sheet on file for each substance on campus and also requires that the community be alerted if the amount of a toxin exceeds a certain quantity. Faculty must send a note to Environmental Health and Safety Officer indicating the type and amount of the material brought to campus, the storage and use locations, and attach a copy of the Material Data Safety Sheet. Another copy must be given to the department Chair for inclusion in the "Hazardous Communications Act Training Materials."

Reporting the type and location of these substances is necessary in case of fire or other emergency.

Class Research Projects Involving Human Subjects

If a course requires research involving interaction with or the collection of data from or about living human beings, the faculty member must contact the

Institutional Review Board (IRB) for applicable policies and procedures that may include **prior** approval. The IRB may be reached through the Office of Sponsored Programs, 257-3282.

Please refer to the section on the Institutional Review Board for the applicability of IRB policies and procedures to faculty research involving interaction with or the collection of data from or about human subjects.

COURSE MATERIALS

Textbooks

To order textbooks contact the bookstore with the following information:

Name & Phone Number
Course & Selection Number
Course Description
Author(s)/Title(s), Edition, Publisher
Approx. Enrollment

Choose from the following methods:

1. Faculty Services* - on our Web site www.newpaltz.bkstr.com
*first time user password is 665, returning faculty use your existing password. Call us if you can't remember.
2. Fax the information to 257-3059.
3. Phone the textbook department at 257-3052.
4. Mail the information to the Campus Bookstore

Target dates for ordering:

Fall: April 15
Spring: October 15
Summer: March 15

S.A. Graphics

S.A. Graphics, located in room 419 in the Student Union Building, provides affordable copy and typesetting services for the SUNY New Paltz campus. These services include photocopying, reproduction of course materials, laminating, printing images and text, typesetting resumes and term papers, posters, flyers, binding, transparencies, t-shirt making, faxing, and other office jobs. For more information please call 257-3027.

Goods and Services

All goods and services must be ordered by the academic department through Purchasing using the appropriate procedure (see section on Purchasing

and Travel Reimbursement Policies). Faculty who purchase goods or services through any other mechanism should not expect to be reimbursed.

Faculty may not purchase goods or services for resale to students.

Collecting Money from Students

Faculty are prohibited from collecting money from students for any purpose, including copying charges, materials fees, field trips, etc. Under very limited circumstances, SUNY will authorize course-related fees, which are billed and collected by the Office of Student Accounts. Faculty should contact their department Chairperson for further information.

Use of Copyrighted Materials

The copyright law grants owners of copyrights (authors and other creators and publishers) the sole right to reproduce all or part of the work; to distribute copies; to prepare new (derivative) versions based on the original work; and to perform and display the work publicly.

In an effort to ensure continued compliance with the Copyright Law, the campus has adopted the following practices. They apply to all materials that are or can be copyrighted: books; journal articles; literary, dramatic, musical, choreographic and pictorial works; graphic works; pantomimes; sound recordings; sculptures; motion pictures and audio-visual works. These categories include reference works (including dictionaries); videocassettes; computer programs, software and databases; electronic data and microform, etc.

Library Course Reserve Materials

Material on reserve at Sojourner Truth Library must comply with copyright guidelines, whether the item is placed on traditional, in-library reserve or made available electronically through the campus' Blackboard system. Any materials placed on reserve will be removed at the end of each semester.

Each item must have the following information clearly stated on it:

1. the copy right emblem (©)
2. a complete bibliographic citation, including copyright date and the name of the copyright holder

In general, traditional reserve is used for complete works such as books, test-kits, journal issues, CDs, DVDs, and videotapes. Journal articles and book chapters are placed on electronic reserves. To comply with fair use guidelines for electronic material, library policy sets forth the following limitations for reserve material on ERes:

- one article per journal issue per class per semester
- one chapter per book per class per semester
- up to 10% of a book's content per class per semester

Copyright is also protected by issuing a password for each course that limits access to ERes items to the instructor and current students in a specific course in a single semester.

For more information about copyright restrictions for reserve materials, contact the Collection Access Team Leader at 257-3715.

If an item to be placed on reserve exceeds fair use limitations, the instructor must obtain copyright permission. His/her department is responsible for any costs involved. Proof of permission must be provided to the Library.

Copyright permissions can be obtained from: Copyright Clearance Center, Inc., 222 Rosewood Drive, Danvers, MA 01923 at 978/750-8400 or www.copyright.com.

For instructions on registering with the Copyright Clearance Center, click on the "Local ERes Info" link on the ERes page of the Library Web site (lib.newpaltz.edu) and then follow the link to "Copyright Policy."

The Library will not make copies of any copyrighted materials for course reserve or personal use.

Interlibrary Loan Articles

Copyright guidelines limit the borrowing of journal articles. In a given year, the Library may borrow no more than five articles published in the same journal during the past five years and no more than one article from the same journal issue. Articles beyond the copyright limit can be secured with the payment of a copyright fee. This fee is paid by the Library.

Video and Audio Recordings or Films

Instructional Media Services will not duplicate any copyrighted materials for classroom or personal use.

An instructor using personally owned, copyrighted material is responsible to clear its use with the holder of the copyright. (Academic Affairs Memo: compliance with Copyright Law 10/5/93)

Software

Illegal copies of copyrighted programs may not be made or used on SUNY New Paltz equipment. To this end, all software in use on the campus must fall into one of these categories:

- It is in the public domain.
- It is covered by a licensing agreement.
- It has been donated to SUNY New Paltz and a record of bona fide contribution exists.
- It has been purchased by SUNY New Paltz and a record of a bona fide purchase exists.
- It has been purchased by the user and a record of a bona fide purchase exists and can be produced.
- It is being reviewed under a bona fide arrangement.
- It has been written by someone at SUNY New Paltz for use at SUNY New Paltz.

It is not an infringement of the copyright laws for the owner to make another copy if that copy is an essential step in the utilization of the program or if the copy is for archival (backup) purposes.

(Administrative Policies and Procedures, 425 Software Copyrights)

Doctrine of "Fair Use"

The Doctrine of "Fair Use" under the copyright law in limited situations permits the use of copyrighted work, including reproducing portion of that work,

without the copyright owner's permission. Educational use alone is not sufficient to make a use in question a fair one. When in doubt, request permission. "Agreement on Guidelines for Classroom Copying in Not-For-Profit Educational Institutions with Respect to Books and Periodicals"

Multiple Copies for Classroom Use

Multiple copies (not to exceed in any event more than one copy per student in a course) may be made by or for the teacher giving the course for classroom use or discussion, provided that:

- A. The copying meets the tests of brevity and spontaneity as defined below; and
- B. Meets the cumulative effect test as defined below; and
- C. Each copy includes a notice of copyright.

Definitions:

Brevity:

- i. Poetry: (a) A complete poem if less than 250 words and if printed not more than two pages or (b) from a longer poem, an excerpt of no more than 250 words.
- ii. Prose: (a) Either a complete article, story or essay of less than 2,500 words, or (b) an excerpt from any prose work of no more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words.
- iii. Illustration: One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.
- iv. "Special" works: Certain works in poetry, prose or in "poetic prose" which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph "I" above notwithstanding such "special works" may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10% of the words found in the text thereof may be reproduced.

Spontaneity:

- i. The copying is at the instance and inspiration of the individual teacher; and

- ii. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

Cumulative Effect:

- i. The copying of the material is for only one course in the school in which the copies are made.
- ii. Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.
- iii. There shall not be more than nine instances of such multiple copying for one course during one class term.

Prohibitions:

Notwithstanding any of the above, the following shall be prohibited:

- A. Copying shall not be used to create or to replace or substitute for anthologies, compilations, or collective works. Such replacement or substitution may occur whether copies of various works or excerpts there from are accumulated or are reproduced and used separately.
- B. There shall be no copying of or from works intended to be "consumable" in the course of study or teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material.
- C. Copying shall not:
 - a. substitute for the purchase of books, publisher's reprints or periodicals;
 - b. be directed by higher authority
 - c. be repeated with respect to the same item by the same teacher from term to term.
- D. No charge shall be made to the student beyond the actual cost of the photocopying.

(Questions and Answers on Copyright for the Campus Community, National Association of College Stores, Inc. and the Association of American Publishers, © 1991)

ACADEMIC SERVICES AND RESOURCES

Academic Advising

The Academic Advising Center is under the direction of the Dean of Student Advising and reports to the Provost/Vice President for Academic Affairs; the Dean and her staff also work closely with various Student Affairs offices to meet student needs. The Center coordinates the academic aspects of new student orientation, trains and supports faculty advisors, has direct advising responsibility for undecided freshmen and sophomores, offers workshops and other services to assist all students with major decision-making, advises pre-health science career students and works with graduating seniors to ensure their readiness to graduate. The Academic Advising Center also houses a variety of retention initiatives, including the coordination of First-Year Programs, mid-semester evaluation and outreach, and monitoring general education course availability to ensure a fully-scheduled and robust program. Additionally, the Advising Center is responsible for processing leaves and withdrawals from college, evaluating post-matriculated transfer credits for general education and electives, and handling all aspects of Academic Standing review. Finally, the Center is responsible for communicating academic policies and procedures to the campus and produces annually the Advising Handbook, which is the primary source where this type of information can be found.

Academic Computing Services

Academic Computing supports a variety of services for faculty and students. All members of the SUNY New Paltz community have an NPCUID (New Paltz Computer Used ID) which is used for most computer related tasks. The default password is the letter s followed by the last six digits of your social security number. (The login to a computer in your office is identical but has a different password which must be reset every six weeks.) The best way to keep abreast of what is available is to visit the Academic Computing web site at: www.acs.newpaltz.edu

- *PC Labs*

Public PC labs are located in several locations around campus. Location and access hours are posted on the Academic Computing Web

site. These labs are available to all registered students on a first-come-first-serve basis. A Banner/NPCUID and password are required to use the labs. A variety of Windows software is available. The equipment is kept current and high-speed laser printing is available. Faculty and staff may use their NPCUID and password to use the equipment, but students have priority. The PC labs have a print quota of 400 sheets per semester; this applies to faculty and staff as well as students. It is authenticated against the NPCUID and password.

- *PC Classroom Labs/Technology Enhanced Classrooms*

There are several schedulable PC classroom labs with 17-35 computers for students as well as an instructor station, document camera and projection/sound equipment. Two of the PC classroom labs have headsets with microphones. There are technology enhanced classrooms (sometimes referred to as small classrooms) that provide networked instructor PCs and project/sound equipment. All classrooms and PC classroom labs are scheduled through Records and Registration. In addition to these general purpose rooms, several departments maintain separate computer enhanced facilities designed to meet their specific needs; check within your department to see what is available. The School of Fine and Performing Arts has several MAC labs that are restricted to those students who are enrolled in courses that require the use of the MACs.

- *Courseware/Blackboard*

Blackboard is our Course Management System. All courses are created, students enrolled and faculty access provided automatically. Use your NPCUID and password to access <https://blackboard.newpaltz.edu> Blackboard can be used to provide a web-based component to a traditional course or as the basis for a totally on-line course. It has Content Management functions (electronic portfolios, workflow, versioning, passes), threaded discussions, testing, announcements,

email, group functions and other standard CMS components. It has become very popular as a vehicle for providing additional content, hosting discussions, and keeping in contact with students. Academic computing has a streaming media server to support network delivery of multimedia course content.

- *Terminal Server/VPN*

Terminal Services makes some academic software available to users of common operating systems (MAC/PC/Linux) from virtually any location (on or off campus) where a network/Internet connection is available. This service is available to all current SUNY New Paltz students, faculty or staff with a NPCUID. Software called a Remote Desktop Protocol (RDP) client is required to connect. This software is included in Windows XP and Vista. A free download is available for Mac and Linux computers. See

<http://acs.newpaltz.edu/termserver/> for complete documentation.

VPN (Virtual Private Network) is a technology that links a computer to a remote network over an encrypted link. It allows users to access on-campus services from off-campus that are normally unavailable from off-campus. It can also be used when on an untrusted network (such as a wireless network) to ensure that no one can eavesdrop on your network traffic.

The VPN functionality that SUNY New Paltz provides requires the installation of software and various configuration files on each computer where the user wishes to use VPN. See <http://acs.newpaltz.edu/vpn> for details.

Center for Academic Development and Learning (CADL), SCB 11, 257-3590

The Center for Academic Development and Learning (CADL) is the center for academic support programs, including the multidisciplinary tutoring program, the freshman critical thinking curriculum, the Writing Center, and the learning disabilities unit. CADL is primarily funded by a Student Support Services (SSS) TRIO grant from

the US Department of Education and receives supplemental funding from the University. Eligibility for academic support is determined by criteria and guidelines established by the grant and availability of resources.

The following services are generally offered each semester:

- Small group tutoring in multidisciplinary subjects with peer and professional tutors at the Tutoring Center.
- Courses in critical thinking for "at-risk" and academically under prepared freshman students.
- Peer and professional tutoring in writing in the discipline and freshman composition.
- Workshops and modular courses in study skills, writing the research paper, and developing learning strategies.
- Academic support for learning disabled and physically challenged students.

Each semester a list of courses and academic support services is published by the Center for Academic Development and Learning. Eligible students may be referred by an instructor or an advisor or seek academic assistance on their own.

The Critical Thinking Curriculum

Freshman students may be required to enroll in critical thinking courses as a result of their performance on placement examinations administered during freshman orientation. These courses are designed to give students the critical thinking and writing skills necessary to complete the general education curriculum and achieve academic success in their undergraduate course work.

Tutoring Center (Sojourner Truth Library; 257-3585/83)

The CADL Tutoring Center offers individual and small group tutoring for academic courses in liberal arts and sciences, fine and performing arts, business, science and education. Students may meet with tutors for one session or more each week throughout the semester. Students may apply for tutoring on their own or may be referred by an instructor or academic advisor. The program is staffed primarily by undergraduate and

graduate peer tutors and a small staff of professional tutors, all of whom are referred by faculty for academic achievement and trained by the Tutorial Coordinator and The Writing Center Coordinator. There is no charge for tutoring.

Writing Center (Sojourner Truth Library; 257-3583/80)

The Writing Center provides short-term and weekly tutoring in writing for students enrolled in writing intensive courses, composition, and other academic courses. The Writing Center provides the following services:

- Assists students who are preparing written assignments and research papers for content area and writing intensive courses.
- Assists students in developing strategies and methods for improving their writing skills.

Instructional Media Services (IMS)

Instructional Media Services, located in the Lecture Center, provides audiovisual equipment and support to faculty for classroom instruction. Our services include operation of and assistance in technology-equipped classrooms, large auditoriums with integrated presentation capabilities, and standard classrooms with circulating audiovisual equipment. IMS also has a variety of equipment available for loan, such as computer/video projectors, portable sound systems, digital still cameras, digital video cameras, document cameras, CD/cassette players, slide projectors, and overhead projectors. Place an equipment request by calling 257-3630. Requests should be made at least two working days in advance.

IMS staff offers production services, which include creative consultation, studio and location video recording, video editing, sound recording, duplication, and format conversion.

Teleconferencing and video conferencing services are available in the IMS facilities. The department also produces a weekly television program about the college community entitled "On Campus @ SUNY New Paltz." For more information, call the office at 257-3630.

The Center for Teaching and Learning (CTL)

The Center for Teaching and Learning was created to promote excellence and innovation in teaching. The CTL fosters and supports a faculty-centered, interdisciplinary, and dynamic environment designed to sustain a dialogue among faculty that strengthens the connections between teaching and learning in and across the disciplines. Faculty create learning communities to develop curriculum, discuss alternative pedagogical approaches, and examine the relationship between teaching and scholarship. Faculty also learn to use advanced instructional technologies in the classroom to enhance learning and engage in activities to access student learning outcomes and improve teaching. The Center's mission and goals are supported by a faculty Advisory Board representing many disciplines and all professional divisions across the campus. Finally, the Center has created a mentoring program for new faculty.

The Center's programs have included notable speakers on a variety of topics in higher education. Recent speakers have included Chris Dede, Timothy E. Wirth Professor of Learning Technologies at Harvard University, Linda Hodges, Director of the McGraw Center for Teaching and Learning at Princeton University, Michael Berube, Professor of Literature and Chair of Disability Studies at Penn State, Steve Fuller, Professor of Sociology at the University of Warwick, and many others. Among the wide variety of topics for workshops and forums conducted at the Center have been the following: Ethics and Academic Integrity, Using Case Study Methodologies, Pedagogy and Teaching On-line Courses, Teaching and Assessing Critical Thinking, Teaching Writing Intensive Courses, Including Issues of Diversity in the Classroom and Copyright Law and Intellectual Property.

The Teaching and Learning Center provides technology sessions that include a wide array of classroom and research technology. These sessions include but are not limited to course Management (Blackboard) as used to provide a web presence for traditional classes and used in total online classes, using Turnitin for plagiarism detection and prevention; web page design; digital image/video editing using PhotoStory and/or

Windows MovieMaker; multi-media presentations for the classroom; using open source tools; and new technology tools as they become available. The Technology Coordinator is available for extensive one-on-one tutoring sessions at the request of departments or individual faculty members.

Sojourner Truth Library (STL)

<http://lib.newpaltz.edu>

The library web page is the gateway to STL's electronic resources and to many library services. It provides access to the online catalog, research databases, e-books, images, full-text journal articles and other information resources using a federated search engine and SFX linking technology. The "Ask a Librarian" e-mail reference service can be found on the site, as well as online request forms for interlibrary loan through ILLiad, book purchases, information literacy instruction sessions, and research consultations. Library policies, new services, and library events are posted here. Electronic reserves are accessible via the Blackboard system. Faculty and student input page is encouraged and may be submitted to the online suggestion box on the library web site.

- Circulation

The library is open 94 hours per week during the fall and spring semesters. Library hours vary during mid-term and final examination periods, intersessions, summer sessions, and on holidays. For the current schedule, call 257-3700 or check the library web site. With a valid SUNY New Paltz ID card, faculty and students may use library services and facilities and may borrow circulating materials.

Faculty borrowing period is six months. For information on renewals and other circulation policies, visit the STL web site or call the Check-out Desk at 257-3714.

- Reference

The Information Desk (or reference desk) is staffed by a reference librarian from 9:00 am to 10:00 pm Monday – Thursday; from 9:00 am to 5:00 pm on Friday; from 1:00 pm to 5:00 pm on Saturday; and from 1:00 pm to 10:00 pm on Sunday during the fall and

spring semesters. Hours for reference service vary during intersessions and summer sessions. Check the library web site or call 257-3700 for the current reference schedule.

Reference questions may be asked in person, by telephone (257-3710), or by e-mail via the "Ask a Librarian" service. "Ask a Librarian" responds within 24 hours Monday – Friday. Reference librarians also schedule individual research consultations with faculty and students for additional guidance on complex topics or new research tools. Consultation appointments may be made in the library, by phone, or by submitting the Research Consultation form found under the "Requests and Suggestions" page" on the library web site.

- Collection Development

Faculty are encouraged to recommend books, journals, and other materials to be added to the library collection. Most departments and programs have been assigned a liaison librarian who assists with collection development questions and suggestions. Acquisitions requests can be made via the liaison librarian by completing the Book Purchase Request form found in the "Requests and Suggestions" page on the library web site, or by completing a request form available in the library. For more information, contact the Collection Development Coordinator at 257-3731.

- Faculty Publications

Sojourner Truth Library recognizes and appreciates the scholarly achievements of SUNY New Paltz faculty. A separate collection of faculty publications, including books, book chapters, journal articles, and proceedings, is housed in the library's "New Paltz Collection" special collections area. These materials are cataloged and their bibliographic records are included in the STL online catalog. The library will purchase two copies of each faculty-authored book, one for the circulating stacks and one for the New Paltz Collection. Article reprints are requested from the faculty. New additions to

the faculty publications collection are welcome. Contact the Office of the Library Director at 257-3719 for more information.

- Information Literacy Instruction

The faculty of Sojourner Truth Library work closely with instructors in developing course-specific instruction sessions to assist students with all types of library research and to help them develop information literacy skills. Librarians also collaborate with faculty whose general education courses include the information literacy competency.

Most instruction sessions take place in the library's electronic classroom, which permits hands-on practice with the library catalog, research databases, and other Internet resources. Call the Instruction Coordinator at 257-3705 to schedule a session or submit an instruction request online from the "Requests and Suggestions" page on the STL web site. Allow a minimum of two weeks notice when requesting a class.

- Interlibrary Loan

Materials located at other libraries, or available from commercial document delivery vendors, may be obtained through interlibrary loan (ILL). ILL requests are submitted electronically via ILLiad, found on the library web site. ILLiad permits library users to track the status of their requests and to receive electronic delivery of articles in most cases. Turnaround time for ILL requests ranges from 24 hours to four weeks, though most items are delivered within two weeks. There is no charge for the service. For more information, contact the Interlibrary Loan Office at 257-3680.

- Course Reserves

Reserve service consists of two components: a traditional, in-library system and an electronic system available via the campus' Blackboard system." In general, traditional reserves is used for complete works such as books, test kits, journal issues, CDs, DVDs, and videotapes. The call numbers or identification numbers for these items can be

found in the online catalog. Journal articles and book chapters are scanned and placed on electronic reserves. In addition, web links, multimedia files, audio and video clips, images and PowerPoint presentations may also be included in electronic reserves. All reserve materials must comply with copyright restrictions. (See "Use of Copyrighted Materials" above.)

Reserve materials must be brought to STL at least two weeks in advance to allow for processing. A significantly longer period is required if the library must first purchase material to be placed on reserve. The library will not make copies of any copyrighted materials for course reserve or personal use. For additional information about course reserve services and complete instructions on submitting reserve material, contact the Check-out Desk at 257-3714 or visit the "Library Reserves" section on the STL web site.

- Library Services for Distance Learning

The library is committed to providing materials access and instructional support to online and extension students and faculty. Faculty and registered students can search more than 150 databases, full-text journals and other resources via the Internet, and are eligible for document delivery services. Many of these services provide a desktop access to journals, e-books, and other materials. The Distance Learning Librarian provides reference assistance via phone, FAX, email, and Instant Messaging. The library offers online tutorials and provides information literacy instruction both online and by visiting extension sites by appointment. For more information, visit the distance learning web page from the library web site or contact the Distance Learning Librarian at 257-2699, ref@newpaltz.edu or visit

- The Latest at the Library

STL publishes an informative bulletin called *The Latest @ the Library* each fall and spring semester. The bulletin, which can be picked up at the library, updates the campus

community on the newest services and most recent changes taking place at STL. Current and back issues can also be found on the Library Web page. For more information or additional copies, contact the editor at 257-3677.

- The Friends of the Sojourner Truth Library
Founded in 1997, the Friends of the Sojourner Truth Library is an association of faculty, students, parents, alumni, and community and business members dedicated to promoting and enhancing the library as a shared resource. Its mission is to participate in the stewardship of a library of distinction – a regional center of research and scholarship – through a variety of fundraising activities that provide a margin of excellence above and beyond that which can be achieved through conventional institutional funding. Since its inception, the Friends of the Library has funded the purchase of nearly 2,000 additional books and CDs, as well as the subscription to the JStor digital archives. Their contributions enrich the library collection which is essential to faculty research and student learning. Friends-sponsored activities include semi-annual used book sales, the *Honor with Books* commemorative bookplate program, speaker series, and periodic gatherings and celebrations.

Faculty are welcome to join the Friends of the Library and may contribute by payroll deduction, if preferred. For membership information, contact the Office of the Library Director at 257-3719.

Math Lab HUM 305; 257-3527

The Math Lab was originally established as a home for the Computer Assisted Independent Study Basic Algebra Course in 1995. The lab is currently open 44 hours per week and is staffed primarily by adjunct faculty. The lab has fifteen computers and seating for about 10 more students. It has evolved to now serve as:

- the home for the Computer Assisted Basic Algebra course. This course offers students flexibility of scheduling as well as the opportunity to progress as quickly as they can through the remedial course.
- a Walk-in Tutoring Center for students enrolled in any math class.
- an informal support center for the adjunct faculty of the mathematics department. Many adjuncts choose to hold their office hours in the lab because it is conveniently located in the Humanities building.
- a location for reference materials and study aids for mathematics students and faculty.
- a “public lab” supplementing the open campus labs. The computers are hooked up to the LAN and to the Internet.

Scheduling Classrooms

Classrooms are assigned by the Scheduling Office located in Records and Registration, HAB 19. Room assignments are based on department or class needs, class limits or size, or special needs of the students or faculty. Requests for smart or multi-media classrooms are made through the Department Chairperson at the time the initial schedule is being created. Once the final proof has been printed special requests are made directly to the Scheduling Office. All requests at that time are considered on a first come first serve basis. Faculty are responsible for adhering to the room capacity according to the fire codes posted in every classroom. After the first day of classes classroom changes will be considered for ADA accommodation issues only. Faculty should not move classes without contacting the Scheduling Office. The office maintains classroom assignments so that a student, staff or faculty member can be reached in case of emergency and that there will not be a conflict with an event, exam, etc.

CANCELLATION OF CLASSES

Campus-wide Class Cancellations and Delays

Classes will be canceled or delayed only under extreme circumstances, such as severely inclement weather or other emergency situations. The decision to cancel classes will be made as early as possible, usually by 6:00 a.m. for day classes and by 3:00 p.m. for evening classes. Those courses taught at extension sites will follow the cancellation policy of the site. If a site closes, faculty should alert students in their class of cancellation.

Announcements will be made on the campus hotline (845) 257-INFO (4636), on the home page of the college Web site at www.newpaltz.edu and will be sent using the NP Alert Emergency Notification System (see www.newpaltz.edu/npalert for details, including how to register in my.newpaltz.edu).

In addition, announcements will be made over many local radio stations. A list of those stations is distributed each fall semester in a Campus Advisory. A delay in the start of classes represents a cancellation of classes that begin prior to the delayed start, e.g., a delay to 10:30 a.m. means that classes that begin prior to 10:30 are cancelled.

Procedure for Communicating Office Closings to Students, Staff and Visitors

During inclement weather, the campus will often cancel classes, but offices will remain open. This is because state agencies are not allowed to close without the governor's approval. However, at those times we also typically announce that non-essential staff may leave with supervisory approval (if they charge personal leave time). It is common that many offices will close as all staff members in that unit have opted to go home for personal safety reasons. Some send out an email to the campus, while others merely post a paper notice on their office doors.

Because we are a residential campus and students, staff and visitors who remain on campus are expecting offices to be open, we want to make them aware BEFORE they venture out in inclement weather to an office that it is closed.

If your office is closing, please follow these steps:

1. Each department head (or his/her designee) must report to their VP or Dean (or his/her secretary) the decision to close their office and indicate the time it will close.
2. The Vice Presidents and Deans or their secretaries should call x3245 (Public Affairs) or email publicaffairs@newpaltz.edu with that information. Public Affairs will keep a running list. Public Affairs will post this list and continually update it on the Web as the secretaries report this information.
3. When Public Affairs announces the college is canceling classes via an all-fs and all-stu message, Public Affairs will include in that e-mail (and in the post on the home page) a link to a separate Web page where the status of department offices will be posted.

For more information about weather cancellations and delays, visit <http://www.newpaltz.edu/news/snow>

Faculty Initiated Cancellations Due to Inclement Weather

Since the student body includes both resident and a commuting population, faculty are encouraged to hold classes if at all possible to serve the resident students as well as the commuting students who are able to travel to class.

Faculty are also expected to permit students to make up work missed when hazardous travel conditions caused by severely inclement weather prevent some commuting students from traveling to campus when classes are in session.

If classes have not been canceled campus-wide, but an individual faculty member is unable to travel to the campus or to the off-campus site of the class because of local weather conditions, that faculty member is expected to notify the students that class will not be held. Arrangements for a system of chain telephone calls should be made by the faculty member and the students at the beginning of the semester.

Cancellations Due to Faculty Absence

If a faculty member must be absent from class for any reason, he or she must notify the department Chair as soon as possible, and no later than the day of absence. Normally, the faculty member is expected to arrange for make-up sessions for classes missed because of absence due to circumstances other than illness

INFORMATION FROM RECORDS AND REGISTRATION

Family Educational Rights and Privacy Act of 1974 (FERPA or the Buckley Amendment)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that provides for the confidentiality of student education records. Except as specifically provided in the Act, information contained in these records cannot be disclosed to anyone outside the institution without the written consent of the student. It also may not be appropriate for information to be released to faculty and staff within the institution except when it can be demonstrated that the request constitutes a need to conduct official business. Status as a member of the faculty or staff does not by itself establish a right to access student information.

To assure compliance with the Act, faculty and staff are enjoined from disclosing any information. All requests for information should be referred to the Records and Registration Office for processing under the guidelines of the Act. Please note the prohibition against releases of information to third parties applies to parents and other family members.

Class Rosters

The faculty member will receive four rosters during the semester. An **initial roster** is printed approximately one week before the start of classes—this roster shows an initial list of students enrolled in the course and a "Wait List" if one has been established for the course. A **preliminary roster** that is printed after the close of the Add/Drop period. An **official roster** is printed after the course withdrawal deadline. A **final grade roster** is printed approximately two weeks before final examinations.

Supplemental Grade Rosters are no longer accepted.

Each faculty member must ensure that preliminary and official class rosters are accurate. Any student who is attending a class but does not appear on the preliminary or official roster is not entitled to remain in the course. The student should be sent immediately to the Records and Registration Office HAB, 19.

Students are not allowed in classes for which they are not registered and they will not be allowed to pay tuition for a course after the fact. Students are not allowed to take a course in one semester and receive credit for it in another semester.

Wait Lists

For specific, department approved courses, wait lists of up to 10 students may be established during the registration process if the course is full. These students do not move automatically from the wait list to the roster when a seat becomes available. They must attend the first class, obtain a Permission of Instructor card, and then register. The faculty member should determine during the first class meeting, if he/she will allow a wait listed student to register for the course. Please pay close attention to the legal capacity of your classroom.

Permission Cards: PI (Permission of Instructor) and PC (Permission of Chair)

Students must have permission cards to register for certain courses. This allows the faculty member to ensure that the student meets the course's prerequisites.

Students may also need a permission card if they are on a wait list or to register after the start of the Course Add period. Faculty should check the academic calendar for the dates after which they must provide the student with a PI or PC card.

Instructors should obtain PI cards from their department office.

Course Audit Policy

Some academic courses may be audited. Registered students at SUNY New Paltz, faculty and staff of SUNY New Paltz, and persons over 60 years of age may audit courses without paying a registration fee. For all others, a non-refundable registration fee of \$50.00 will be charged. Persons who would like to audit a course must obtain an Audit Form from the Office of Records and Registration. The completed form must contain the signature of (a) the Chair of the department offering the course and (b) the course instructor. After the signatures are obtained, payment must be made in the Office of Student Accounts. The completed form is submitted to the instructor.

The audit privilege permits the auditor to attend a course provided there is room in the course, and the necessary approvals have been granted, and to do course assignments, but it does not permit the auditor to take examinations in the course or to have his or her work evaluated in any other way. The auditor receives no grade for the course, nor is any record of course attendance kept in the Office of Records and Registration. Students may not change their enrollment status from audit to credit, or from credit to audit.

Audit privileges are not available in studio, laboratory, performance courses, or courses where class participation of students is of major importance, nor are they available in credit-free courses offered by the institution or in any foreign study program or course.

(Approved by President's Cabinet, 3/29/95)

Classroom Capacity

The legal capacity of each classroom is posted near the door or the front of each classroom. The faculty member should ensure that the total number of instructors, registered students, and auditors does not exceed this capacity.

Course Withdrawal

Students may withdraw from a course up until the midpoint of the semester. Deadline dates for filing the forms with the Records and Registration Office

are printed in the Academic Calendar. Students withdrawing from a course are required to obtain the signature of the instructor of each course and the signature of the student's advisor. Each instructor will note the date on which the student last attended the class from which he/she wishes to withdraw. Since Federal Financial Aid regulations require the institution to document the student's last date of attendance, it is the faculty member's responsibility to accurately record that date on the withdrawal form.

Posting Grades

Class grades may **not** be posted either by name or by the student's social security number or by any other method that may reveal a student's identity. Grades are available on the Web at my.newpaltz.edu within 24 hours of submission by the faculty.

Grading

Computation of the grade point average is based upon the following:

A = 4.00 B = 3.0 C = 2.00 D = 1.00
A- = 3.67 B- = 2.67 C- = 1.67 D- = 0.67
B+ = 3.33 C+ = 2.33 D+ = 1.33 F = 0.00

Grades of S (Satisfactory) and F (Failing) are used for student teaching and certain department-approved courses.

Student Elected Grading System (Satisfactory/Unsatisfactory) is an option that, may be exercised by a student. Faculty submit letter grades as usual; conversion to S* (Satisfactory) or U* (Unsatisfactory) occurs in the Records and Registration Office. Letter grades of A, A-, B+, B, B-, C+, C, and C- convert to S* while D+, D, D- and F convert to U*.

Submission of Grades

All grades are to be submitted on the Final Grade Rosters and must be submitted **in person** by the instructor to the Records and Registration Office HAB 19 no later than **48 hours** after administration of the final examination. Students not listed on the Final Grade Roster for a course are NOT ENTITLED TO A FINAL GRADE.

Grades of Incomplete

A grade of Incomplete ("I") is awarded at the discretion of the instructor and by request of the student and only when the student has successfully completed at least three-quarters of the required work for a course. College policy states that a grade of Incomplete may only be granted when a personal emergency prevents a student from completing the work. It should be kept in mind that having obligations to make up a grade of Incomplete while carrying a full load of new courses can be almost like carrying an extra course. There are good and legitimate reasons for students to ask for and for faculty members to grant Incomplete grades, but the requests should be considered carefully by all involved.

The maximum time a faculty member may allow for completing the necessary work is the mid-point of the following semester. The faculty member may require that the work be completed in a shorter time period. Students should discuss with the instructor exactly what work remains to be completed, and if possible have this agreement in writing. This will protect the student in case the instructor is not on campus the following semester.

Students should not register again for the same course. The instructor must submit an earned make-up grade change signaling the completion of the agreed upon work by the stated deadline in the Academic Calendar or the student's grade will automatically change to an "F."

At the student's request, the instructor has the discretion to extend the deadline for completion by one additional semester. The extension form must be submitted to the Records Office before the mid-point of the semester in which the work was originally due. Failure to complete the work by the new deadline (mid-point of the following semester) will result in the student's grade automatically changing to an "F" if the student is registered for courses that semester, unless the instructor submits a grade change form by the stated deadline in the Academic Calendar. No further grade changes or extensions will be permitted.

In sum, work for an Incomplete must be completed by the mid-point of the following semester unless the instructor has granted an extension. No extension shall be granted past the mid-point of the second semester. Summer sessions are not counted for this purpose. For example, should a student request an Incomplete for a fall semester course, work for that course should be completed by the mid-point of the following spring semester. Should the student ask for and receive an extension for the Incomplete work, no work or grade

changes would be accepted past the mid-point of the following fall semester.

Students who do not register for two consecutive semesters after the semester or summer session in which the Incomplete was granted will have the Incomplete converted into a permanent Incomplete during the mid-point of the second semester if the course is not completed or the instructor does not change the grade by that date. A permanent Incomplete can never be changed, but students may graduate with such a grade on their record.

Grade Changes

A grade change for a student must be made on a Change of Grade Form, which can be obtained in the Records and Registration. Completed forms should be returned to that office.

Maintenance and Retention of Student Work

A permanent written record of the assessment of all student work in a course must be maintained by an instructor. That record must contain all the information to be utilized in the assessment of a student's performance in a course and in computation of the final grade assigned. Such records must be retained for a minimum of three years and be available to department Chairs should the need arise. Student work that is not returned - papers, quizzes, reports, examinations, projects or other products upon which the assessment of the student's performance in a course is based - must be retained by the instructor for no less than one year beyond the academic year in which the work is done and must be available for examination should the need arise. Final examinations not returned to students must be retained for three years beyond the academic year in which the examination was given.

Part-time faculty must turn over all records and unreturned student work to the Chair of their department at the end of their appointment at the University.

Upon retirement or resignation, full-time faculty must turn over all records and unreturned student work for the past 3 years to the Chair of their department.

Academic Policies and Regulations

Academic Policies and Regulations are published in the Academic Advising Handbook, or found on the Web at www/newpaltz.edu/classes.

OTHER CLASSROOM ISSUES

Disruptive Classroom Behavior

Instructors have a responsibility to maintain an effective learning situation in their classrooms and to deal promptly with any disruptions that interfere with the learning situation. If a disruptive classroom incident occurs, particularly if it involves physical violence, University Police should be immediately called at 257-2222. The Office of the Dean of Students (257-3261) should also be informed so that the appropriate judicial action can be determined.

Student Evaluation of Instruction

The Office of Institutional Research (OIR) administers official Student Evaluations of Instruction (SEI) in the fall and spring semesters (summer is available upon request). Early in the semesters, request forms are sent to departments for dissemination to instructors. The request form must be completed and returned to OIR by the deadline. (The form and instructions can also be accessed at the OIR Web site www.newpaltz.edu/oir.) The SEI packets are made available for a specified period each semester at the SEI Desk. The packets can be picked up by the faculty member or a student, but must be administered in class, by a student. A student must then return the packets to the SEI Desk or OIR. Special arrangements for off-campus courses or courses that end early can be made with OIR.

Faculty participation in the SEI is a requirement for promotion, reappointment or merit increases. SEI evaluations should be done by all adjuncts teaching at extension sites. Peer reviews for adjunct faculty are accomplished by the department responsible for the faculty hire. No other evaluation instrument may be substituted for this requirement. The results of the SEI will be made available to the faculty member, the department Chair, Dean, and the Provost/Vice President for Academic Affairs, and will become part of the official personnel file. SEI results may also be made available to program coordinators when the instructor's activities fall within the domain of their programs.

Protection from Civil Lawsuits

A state employee, sued in his or her individual capacity in a civil lawsuit for acts or omissions occurring within the scope of his employment, is entitled to have the State provide a defense. To take advantage of this entitlement under Public Officers Law section 17, the employee must deliver a copy of the legal papers served on him, together with a request for representation to the Attorney General's Office within 5 days of being served. Please contact the President's Office for assistance. If a monetary judgment is awarded against the employee in the lawsuit, the state will pay this judgment if the Attorney General's Office determines that the employee's act or omission actually was within the scope of his public employment, and if both SUNY and the State Comptroller approve the payment.

Public Officers Law section 19 provides for reimbursement for criminal defense expenses incurred by a state employee only upon acquittal or dismissal of criminal charges brought against the employee when such charges arose out of an act which occurred within the scope of the employee's public employment. The determination of entitlement to reimbursement is made by the Attorney General's Office.

For further information, see SUNY Policy 6301.

Faculty must consult in advance with the appropriate Dean and the Office of Academic Affairs before asking students for waivers or liability, or before informing volunteers that they may be eligible for coverage under Public Officers Law section 17.

Classroom Visitors

Requests by outside organizations to utilize class time to make presentations of a non-academic nature must be approved by the Provost/Vice President for Academic Affairs.

It is the prerogative of the instructor to invite outside speakers to address topics related to the specific course material.

Smoking

Smoking is prohibited in all campus buildings except designated areas in Residence Halls.

Food, Drink and Alcoholic Beverages

Food and drink are prohibited in all classrooms, and must be confined to areas where food service is located.

No person shall possess, sell or give away alcoholic beverages without proper authorization in any

building or on property owned or controlled by the University. Policies and procedures on the promotion and sale of alcoholic beverages at authorized campus events are available in the College Activities Office (SUB 209). Information regarding the use/abuse of alcohol, referral sources, and relevant New York State laws is contained in the pamphlet. Institutional Response to the Use of Illicit Drugs and Alcohol, available in the Student Affairs Office (Campus Regulations and Judicial Procedures III, A.2.: Alcohol on Campus).

EMERGENCY INFORMATION

Dial 911 in an EMERGENCY.

University Police: Dial 2222 from any campus phone (or 257-2222)

Reporting Criminal Incidents or Emergencies

Criminal incidents may be reported by calling University Police at extension 2222 or reporting to the University Police Department on the second floor of the Service Building, Room 100 (located on Route 32 South). This office is open 24 hours a day. Medical emergencies may also be reported in the same manner.

Blue Light Telephone System

Call boxes brightly lit with a blue light have been installed in areas of high pedestrian traffic across campus. In addition, each campus building has an exterior telephone and each campus residence hall has a direct-ring emergency telephone in the entrance to the building.

Fire Drills/Evacuation

- Know the way to the nearest stairwells
- Instruct students at the first opportunity each semester in the proper procedure for evacuation:
 1. Stop what you are doing
 2. Start shutdown procedure of any experiment that could become a hazard if

left unattended (e.g. turn off heat, electricity, etc.)

3. Leave the room, shut the door, and proceed to the nearest stairwell that is not blocked by smoke and/or fire.
 4. Once inside the stairwell, shut the stairwell door and proceed out of the building staying in that stairwell until you exit the building. Stairwells are constructed to be "safe havens" from smoke and fire as long as all the doors are kept closed.
 5. When you reach the outside, proceed a safe distance away from the building. Remember emergency vehicles will be arriving. Keep lanes open.
 6. Do not re-enter the building until instructed to do so.
- Handicapped (non-ambulatory) individuals should be placed into the stairwell as soon as the major body of evacuees has departed. A messenger should be dispatched to tell the responding officer (fire or police) the location of the handicapped individual so that rescue can be initiated.

Any person who refuses to leave a building when a fire alarm sounds is liable to prosecution under applicable state fire laws. Faculty that does not comply with the fire regulations may also be subject to disciplinary action.

ACCOMMODATING STUDENTS WITH DISABILITIES

According to the Americans with Disabilities Act of 1990 (ADA) and the provisions of Section 504 of the Rehabilitation Act of 1973, reasonable accommodations must be made to make all college programs, curricula, and specific courses accessible to students who have a disability but are otherwise qualified for admission.

A person with a disability is someone with a physical or mental impairment that substantially limits one or more major life activities, including learning and working. An individual is considered to be a person with a disability if he/she has the disability, has a record of the disability, or is regarded as having the disability. Disabilities covered under the legislation include, but are not limited to: alcoholism, attention deficit disorder, blindness or visual impairments, cancer, cerebral palsy, contagious diseases, deafness or being hard of hearing, diabetes, drug addiction, epilepsy, heart disease, HIV-positive status, mental retardation, multiple sclerosis, muscular dystrophy, orthopedic impairments, perceptual handicaps such as dyslexia and learning disabilities, speech impairments, and traumatic brain injury.

Student Responsibilities

1. To self-identify themselves as a person with a disability or disabilities to the Disability Resource Center.
2. To provide documentation of their disability or disabilities to the Office of Disabled Student Services.
3. To request academic accommodations that will enable them to compete more fairly with their non-disabled peers through DDS.
4. To discuss with professors their academic strengths and individual needs in the classroom.
5. To maintain the same responsibility for their education as students that are non-disabled. This includes maintaining the same academic levels, attending class, maintaining appropriate behavior and timely notification of any special needs.

Faculty Rights and Responsibilities

Faculty play a critical role in helping students with disabilities succeed in college. If you are unsure of how to approach a situation, it is best to seek

counsel from the academic Dean or the Director of the Disability Resource Center.

Faculty Can:

- encourage students to self-disclose their disability or disabilities in an appropriate and confidential time and place.
- check on the legitimacy of a student's claim of a disability by contacting the Disability Resource Center.
- make suggestions for appropriate academic accommodations.
- help students whom they suspect have a learning disability by suggesting that the student seek support from the appropriate campus service providers.

Faculty Cannot:

- see a student's documentation of a disability unless given written consent by the student. Likewise, faculty can not request information on the student's disability from the campus service providers.
- set a limit for the number or amount of accommodations provided during a semester - or the number of students with disabilities in his/her classes.
- allow the right to academic freedom to impact the types of accommodations permitted in the classroom.
- refuse a request for an academic accommodation. If an issue comes up, such as a safety issue, the faculty member should contact the Disability Resource Center to discuss the request for accommodation.
- ask a student if they have a learning disability if the student is experiencing difficulty in class. The faculty member can suggest the student seek out support services.

Faculty Are Responsible To:

- maintain students' confidentiality at all times. Do not single out students in class, or mention any test accommodation to them in front of peers. These actions breach confidentiality.
- provide for the academic accommodation(s) requested.

- maintain the integrity of academic standards in the course. The proposed accommodations should not substantially alter the curriculum/major requirements. For example, one would expect a student with a disability to meet the requirements of certification through examination. The examination format may be modified, but a student with a disability would still be expected to take and pass the exam as a requirement for certification.

Faculty who are concerned about accommodating students with disabilities frequently wonder how to get students to talk to them at the right time about their accommodation needs. Since students have the right not to be identified as disabled if they so choose, they also have the responsibility of identifying themselves and their accommodation needs to you. Faculty may wish to make the following announcement in class or include it in the course syllabus: “Students with documented

physical, learning, psychological and other disabilities are entitled to receive reasonable accommodations. If you need classroom or testing accommodations, please contact the Disability Resource Center (Student Union Building 205, 257-3020). The DISABILITY RESOURCE CENTER will provide forms verifying the need for accommodation. As soon as the instructor receives the form, you will be provided with the appropriate accommodations. Students are encouraged to request accommodations as close to the beginning of the semester as possible.” Such an invitation to discuss individual needs can go a long way toward encouraging students with disabilities to approach the faculty early.

The Disability Resource Center is available to assist faculty with understanding and implementing instructional or program modifications necessary to accommodate students with disabilities.

CAMPUS REGULATIONS AND JUDICIAL PROCEDURES

The SUNY New Paltz College Council has established regulations that, provide for a judicial process to ensure fairness to students accused of violating the regulations. Students and all other members of the campus community are expected to abide by the rules and regulations and the laws of the larger community enforced by local authorities and courts. Certain charges within the code may result in campus penalties only, and other charges within the code may involve local court action if the laws of the community, the state, or the national governments are violated.

Faculty members should be familiar with the general contents of the regulations, which cover all aspects of campus life. Perceived violations of the regulations concerning matters other than academic integrity can be sent to the Office of the Vice President for Student Affairs or the Office of the Provost/Vice President for Academic Affairs. The following section describes the procedures for bringing charges in academic integrity cases.

Academic Integrity

Students are expected to maintain the highest standards of honesty in their academic work.

Cheating, forgery, and plagiarism are serious offenses, and students found guilty of any form of academic dishonesty are subject to disciplinary action.

Cheating is defined as giving or obtaining information by improper means in meeting any academic requirements. The use for academic credit of the same work in more than one course without the knowledge or consent of the instructor(s) is a form of cheating and is a serious violation of academic integrity.

Forgery is defined as the alteration of University forms, documents, records, or the signing of such forms, or documents by someone other than the proper designee.

Plagiarism is the representation, intentional or unintentional, of someone else's words or ideas as one's own. Since words in print are the property of an author or publisher, plagiarizing is a form of larceny punishable by fine. When using another person's words in a paper, the student must place them within quotation marks or clearly set them off in the text and give them appropriate citation.

When students use only the ideas and change the words, they must clearly identify the source of the ideas. Plagiarism, whether intentional or unintentional, therefore, is a violation of the property of the author plagiarized and of the implied assurance by the student when they hand in work that the work is their own. If the student has any questions about what constitutes plagiarism, it is the student's responsibility to clarify the matter by conferring with the instructor.

Procedures and Penalties

Faculty members must report in writing cases of cheating, plagiarism or forgery to their department Chair and academic Dean where the penalty is failure on a specific assignment or examination, failure for the course, or suspension or expulsion from the institution. Faculty members are also responsible for making the initial determination of the academic penalty to be imposed in cases of cheating, plagiarism, or forgery and for informing the department Chair, the Dean and the student in writing of the alleged violation and the proposed penalty. The academic penalty may range, for instance, from failure of a specific piece of work in a course to failure of the course itself. The chair and dean should be made aware of the penalty to be imposed to ensure that it is consistent with the norms of the department and school. (See the section of this handbook, pg. 14 on course outlines for ways to foster academic integrity in the classroom.)

The academic dean may request that the Dean of Students send a follow-up letter to the student indicating that they have also been notified of the academic integrity violation and subsequent violations will lead to judicial action.

Penalties should be devised and enforced by faculty members with discretion attending to the following factors:

1. The stage of the student's academic career—though the college is taking strengthened steps to raise awareness about academic integrity concerns both in orienting entering students and as part of their formal instruction, first year students or new international students may be operating within a far more relaxed set of expectations about the use of published

materials. Upper division students, in contrast, having taken numerous courses at New Paltz, may be assumed to have an understanding of our policy on plagiarism and our guidelines on how to avoid it.

2. Intention to cheat—This is a related consideration to that in #1, above. Students at early stages of their career, or with imperfect understanding of the definition of plagiarism, may plagiarize but not with the intention to cheat.
3. The severity of the offense—Two contrasting examples are illustrative:
 - a. Failure to provide a source for paraphrased material with the source listed in a paper's bibliography. This may be unintentional. This might be expected to result in a counseling session by the faculty member.
 - b. Submission of a paper purchased on the web. This constitutes prima facie evidence of intent to cheat and might be expected to result in a failing grade for the course and possibly a more severe penalty as well.
4. The frequency of offenses in the same course – a record of any offense should be maintained by the faculty member in case a pattern of repeated instances occurs.
5. Repetition of the offense in more than one class.

The Dean or the Dean's designee will review all pertinent documents and shall determine whether further disciplinary action is warranted. If, in the judgment of the academic Dean (or designee) evidence of misconduct is present, the academic Dean will request the Dean of Students to bring formal disciplinary charges against the student.

Procedures for Resolving Academic Integrity Cases

A student may attempt to resolve, and to ultimately appeal, both disciplinary action and a grade that results from instances of alleged academic dishonesty. The adjudication and appeal process in cases of violation of academic integrity may involve on the one hand, procedures for adjudication concerning grades and grade appeal and, on the other hand, adjudication and/or appeal of disciplinary action.

The Undergraduate Academic Appeals Committee has the responsibility of hearing student appeals of alleged violations of academic policy and making recommendations to the Provost/Vice President for Academic Affairs. The appeals committee for graduate students is the Graduate Council. A student may file a formal, written appeal before the committee only after attempting to resolve the appeal with the appropriate faculty or administrative persons. Academic Appeals forms are available at the Office of the Provost/Vice President for Academic Affairs and in the academic Deans' offices. A grade appeal must be filed no later than one calendar year after the recording of the grade being appealed.

Procedures for Implementing Academic Appeals

The appeal system affords recourse to a student who has evidence, or believes that evidence exists, to show that an inappropriate grade has been assigned or other inappropriate formal academic action has been taken. For example, this may be a result of (a) mechanical error, (b) discrimination, (c) a violation of published academic policy, (d) allegation of academic dishonesty, or (e) error in judging the quality of the student's work.

The following steps should be taken by the student to initiate and process a grade appeal. Other kinds of academic appeals, involving the application of academic policy, must begin with the official whose decision the student is disputing. Whatever the nature of the case, it is imperative that the individual student recognize his/her responsibility for taking the initiative in the appeal and for processing the appeal through each step in the procedure. It is the student's choice whether or not to proceed to each step of the procedure.

Step 1 - The student must consult with the instructor concerning the problem. If a satisfactory resolution of the problem is not achieved and the student wishes to go to Step 2, the student must request a signed and dated acknowledgment of the consultation from the instructor. A handwritten note is sufficient.

Step 2 - The student must consult with the Chair of the department offering the course. If a satisfactory resolution of the problem does not result from this consultation and the student wishes to go to Step 3, the student must request a signed and dated

acknowledgment of the consultation from the Chair. A handwritten note is sufficient.

Step 3 - The student must go to the Dean of the School or College offering the course in question, complete the "Student Form for Academic Appeals," and arrange a meeting with the academic Dean. This form is obtained in the Office of Academic Affairs as well as the Dean's Office. If no satisfactory resolution is achieved after consultation with the academic Dean, the student may initiate Step 4.

Step 4 - The student should forward to the appropriate Appeals Committee (undergraduate or graduate) an explanatory cover letter, a copy of the "Student Form for Academic Appeals", and any pertinent documents in the student's possession.

Step 5 - The appropriate Academic Appeals Committee will review the material submitted by the student and will ordinarily request from the Dean the additional relevant material available to the academic Dean. After due consideration of the issues, the committee will decide whether further action is justified and the nature of such action. A consultation with the student may be requested by the committee at this step; consultation should not be considered routine. If the committee decides that no further action is justified, it will so inform the student in writing. If the Academic Appeals Committee deems that action other than denial of the appeal is justified, it may request consultations with any of the individuals involved in the appeal or may request any other information needed for clarification of the issues.

Step 6 - The Academic Appeals Committee will recommend to the Provost/Vice President for Academic Affairs such action, as it deems appropriate to resolve the appeal. A copy of this recommendation will be forwarded to the student.

Step 7 - The Provost/Vice President for Academic Affairs will have the ultimate authority in rendering a judgment in cases presented to him or her through the above process. The Provost/Vice President may consult with who ever may be of assistance in arriving at a judicious decision. The Provost/Vice President will inform the student in writing of the decision.

(Campus Regulations and Judicial Procedures III, B, 2.00: Academic Integrity; and The Advising Handbook 2003-2005)

Evidence of Misconduct

In those cases where allegations of academic dishonesty have been filed with the Campus Judicial officer, charges pursuant to the complaint will be based on a reason to believe that provisions of one or more of the following regulatory statements have been violated:

- No person shall, during the course of a quiz or examination,
 - (a) offer information of any kind to another person,
 - (b) receive information of any kind from another person or from the quiz or examination responses made by another person, or
 - (c) have in his/her possession any tool, written material or other device which may be of assistance to him/her in taking the quiz or examination and which has not been authorized by the person proctoring the quiz or examination.
- No person shall submit as his/her own to an instructor any work, which contains ideas or materials taken from another without proper acknowledgment of the author and source.

- No person shall take, steal, or otherwise procure in an unauthorized manner any piece or pieces of writing which contain the questions or answers to an examination scheduled to be given to any individual or group enrolled in any course of study offered by the University.
- No person shall sell, give away, lend or otherwise furnish to any unauthorized individual any piece or pieces of writing which contain the questions or answers to an examination scheduled to be given to any individual or group enrolled in any course of study offered by the University.
- The unauthorized possession of any of the aforesaid pieces of writing shall be considered as prima facie evidence of a violation of the provisions of this regulation.

(Penalty: not less than Disciplinary Probation; not more than Suspension and the inclusion of an academic penalty by the instructor. Such action does not preclude academic penalties imposed by the instructor. Students and graduate student employees should refer to the Procedures for Resolving Academic Integrity Cases for additional information.)

TEACHING AT AN EXTENSION SITE

Calendar/Alternate Academic Calendar

Off-campus courses follow the academic calendar of the extension site. First/last class meetings and holidays may differ from the SUNY New Paltz campus calendar. An academic calendar for the extension site(s) where you teach will be provided to you by the Center for Continuing and Professional Education before the beginning of the semester.

Student Registration

Please be sure that each student in your class is on your Preliminary Roster and if not, ask them to register immediately. Students can register by one of several methods. These include:

- Web Registration – Currently enrolled undergraduate students may advance register online for courses, via Web Registration in my.newpaltz.edu, on or after the date and time specified on the Time Assignment, which can be viewed when students login to my.newpaltz.edu under “My.Time

Assignment.” Please see the Records and Registration Web site for more information.

- Mail-in or Walk-in Registration - Completed and signed registration forms can be mailed or, during office hours, brought to:
Office of Records and Registration, HAB 19
State University of New York - New Paltz
75 S. Manheim Blvd.
New Paltz, New York 12561-2499
- Facsimile Registration - Completed and signed registration forms can be faxed to: (845) 257-2899 (signed original must be mailed to Center for Continuing and Professional Education Office)
- Extension Site Registration - Students may register at an open house or with the Extension Program Director during the Extension Office hours at Orange County Community College/Southwinds Community Center or SUNY Rockland.

You will receive several blank registration forms and PI (Permission of Instructor) cards that, may be distributed to students who have not registered and need them. Unregistered students who need a signed PC (Permission of Chair) card should be referred to the specific academic department on the New Paltz campus.

Instructors who take on the responsibility of accepting registration forms must bring them to Records and Registration Office, HAB 19, at New Paltz within 24 hours. If you cannot do this, do not offer.

By the time you receive the Official Roster, all students should appear on it. Do not allow a student to stay in your class unless he or she appears on the Official Roster.

For questions regarding registration, please have the student contact the Records & Registration Office at (845) 257-3100

For assistance in registering for a course after the beginning of the extension site's semester, please have the student call the Center for Continuing and Professional Education at (845) 257-2904.

Payment of Tuition

INSTRUCTORS MAY NOT ACCEPT ANY PAYMENT FROM STUDENTS! Once a student registers for a course, a bill will be sent to the student. The student should pay SUNY New Paltz directly or the Teacher Center (if a third party course).

For questions regarding a bill, students should be referred to the Student Accounts Office (Bursar) at (845) 257-3150.

Drop/Add and Withdrawal Procedure

Drop/Add and Withdrawal forms are available in the Records and Registration Office, the Continuing and Professional Education Office, and the Extension Offices. The student is responsible for getting his/her Drop/Add or Withdrawal form to one of the Extension Offices (when open) or at SUNY New Paltz Records and Registration Office by the deadline date. Forms should never be slid under a door at an Extension Office when the office

is closed. A student may also Drop/Add using the Web Registration system (except for students taking a course at a Teacher Center).

Cancellation of Courses Due to Low Enrollment

Courses may be canceled due to low enrollment. We ask that instructors meet their first class, regardless of the enrollment indicated on the roster. Courses reporting marginal enrollments often have enough walk-ins on the first session to permit the course to run. If too few students are enrolled, Continuing and Professional Education (C&PE or the department) will notify the instructor that the course will be canceled. The general guideline followed is that a minimum of 15 students is required for an undergraduate course and a minimum of 12 students is required for a graduate course.

PLEASE CALL THE CENTER FOR CONTINUING & PROFESSIONAL EDUCATION AT (845) 257-2904 THE MORNING AFTER YOUR FIRST CLASS SESSION AND REPORT THE EXACT NUMBER OF PEOPLE IN ATTENDANCE.

Should your course have to be canceled because of insufficient enrollment, you will be reimbursed for your travel expenses.

Campus Closings/Snow Emergencies

Instructors are required to set up a telephone chain with their students at the beginning of the semester in case of inclement weather or emergencies. Cancellation of classes due to weather related conditions, is at the discretion of the instructor unless the extension site cancels classes. If an instructor cancels a class, it is expected that the class will be rescheduled. The decision to cancel or delay classes should be made on the basis of existing conditions at the decision making time, rather than on weather forecasts. The decision making times are generally by 7 a.m. for day classes and by 2 p.m. for evening classes. Use your best judgment. Instructors are responsible for notifying students when a class is canceled.

If the extension site closes or delays classes: Instructors and students are urged to listen to radio stations local to the extension site for possible closings or delays announced about the extension

site. If SUNY New Paltz delays or closes it does not mean that the extension site has. For more information call the campus "info" line at (845)-257-3646, or contact Continuing & Professional Education at (845) 257-2904.

Library Services

SUNY New Paltz instructors and students may use any SUNY system library. Students attending courses at extension sites have access to all library databases. Proof of the library user's affiliation must be shown, such as a currently validated New Paltz ID card or paid registration statement. If there are any problems using other libraries, please contact the Circulation Office at Sojourner Truth Library at 257-3714.

Ordering Textbooks

Textbooks should be ordered as soon as possible directly with the Community College or local bookstore near the extension site. Most bookstores ask that a book order form be filled out and sent at least two months before the semester begins. Instructors may call the bookstore directly to inquire about their policies and to be sent a book order form. Instructions and an order form are also sent to all off-campus instructors prior to the beginning of the semester. Please call the Extension Program Director if you have questions. Instructors can work with the SUNY New Paltz bookstore for online courses or online book services.

ID Cards

SUNY New Paltz ID cards are issued without charge to faculty by presenting a copy of your letter of employment at the CAS ID Office in the Student Union Building, room 63 on the New Paltz campus. The office is open late (until 6:00 p.m.), Monday - Thursday, the first two weeks of the Fall and Spring semesters. Faculty who are unable to obtain an ID card during these extended hours or during regular office hours should call Campus Auxiliary Services (CAS) at (845) 257-3370. There is a \$20.00 charge to replace lost cards.

Host Extension Sites

Extension Courses are held at over 20 sites in a 6 county area. We are "guests" of the extension site and we need to act accordingly. All of the

extension sites are helpful and responsive to our instructor and student needs as much as possible. Please contact the Extension Program Director at (845) 257-2904 if a problem arises at one of our off-campus locations.

Student Evaluation of Instruction

Student Evaluation of Instruction is implemented for off-campus courses in a similar manner to on-campus courses. The only difference in the procedure is that the mail system is utilized in place of hand-delivery. We strongly urge you to participate in this process. SEIs are required to be on file if an instructor is to be reappointed.

Administrative Support

Instructors in need of administrative support services such as photocopying, typing, phone work, etc. are encouraged to discuss their needs with their respective academic departments.

Scheduling Classrooms Off-Campus

Classrooms are scheduled off-campus by the scheduling office of the particular off-campus site. The Extension and Distance Learning Director will work with the particular sites to secure the room(s) for extension site courses.

Instructional Resources Off-Campus

If you require audio/visual equipment, you may contact the appropriate department at the extension site or the Extension Director for assistance. Instructional Resource departments usually request a 48-hour notice for use of A/V equipment. Please note the telephone numbers listed below.

SUNY New Paltz offers library services through the electronic librarian at the Sojourner Truth Library on campus. The reference librarian can be reached at 845/257-2699.

Extension Offices:

Important phone numbers for requests for instructional resources and technical support:

I. Continuing and Professional Education

New Paltz Campus

Grimm House: 845/257-2904

Monday-Friday: 8:30 AM – 4:30 PM

If you have questions or have had difficulties securing appropriate technology at the extension site, please call the Extension Program Director for assistance. Call the Center for Continuing and Professional Education at 845/257-2904 or 845/257-2900 for assistance.

II. SUNY Rockland

Extension Office: 845/574-4415
A/V Equipment Office: 845/574-4145
Library: 845/574-4409
Bookstore: 845/574-4753

III. Southwinds Community Center, Middletown

Extension Offices:
(Southwinds Community Center)
845/956-4249
(Orange County Community College)
845/341-4249
Library: 845/341-4855
Electronic Information Library: 845/956-4426
Bookstore: 845/341-4815
A/V Equipment: 845/956-4249

IV. Sullivan Teacher Center/Sullivan BOCES

Teacher Center Office: 845/292-008
Arrangements for equipment and technical support can be made through the Teacher Center. Books can be ordered through the Teacher Center or Sullivan County Community College.

V. Rockland Teachers Center/Rockland BOCES

Teacher Center Office: 845/942-0354
Arrangements for equipment and technical support can be made through the Teacher Center.

VI. Middletown Teacher Center

Teacher Center Office: 845/341-5673
Arrangements for equipment and technical support can be made through the Teacher Center.

All requests for courses taught at sites not listed above should be made to the Center for Continuing and Professional Education.

STUDENT PROGRAMS, RESOURCES & SERVICES

Athletics, Recreation, and Intramurals

Students may choose from a variety of intercollegiate sports, intramural activities and recreational programs for their own health and well-being. Facilities are available during certain hours for members of the campus community. Faculty may want to take advantage of programs designed specifically for faculty/staff, in addition to encouraging students to become involved in a healthy alternative.

Campus Regulations and Judicial Procedures

The Office of the Dean of Students is responsible for the hearing of charges against students for violations of the University's Campus Regulations and Judicial Procedures. If a faculty member is concerned or becomes aware that a student has violated college policy, it is important to immediately contact the Office of the Dean of Students (257-3261) to discuss the matter.

Career Resource Center

The Career Resource Center offers career services to all undergraduate and graduate students. Faculty are encouraged to refer students to the Center as early as possible in their time at New Paltz to learn how to make the most effective use of our services, including: individual/group sessions on choosing a major and potential career options, skills and interest assessments, assistance in developing resume/cover letters, job search strategies and interviewing skills; help in locating and development employment contacts for full and part-time jobs, internships and volunteer opportunities, and packaging student credentials for application for jobs or graduate school. Other resources in support of faculty are: in-class or otherwise career presentations, i.e. "Don't cancel your class!" research service and development targeted materials; support for academic advisement; internship opportunities and contacts for you and your students; and Job Connection, on-line job/internship data base, and Resume Exchange. Don't forget to get involved in co-sponsoring a Major Connections Program, which provides faculty and majors and minors in your department with the opportunity to come together for a career event. Check out our Web page www.newpaltz.edu/careers for additional information or call us at 257-3265 to schedule time to talk.

Center for International Programs

New Paltz has been an active participant in international educational exchange for over 100 years and has achieved national recognition for our special approaches to international programs. Today, New Paltz leads in attracting international students with more than 600 students from over 50 foreign countries enrolled. The Center for International Programs offers a range of programs and services, including:

Study Abroad and Exchange Programs:

SUNY New Paltz currently offers more than 38 study abroad programs in 24 different countries. Programs are offered during the academic year, summer session and intersession. English speaking options are available for those students who are not proficient in another language. There are opportunities available for students from virtually

any major. In a pilot study, SUNY New Paltz was one of only nineteen institutions worldwide to have been found to meet the *Standards of Good Practice for Education Abroad*. Faculty interesting in developing study abroad opportunities should contact the Center for International Programs.

International Student Services:

The Center for International Programs offers international students studying at SUNY New Paltz advice and counseling with regard to their non-immigrant status in the United States. As part of its authorization by the federal government to admit international students, SUNY New Paltz is required by law to report the registration status of international students, who are required to be enrolled full-time. The Center also provides orientation and cultural programming for international students.

International Faculty and Scholar Services:

Support is available to international faculty and scholars regarding legal status in the United States, from initial assistance with obtaining employment authorization to lawful permanent residence. SUNY New Paltz welcomes visiting scholars in all disciplines.

The Haggerty English Language Program (HELP):

HELP offers intensive English language instruction to non-native English speakers at all levels of proficiency. The primary goal of the program is to prepare international students for academic work at SUNY New Paltz.

The Institute for International Business (IIB):

The Institute for International Business prepares English-speaking international students for the global marketplace. Through the Institute, students receive intensive instruction in American business practices and also have the opportunity to apply their skills during full-time internships with leading firms in New York City.

For further information on these programs, consult the CIP Web site at: www.newpaltz.edu/cip.

Center for Student Development

Upon a student's acceptance to SUNY New Paltz, the Center for Student Development becomes the transition center serving the student and their parents or extended family members. The Center coordinates all Orientation and Course Registration Programs, Welcome Week, and Parent and Family Weekend, and co-sponsors Fall Convocation. Faculty members are hired through the Office of the Dean of Student Advising to serve as academic advisors for summer orientation programs. In addition, the FYI program (first-year initiative) is directed through the Center, linked to two academic courses and providing a living-learning interest group for 130 first-year students.

Efforts for the on-going adjustment and retention of students include: each Orientation Leader continuing as a Peer Mentor for 65-90 students throughout their first year; staff and faculty volunteering as Transfer Reach-Out Liaisons; health promotion research projects and activities conducted by Center staff and academic interns; and the availability for staff to offer substance abuse prevention presentation in classes. All first-year students attend a workshop on sexual aggression and relationship myths during Orientation as well.

College Activities Office

The College Activities Office coordinates over 150 recognized student organizations that, plan and promote a diverse array of co-curricular events. Faculty may contact the Office of College Activities to assist students in becoming involved in out-of-class activities. Faculty members may also wish to become involved in the College Activities program through advising a student club or organization.

Disabilities Resource Center

This office collects disability documentation, determines accommodations related to academic course work and programs and assists faculty, staff and students with information and resources relating to disability. Instructors should call this office if questions or concerns arise regarding means of accommodation, verification of a disability, or the instructor's responsibility in responding to the needs of a student with a disability. Based on disability documentation and

course objectives, the Disabled Student Services Office determines the appropriate accommodations.

Educational Opportunity Program (EOP)

The Educational Opportunity Program provides comprehensive support services and financial assistance to students who demonstrate the potential to earn a college degree, but do not meet the traditional college entrance requirements. Each student is assigned an EOP advisor who provides services in academic advisement; personal counseling; career and student development; study skills instruction; financial planning; and referrals to resources. EOP requests mid-term evaluations from faculty for selected EOP students to assist advisors in monitoring the academic performance of students. Faculty are encouraged to call (257-3226) or stop by the EOP Office in HAB 401 any time that they wish to discuss the progress of EOP students.

EOP requires all freshmen to participate in structured study groups in mathematics and writing.

Financial Aid

Federal and state programs are administered by the Financial Aid Office to assist students in meeting University costs. Information on time-payment options and other alternate financing plans are available to all families. Faculty may refer students seeking information on employment opportunities on and off campus to the Office of Financial Aid.

Psychological Counseling Center

The Center provides short-term individual psychotherapy for currently registered New Paltz students. Our workshops are structured, didactic programs including Academic Success, i.e. test anxiety, writers block, time management, stress reduction; Body Image and Anxiety Management. We provide consultation to faculty for concerns about students, such as adjustment, academically related anxiety, suicidal thinking, eating disorders, sexual assault and alcohol/substance related difficulties. Additionally, we provide a 24-hour emergency back up service through University Police. The campus peer hot lines, OASIS (257-4945) and HAVEN (257-4930), are supervised by our center.

Programs affiliated with the PCC include the retention focused Scholars' Mentorship Program, *Soc 87190 Social Issues and College Life*, and National Screening Days for Depression, Eating Disorders, and Alcohol. The Center serves as a training site for Social Work and for the Psychology Department's MA Concentration in Counseling.

Residence Life

There are thirteen residence halls at the University. Each residence hall is staffed by a full-time professional Complex Director who supervises a paraprofessional staff of Resident Assistants. Faculty are welcome to become involved in the residential life program by presenting educational or special interest workshops in the halls. Should faculty have questions or concerns regarding resident students they may contact the Office of Residence Life.

Student Association

The student government is headed by a seven member executive board elected by the student body for a one-year term. The SA receives its

money from a mandatory activity fee that supports more than eighty students run organizations including a FM radio station, TV station, one weekly newspaper, magazine format periodicals, and a various services. There are significant opportunities for faculty to enhance the classroom experience through field trips, guest lectures, and sponsored events. Grants are also available for students to attend conferences. There are also ample possibilities for leadership development inherent in student government.

Student Health Center

The Student Health Center staff is the primary health care of students in attendance at New Paltz. The staff determine which conditions can be treated and which need referral to an off campus facility. The Health Center staff supports wellness programs, participates in health workshops and other activities which support physical wellness for the campus community.

FACULTY RESPONSIBILITIES

Academic Freedom and Responsibility

It is the policy of the University to maintain and encourage full freedom, within the law, of inquiry, teaching and research. In the exercise of this freedom faculty members may, without limitation, discuss their own subject in the classroom; they may not, however, claim as their right the privilege of discussing in their classroom controversial matter, which has no relation to their subject. The principle of academic freedom shall be accompanied by a corresponding principle of responsibility. In their role as citizens, employees have the same freedoms as other citizens. However, in their extramural utterances employees have an obligation to indicate that they are not institutional spokespersons. (Policies of the Board of Trustees, Article XI, Title I)

Faculty Utilization Policies

As a result of an audit of faculty utilization throughout SUNY conducted by the New York State Office of the Comptroller, SUNY agreed to develop written policies for faculty utilization. The system administration of SUNY has directed the individual state-operated campuses to develop

policy statements consistent with the Policies of the Trustees of the State University of New York, in accordance with the NYS/UUP agreement, with institution-specific policies such as those found in a campus faculty handbook, and with existing practices and policies of faculty personnel committees, academic departments, and larger instructional units. At SUNY New Paltz, such policies are formulated by the Council of Deans in consultation with the department Chairs of their respective units during the 1991-92 academic year. The policies were reviewed by the United University Professions and were reviewed and approved by the system administration of SUNY, effective February 4, 1992.

The policies on "Faculty Utilization" and "Full-time Faculty Professional Obligation" appear in the section of Faculty Responsibilities below. The policies on "Academic Year Obligation/Faculty Schedules," "Review of Low Enrollment Courses," "Reassigned Time from Teaching Responsibilities," "Campus-wide Assessment of Faculty Utilization," and "Annual Faculty Reports" appear in the section on Terms of Appointment.

Faculty Utilization

The policy of SUNY New Paltz on faculty utilization reflects the criteria of the Board of Trustees of the State University of New York for the evaluation of academic employees (Policies, Article XII, Title A, 4) and includes within the total professional obligation of full-time faculty, but is not limited to, normal faculty responsibility for academic instruction, academic advising, scholarly and creative activities, continuing professional development, institutional service, professional service, and community service that is discipline-related. The University seeks to develop and maintain a reasonable balance and distribution of these responsibilities and others that may be appropriate to the mission and responsibilities of the institution as a whole and its sub-units: the school/college, academic department, and academic program.

(New Paltz Faculty Utilization Policies, 3/27/92)

Full-time Professional Faculty Obligation

The normal distribution of full-time faculty responsibilities reflects the tripartite division of responsibilities traditional to the professorate in the United States: instruction, activities leading to the expansion and application of knowledge, and service.

Instruction includes, but is not limited to, classroom teaching, activities necessary to support formal classroom instruction, academic advising, development of new academic courses and pedagogical approaches and extra-classroom activities appropriate to the support of academic programs. Normally, full-time faculty of SUNY New Paltz are responsible for teaching from nine to twelve credit/contact hours, or the equivalent, each semester of the academic year. Academic departments are responsible for setting the norm for credit/contact hours within these parameters, with the approval of the appropriate Dean/Director and the Provost/Vice President for Academic Affairs.

Full-time faculty responsibilities for continuing activities leading to the expansion and application of knowledge encompass scholarly research and publication, creative activities resulting in exhibitions and performances, applied research resulting in an appropriate dissemination of its

results, funded research and sponsored projects, papers and presentations delivered at significant disciplinary meetings, in-service training and workshops delivered to professional groups, and the application of disciplinary knowledge to the development of new areas of instruction. Such activities must enhance the professional standing of the individual faculty member, be appropriate to the mission of the appropriate academic department and of the University, and result in a tangible product that can be critically judged by the faculty member's peers in the academic discipline.

The responsibility of full-time faculty for active and involved institutional service at the Department, School, or College level is a constant element in the normal faculty obligation; the level at which the service obligation is carried out will be dependent upon the needs of the academic department and the opportunities for service at the School and College-wide levels. Responsibility for service may also include service to the discipline through professional organizations when appropriate to the departmental mission and service to the wider community through discipline-related activities appropriate to the mission and the priorities of the academic department and of the University as a whole.

The annual balance of full-time faculty participation in the three traditional areas of the professorate's responsibility assumes that "normal" faculty performance will be inclusive of instruction, activities leading to the expansion and application of knowledge, and service. The degree of participation in each area may vary from department to department and, within a department, from faculty member to faculty member. Faculty annual reports will be reviewed on a regular schedule by department Chairs and Deans and, as necessary, by the Provost/Vice President for Academic Affairs to insure that an appropriate balance of activities is evidenced and maintained.

(New Paltz Faculty Utilization Policies, 3/27/92)

Instruction

Academic Advising

The academic advising of students is an integral part of the faculty's teaching obligations. Faculty

members may be asked to advise undergraduate undeclared, pre-majors and majors, as well as graduate students. The advising of undeclared and pre-major students, primarily freshmen, sophomores, and new transfer students who have not yet decided upon a major, is coordinated by the Dean of Student Advising. Faculty participation in advising is essential to the success of the advising process and a significant factor in student retention.

The basic tasks of any academic advisor are to develop a thorough knowledge of the institution and academic programs, policies, and services that are available to students, while attempting to perceive and understand the needs of students.

By understanding the institutions in such a manner, advisors may guide students in the matching of their needs with available resources. Ideally, the advising process will provide students with specific and accurate information, advice and counsel, and will enable the student to develop a personal relationship with their advisor. The Advising Handbook plus other University documents (Catalog, Schedule of Classes, College Progress Report), supplemented by referrals, provide the basis for sound academic advising.

During the advising period that precedes advance registration, advisors often post sign-up sheets on their office doors to facilitate scheduling appointments to meet with them. During this appointment, in addition to the advising itself, the advisor will give to the student an Advisor Release Number (ARN) and/or sign a registration form which is necessary for either Web or in-person registration. A Progress Report is available to each student prior to advanced registration (via my.newpaltz.edu); it should be reviewed during the advising session. Prior to meeting with the advisor, the student should prepare a tentative schedule.

Advisors should know when to urge students to see someone else to explore alternatives. Studies have shown that students are far more likely to follow up on a referral if the advisor assists directly in making the original contact. For answers to advising questions about which the advisor or the student is uncertain (e.g., information about academic

regulations, policies and procedures), contact the Office of Student Advising.

The pre-major advisor should be prepared to explore with the student life goals and educational/career goals, and to help the student reach at least a tentative decision about choice of major. The advisor will meet with each advisee and with the help of the Progress Report, plan each semester's program and indicate approval by signing the registration form or issuing a permission number for Web or in-person registration. The advising folder that the advisor receives for each student at the time of initial contact should be used to keep notes about dates of contact with students, discussions of significance, programs approved, possible intended majors, academic difficulties and referrals. Students who are on academic probation are asked by the Committee on Academic Standing to meet with their advisors to discuss the reasons for their academic difficulties and how they may improve their performance. Once the advisee decides on a major the student will take the advising folder to the major department.

The principal responsibilities of the major advisor are to give specific advice about the requirements of the departmental majors and to oversee the student's completion of General Education (GE) and other University-wide requirements. This will include: reviewing the Progress Report and the major plan; monitoring the student's progress in completing major requirements and general requirements each semester when the registration form is signed; insuring that the student will complete the required number of credits to graduate and to meet liberal arts, upper-division, and residency credit requirements and signing the major plan as part of the degree application. The major advisor can also be expected to counsel students about graduate or professional school in fields closely related to that of the major department. Frequently, major advisors will be asked to write substantive letters of recommendation for students who are assembling a credentials file, either for application to graduate school or for employment. In addition to making students aware of departmental requirements, major advisors can help their advisees to build second and third areas of

strength by thoughtful choice of elective courses or academic minors.

Curriculum Development

Selected Topics Courses

To enable faculty to experiment with new curriculum ideas, new courses may be offered without undergoing the formal approval process by utilizing a "selected topics" course number. Selected Topics courses must be approved by the department Chair and Dean.

Course Proposals

Proposals for new courses normally originate in the academic departments. Curricular proposals within the constituent Faculties will be reviewed in accordance with the By-Laws of the constituent faculty. Those approved by the Dean of a faculty are forwarded to the College Curriculum Committee, which can recommend them to the Provost/Vice President for Academic Affairs for approval.

Proposals for graduate courses are circulated in the same manner, except that they are reviewed by the Graduate Council rather than the Curriculum Committee.

Program Proposals

Program proposals are more fully developed than course proposals in terms of needs assessment, staff and related program costs (such as library acquisitions). They are developed by academic departments or larger instructional units in close consultation with the Office of Academic Affairs, are reviewed by the Budget, Goals and Plans Committee for their financial implications, as well as by the Curriculum Committee (for undergraduate proposals) or the Graduate Council (for graduate proposals). After this, program proposals are sent to the Academic Senate and then announced at two consecutive meetings of the General Faculty. Providing there are no objections, proposals are forwarded to the Provost/Vice President for Academic Affairs who recommends action to the President.

Campus-wide programs, like the General Education Requirements or the Honors Program, must also be

acted on by the Academic Senate and, if necessary, by the General Faculty.

Expansion and Application of Knowledge

Research Support

Full-time faculty members are expected to be active in their respective fields of academic endeavor. This activity takes on many forms, from scholarly research and writing which, result in published works to creative activities that result in exhibitions and performances.

The Office of Sponsored Programs facilitates external funding of faculty research, instructional, public service, creative and scholarly projects. Office staff assists in the identification of potential sponsors and in preparation of proposal applications. The role of this office is particularly critical in the development and institutional approval of proposal budgets. Both individual and institutional proposals must be processed by the office through institutional approval procedures to ensure compliance with pertinent State, Federal, institutional and sponsor regulations. Contact the office early for assistance with your project.

The NYS/UUP Agreement often contains provisions for periodically funding several different competitive grant programs. Information on these programs is forwarded to the department Chairs as it becomes available and may also be obtained from the local chapter President. For a complete description of the types of funding available through this program, go to: www.uup.info.org

Limited funding may also be available for research support or travel from the department Chairs. Extraordinary requests may be referred by the department chairs to the dean. In addition, the Provost/Vice President for Academic Affairs periodically funds a competitive award program, "Research and Creative Projects Awards".

Subaward Procedures

A project conducted in collaboration with an outside institution that serves as the lead agency must comply with institutional approval requirements/procedures. A sub award proposal

with budget must be submitted to the collaborating institution after SUNY New Paltz review and approval. Adequate time must be allowed for incorporation of the New Paltz scope of work and budget into the proposal narrative and budget of the lead agency. A recommended format for a sub award proposal is available in the Office of Sponsored Programs.

Individual Awards

- Awards such as fellowships may be made to individuals rather than to the institution.
- Proposal applications for such awards require institutional approval in order to ensure compliance with federal and state regulations such as the financial disclosure filing requirement imposed by the New York State Ethics in Government Act.
- The institutional Approval Form, available in the Office of Sponsored Programs, is used to document institutional approval.

Timeframe for Submission to Office of Sponsored Programs (OSP)

- The Office of Sponsored Programs should be contacted as soon as a decision to submit a proposal is made.
- Budget development, in conjunction with OSP staff, should be initiated a minimum of 20 working days before the proposal mailing deadline. For projects involving collaboration with faculty/staff of other institutions, the budget development process should begin a minimum of 25-30 working days in advance of the mailing deadline.
- All proposal documents (narrative, budget, application forms, letters of support, appendices) should be submitted to OSP at least 10 working days before the mailing deadline for final review and approval.
- This timeframe allows 2 days for final review by OSP and two days for review and approval by Chair, Dean, Provost/Vice President of Academic Affairs, and the Vice President for Administration.
- Generally, early involvement of the Chair and Dean is desirable. This applies particularly to major projects requiring special commitments to be made by Chair or Dean.

- Any proposals that must be submitted electronically should be initiated far in advance of the timeframe recommended above.

Institutional Biosafety Committee (IBC)

The Institutional Biosafety Committee acting on behalf of SUNY New Paltz is responsible for ensuring that recombinant DNA activities comply with the Federal "Guidelines for Research involving Recombinant DNA Molecules, June 1994" and all subsequent revisions to those guidelines. All experimental and instructional projects involving recombinant DNA molecules must be reviewed by the Committee. The IBC reports directly to the Provost/Vice President for Academic Affairs.

Investigators planning to perform recombinant DNA experiments or instructional activities must complete the Institutional Biosafety Committee Notification Form whether or not they consider the project to be exempt from the biosafety regulations. The form should be submitted to the Office of Sponsored Programs one month prior to submission of an application for external funding (include a copy of the research proposal) or planned initiation of project activities. Copies of the "Policy Statement: Research involving Recombinant DNA Molecules" and the notification form are maintained in the Office of Sponsored Programs and are sent to investigators upon request.

Patents, Inventions and Copyrights

All inventions made by faculty members utilizing University facilities shall belong to the State University and should be voluntarily disclosed. The inventor shall make application for patents and assign such applications or any patents as directed by the State University. The University will make provision entitling the inventor to a share in any proceeds from the management and licensing of such invention.

Inventions made on an individual's own time and without the use of University facilities shall belong to the individual.

Generally faculty members shall retain all rights to copyright and publish written works produced by them. However, where persons are employed or directed to produce specific work subject to

copyright, the University shall have the right to publish such work without copyright or to copyright it in its own name. (Policies of the Board of Trustees, Article XI, Title J)

For further information on patents inventions and copyrights related to sponsored research, refer to the brochure, State University of New York Inventions Patents Licenses', available from the Office of Sponsored Programs.

Computer Software Policy

The use of computers within the University may result in the creation of computer software. Computer software can be either copyrighted or patented, depending on the particular circumstances, and can often be licensed for commercial use. This policy covers the various aspects of ownership, administration and promotion of such computer software.

Disclosure: Computer software and software support materials shall be disclosed promptly to the Research Foundation (Technology Transfer Office). All concerned shall cooperate to insure copyright protection is secured when needed.

Ownership: Title to computer software and software support materials developed by faculty, employees, and students of the State University of New York (SUNY) or employees of the Research Foundation (RF) shall belong solely to SUNY or RF unless all of the following conditions exist, then it belongs to the creator:

1. The work was not created within the scope of employment of the creator;
2. The work created was not the result of a work-for-hire situation;
3. The work created was not a product or byproduct of sponsor funded or contracted activity;
4. The work was not developed through the use of facilities, funds, or personnel of the University or the RF or under the control of the University or the RF

Royalties: Where software is created within the scope of employment or is the result of a work-for-hire situation the RF shall retain all royalties generated by commercialization, for distribution in

accordance with the policies of the University and the RF. If the work was developed through the use of University or RF facilities, funds, personnel, or resulted from sponsor funded contracted activities, the creator shall receive forty percent of all gross royalties received for products or services which, embody the creator's work, unless the payment exceeds the limits fixed by applicable regulations of the relevant sponsoring agency, which will control in such cases.

Exception or Waiver: In all cases, the creator of software is entitled to request a waiver or exception to the provisions of this computer software policy. This waiver or exception will be reviewed by the appropriate Patent Policy Board of SUNY which; will make a recommendation on the request to the Chancellor.

Policy Statement for Animal Usage for Research and Teaching Purposes at SUNY New Paltz

SUNY New Paltz and its faculty may receive funding through grants, contracts, and sub-awards for the purpose of carrying out research and/or instruction using institutionally approved animals and conditions.

Only animals as listed with the animal usage policy statement of SUNY New Paltz may be used for research and instructional purposes.

Animals Permitted for Research and Teaching:

The following Animal Use Policy is to be followed under the guidance of the Animal Use Compliance Committee (AUCC):

- a) *Invertebrates and other cold-blooded animals* may be utilized for appropriate faculty and/or student research and teaching purposes. It is the responsibility of the applicant to demonstrate and of the AUCC to verify that necessary facilities are available before a project proposal is approved.
- b) *Fish* may be studied in situ (e.g. observed, sampled, and/or collected) and, if required for the completion of the research project, maintained in suitable holding facilities on or off campus. Fish shall be handled and processed according to the guidelines

established by the American Fisheries Society and American Institutes of Fisheries.

- c) *Any species* may be studied observationally within their natural habitat.
- d) *No live warm-blooded animals* may be employed for research and/or teaching purposes on campus if laboratory holding facilities and/or veterinarian care would be required.

The Animal Use Compliance Committee (AUCC)

Establishment of a new institutional animal care and use policy is founded on well-established and widely accepted federal and state guidelines. For the proper implementation of the proposed policy changes as outlined below an oversight committee must be appointed that will outline and institute appropriate guidelines for animal care and use on campus. An Animal Use Compliance Committee (AUCC) will be established to oversee compliance with regulations and record keeping. A major goal of this committee will be to approve and document protocols for animal care and use for research and teaching. The structure and function of this committee will be designed to provide sufficient guidance, compliance, and documentation to provide for the ethical treatment of animals and allow faculty to apply for appropriate federal, state, and private support and funding.

The minimum requirements for this committee will be to: 1) meet twice a year; 2) have a minimum of four members; and 3) keep records for a period of three years that will include, a copy of the Animal Welfare Assurance letter, minutes of meetings, records of applications and proposals for animal use. Annual reports from the Animal Use Compliance Committee will be sent to the Institutional Officer (IO) as designated by the Provost. When appropriate, the Animal Welfare Assurance letter (signed by all parties involved) will be forwarded from the Institutional Office (IO) to the Office of Laboratory Animal Welfare Office at NIH or to another agency depending upon the requirements of the proposal being submitted.

1. Oversight: Any activity involving the anticipated use of animals (as defined by the Animal Welfare Act) but considering institutional limitations outlined below must be approved by the Animal Use Compliance

Committee (AUCC) prior to commencement of the activity or submission of the grant proposal. For annually recurring or on-going activities, this committee will make an annual review of the activity.

2. Laboratory Research: Laboratory activities on campus, using permitted animal species as stated in the SUNY New Paltz guideline, are subject to review and approval by the Animal Use Compliance Committee, and must be in compliance with applicable policies governing such work.
3. Field Research: Research Plans for studies of free-living animals in their natural habitat are also subject to review and approval by the Animal Use Compliance Committee.
4. Use of Alternatives: Investigators must explicitly consider alternatives to the use of SUNY New Paltz approved animals for their activities and be able to provide a brief rationale justifying the use of a particular animal species or group to the AUCC within the scope of federal and state regulations and institutional limitations.
5. Limitations on Allowed Species: Use of animals requiring special on-campus housing/husbandry arrangements, use of non-human primates, dogs, cats, privately owned animals, and the use of endangered species will generally not be permitted.
6. Collaborative Research Activities: Collaborative work involving the use of animals at facilities other than those under the auspices of SUNY New Paltz may be conducted by SUNY New Paltz faculty, as long as the protocols for use are approved by the AUCC, and appropriate policies are established and followed by these institutions and approval has been granted. It is necessary for the SUNY New Paltz faculty to document this approval from the collaborating institution.

Supporting Documents/Agencies:

- Federal Laws:
Animal Welfare Act (United States Department of Agriculture)
Health Research Extension Act of 1985
Environmental Protection Act
Endangered Species Act
Occupational Safety and Health Act

- Department of Environmental Conservation
- New York State Law:
Department of Health (Center for Laboratories & Research)—Chapter II, Administrative Rules and Regulations, part 55
State Sanitary Code 16
- Federal Guidelines:
Guide for the Care and Use of Laboratory Animals (Department of Health and Human Services)
The Federal Inter-Agency Research Animal Committee
2000 Report of the AVMA Panel on Euthanasia
- Professional Society Guidelines:
Guidelines for the Use of Fishes in Field Research (American Society of Ichthyologists and Herpetologists, American Fisheries Society, and American Institutes of Fisheries Research Biologists)
Guidelines for Use of Live Amphibians and Reptiles in Field Research (American Society of Ichthyologists and Herpetologists, the Herpetologists' League, and The Society for the Study of Amphibians and Reptiles)
Ad Hoc Committee of the Use of Wild Birds in Research (The American Ornithologists' Union, Cooper Ornithological Society, and Wilson Ornithological Society)
Acceptable Field Methods in Mammology (American Society of Mammologists)
Guiding Principles for Research Involving Animals and Human Beings (American Physiological Society)
Guidelines for the Treatment of Animals in Behavioral Research and Teaching (Animal Behavior Society)
- National Research Council:
Guide for the Care and Use of Laboratory Animals (Institute of Animal Research)

Institutional Review Board (IRB)

The Institutional Review Board was established to develop and implement procedures for the protection of human subjects in accordance with the principles of the Belmont Report, the Federal Policy (Common Rule), for the Protection of Human Subjects and all subparts of regulations at Title 45 Code of Federal Regulations Part 46 (45 CFR 46). The IRB reports directly to the Provost/Vice

President for Academic Affairs and has the responsibility and authority to review, approve, disapprove, require changes in and monitor all research activities involving human subjects. Certification of exemption from the regulations and policies requires review by the IRB and may be determined only by the IRB.

For all research involving human subjects, investigators shall submit ten copies of the Application for Research Proposal Review to the Office of Sponsored Programs. Applications may be obtained from the Office of Sponsored Programs and should be submitted three weeks prior to regularly scheduled IRB meetings. A schedule of these meetings is on file in the Office of Sponsored Programs. No research involving human subjects in any fashion shall be initiated until approval has been given by the IRB.

Training in the protection of human subjects is required for all investigators (faculty, staff and students) conducting studies that involve the participation of such subjects. No projects involving human subjects may be conducted until training through an approved program has been completed, documentation certifying such training has been provided, and the IRB approval to conduct the project has been received. Information regarding approved human subjects protection training programs is available from the Office of Sponsored Programs.

Misconduct in Science, Training and Scholarly Work

No compromise of the ethical standards required for conducting academic research can be condoned. Every member of the campus community has the responsibility of reporting misconduct in scientific and scholarly work. Every effort will be made to protect the privacy and interests of those persons who, in good faith, make allegations or testify in relation to those allegations. The University will promptly, fairly and thoroughly evaluate and resolve instances of alleged or apparent misconduct in accordance with the "Policies and Procedures for Misconduct in Science, Training and Scholarly Work." A copy of this document can be obtained from the Office of Sponsored Programs.

WORKPLACE POLICIES

Equal Employment Opportunity and Affirmative Action Statement

SUNY New Paltz supports Affirmative Action and Equal Opportunity and does not discriminate against individuals or groups on the basis of race, sex, age, national origin, religion, disability, veteran status, marital status, or sexual orientation in education or employment, or in any of its policies or programs. All actions toward employees and students are based upon performance related criteria. Further, SUNY New Paltz will not tolerate sexual harassment of employees or students.

Any person alleging discrimination should contact the Affirmative Action Office at 257-3293.

Recruitment of Full-time Faculty and Staff

Recruitment efforts at any level of the University are designed to promote the hiring of the best-qualified candidate for any vacant position and to insure that the Universities Affirmative Action guidelines are followed. Authorization to fill a vacant position is made by the President, through the Vice President in charge of the area in which the vacancy occurs. Search committees are established to fill faculty vacancies and most administrative vacancies. The Affirmative Action Officer consults with search committees so that the steps in the recruitment and appointment process may be reviewed in detail. Searches are conducted in accordance with the procedures outlined in the Affirmative Action Search Handbook, conducting a legal and productive search.

Conduct of State Business in Private Establishments

State employees shall not sponsor, organize, attend or participate in any meeting or other activity, the purpose of which is related to State business, in any private establishment which does not afford full membership rights and privileges to any person because of age, race, creed, color, national origin, sex, disability or marital status.

(Executive Order 17, Governor of the State of New York)

Drug Free Workplace Policy

The unlawful use, possession, manufacture, dispensation or distribution of controlled substances in all campus work locations is prohibited. Employees who unlawfully manufacture, distribute, dispense, possess or use a controlled substance will be subject to disciplinary procedures consistent with applicable laws, rules, regulations, and collective bargaining agreements.

Employees must abide by the terms of this statement and must notify the Human Resources and Affirmative Action Office of any criminal drug statute conviction for a violation occurring in the workplace or at a work site, no later than 5 working days after such conviction.

(Institutional Response to the Use of Illicit Drugs and Alcohol)

Sexual Harassment

According to the Equal Employment Opportunity Commission "Guidelines," unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to the conduct is either an explicit or implicit term or condition of employment or academic advancement; or
- Submission to or rejection of the conduct is used as a basis for employment (or evaluative) decision affecting the person rejecting or submitting to the conduct; or
- The conduct has the purpose or effect of unreasonably interfering with an affected person's work performance, learning environment or creating an intimidating, hostile or offensive work or learning environment.

Every person is entitled to a work and learning environment free from the effects of sexual harassment. Therefore, SUNY New Paltz opposes sexual harassment of both employees and students. Such harassment of employees or of students which, implies a requirement of sexual cooperation as a condition of employment or academic advancement will not be tolerated. It will be considered a form of misconduct and sanctions will be enforced against:

1. Individuals engaging in it; and
2. Supervisory and managerial personnel who knowingly allow it to continue.

Any charges of sexual harassment against employees will be pursued in accordance with the disciplinary provisions of the appropriate union contracts. Charges of sexual harassment against students will be subject to judicial proceedings under Campus Rules and Regulations.

Students and employees of SUNY New Paltz who consider themselves victims of sexual discrimination may file a grievance in writing with the Affirmative Action Office within 45 calendar days of the alleged discriminatory act. Persons who choose to file a complaint within the University will not lose right to file with the Equal Employment Opportunity Commission or the State Division of Human Rights.

(Campus Regulations & Judicial Procedures III, B, 16.00: Sexual Harassment)

Faculty/Student Consensual Relationships

In September 1993, the Vice President for Academic Affairs suggested to the Presiding Officer of the Faculty that the appropriate governance bodies of the institution might usefully consider whether or not it would be wise to develop an institutional policy regarding faculty/student relationships. The Academic Affairs Committee passed the following motion at its May 6, 1994, meeting:

There should be no new rules governing faculty-student relationships. However, the Administration should provide information to the campus community about the kinds of relationships and conduct which have led to charges or complaints under the current sexual harassment rules.

In response, the Administration has provided the following statement:

“The success of the educational mission of SUNY New Paltz depends on the development and maintenance of a teaching/learning environment in which faculty and students work together in an atmosphere of mutual trust and respect. It is the professional responsibility of the faculty to actively promote such an environment and to be constantly aware that actions on their part which may be interpreted to be an abuse of the authority which they exercise in any teaching/learning situation will significantly diminish the trust and respect necessary to achieve the educational goals of individual students and of the institution as a whole. Consensual sexual and/or romantic relationships between faculty and students are often detrimental to the teaching/learning environment of a institution of higher learning, almost unavoidably creating situations in which mistrust and suspicion of favoritism occur. Because faculty and student relationships are inherently unequal, those that both parties initially view as consensual often appear exploitative to others and may, in time, be so perceived by either or both of the participants themselves. In such situations a faculty member may be confronted by a serious conflict of interest. Charges of sexual harassment, which must be taken seriously by the administration, are all too often the result of consensual relationships that are at odds with the standards of behavior that sustain a productive and harmonious teaching/learning community.”

Accepting Gifts to the University

Faculty may not accept gifts directly on behalf of the University. All prospective donors should be referred to the SUNY New Paltz Foundation Inc., Office of the Vice President for Advancement.

TERMS OF APPOINTMENT

Appointment Letter

Faculty are appointed by means of contractual letters prepared in the Human Resources and Affirmative Action Office and signed by the Provost/Vice President for Academic Affairs. The appointment letter must be signed and returned to

Human Resources and Affirmative Action Office before the appointment is considered to be official.

Appointment Type

The contract letter specifies one of three appointment types:

- **Temporary** appointments may be terminated at any time. (Article XI, Title F, Policies of the Board of Trustees)
- **Term** appointments are offered for a specified period of time that does not exceed three years in duration. Term appointments automatically expire at the end of that period unless terminated earlier because of resignation, retirement or termination. (Article XI, Title D, Policies of the Board of Trustees)

Faculty holding a term appointment that is not "self-terminating" will be scheduled for review that may result in a contract renewal prior to the end of the term. See "Tenure and Reappointment" under Evaluation, Reappointment and Promotion of Full-Time Faculty for the normal schedule of such reviews.

After extensive discussions during the 2006-2007 academic year, the groups that consult on personnel matters (administration, faculty governance and the local UUP leadership) reached consensus that the typical reappointment pattern for tenure-track faculty members should be 2 year reappointment periods. Reappointment reviews occur in the 2nd year (during the initial 3 year contract), 4th year (during the first two-year reappointment) and the 6th year (in the second two-year reappointment – this is also typically the tenure review). Rare exceptions may occur, for example, for faculty members who are hired for a tenure-track position but begin on the faculty as an ABD lecturer the first reappointment may be for 3 years rather than 2.

- **Continuing appointment [tenure]** is an appointment to a position of academic rank that, shall not be affected by changes in such rank (i.e., promotion from one rank to the next), and shall continue until resignation, retirement or termination.

Continuing appointment is granted [after a positive tenure review and] after completion of seven years of [full-time] service in the academic ranks of Assistant Professor, Instructor, Senior Assistant Librarian or Assistant Librarian. Further employment

beyond the seventh year must be as continuing appointment.

For those in the titles Professor, Associate Professor, Librarian or Associate Librarian, continuing appointment is granted [after a positive tenure review and] after three years of [full-time] service. Further employment beyond the third year must be as continuing appointment. (Article XI, Title B, Policies of the Board of Trustees)

Pay Cycle

All new employees are paid on a NYS lag payroll system. Approximately four weeks after the initiation of a full-time faculty appointment, assuming all required forms have been submitted to the Human Resources and Affirmative Action Office in a timely manner and transmitted to the Payroll Office, a faculty member should receive his/her first paycheck. Subsequent checks will be received every two weeks. As a matter of practice, we place faculty on a 26-pay basis unless the 21-pay option is requested. Please advise Human Resources if the 21-pay option is desired.

If a semester-long appointment is fully processed at the beginning of the semester, the part-time faculty member will receive 10 even payments.

Questions on initial payments should be directed to the Human Resources and Affirmative Action Office. After the initial check, questions should be directed to Payroll.

Union Representation

All faculty are represented by United University Professions. An agency shop fee is mandatory and is deducted from the paycheck.

Academic Year Obligation/Faculty Schedules

- **Full-time Instructional Faculty**

The academic year obligation of the instructional faculty renders them responsible for University service from convocation in the fall term through commencement exercises at the conclusion of the spring term. Deans, Directors and Department Chairs are encouraged to utilize faculty fully to cover the Universities five-day a week teaching

schedule, advising and office hour obligations, governance commitments, and other normal faculty responsibilities as defined by the Universities Faculty Utilization Policies. The College observes the academic tradition that an average of one day a week may be devoted by a faculty member to professional consulting or other similar professional activities. Note, however, that any remunerated activities during the period of faculty obligation specified above must be approved by the Provost of the college.

(New Paltz Faculty Utilization Policies, Faculty Schedules, 7/10/08)

- ***Four Day On-Campus Commitment***

To enhance the possibilities of faculty/student interaction outside of the classroom and to promote a more collegial teaching/learning community on the campus, all full-time faculty are expected to maintain a significant and substantial on-campus presence on a minimum of four weekdays each week, making themselves available to students and participating in activities related to the improvement of pedagogy and student advisement, recruitment and retention.

(Academic Affairs memo to Teaching Faculty 8/21/95)

- ***Commencement***

Graduation ceremonies are held in December and May. Attendance at Commencement ceremonies is considered to be one of a faculty member's regular responsibilities. Caps and gowns may be rented through the Campus Bookstore. Alternatively, caps and gowns are available through Deans' offices: faculty members who would like to borrow them should make arrangements well in advance. Specific details are provided to faculty members in notice sent by the Commencement Committee.

- ***Full-time Non-Instructional Faculty***

The calendar year obligation of the non-instructional faculty renders them responsible for University service throughout the year on a schedule established in conjunction with their supervisors to meet the service requirements of the agency to which they are assigned. Deans,

Directors, and Team Leaders are encouraged to develop schedules that include governance commitments and other normal faculty requirements as defined by the College's Faculty Utilization Policies.

(New Paltz Faculty Utilization Policies, Faculty Schedules, 5/13/94)

- ***Part-time Faculty and Semester Appointments***

The obligation of faculty holding semester appointments begins with the first day of classes for the semester and ends with the last day of finals for that semester. Submission of grades and resolution of incomplete grades are part of the obligation.

- ***Holidays***

Faculty are required to work on legal holidays on which classes are scheduled.

Summer Session Appointments

Assignments offered during the Summer Session are separate and distinct from those offered during the academic year. Summer session employment takes place outside the collective bargaining agreement between United University Professions and the State of New York. Salary levels, working hours and obligations are determined by the Director of Summer Sessions in consultation with the Provost/Vice President for Academic Affairs.

While Summer Session employment is offered outside the regular contractual boundaries, the State of New York limits summer session salaries to no more than 25.33% of the base academic year salary for 10 weeks of summer sessions.

Department Chair Appointments

Department Chairs are paid a stipend during the term of their chairpersonship. The stipend shall not be added to basic annual salary and is removed at the conclusion of the term.

Chairs should note that they are not eligible to receive extra service pay while they are receiving a chair stipend.

(Agreement between United University Professions and the State of New York, 2008-2011, Article 25)

Review of Low Enrollment Courses

Undergraduate courses with fewer than 15 students and graduate courses with fewer than 12 students are subject to cancellation. Low-enrolled undergraduate classes are canceled well before the end of the prior semester to allow students to enroll for other classes and to allow faculty members to be reassigned with time to prepare for new assignments. Minimum enrollments for summer session courses are set separately and are announced prior to each year's summer sessions.

Review Procedure:

As enrollment figures for each semester develop, department Chairs will inform their Dean/Director of classes that are or may be under-enrolled. The Dean/Director in consultation with the department Chair will decide whether or not to cancel under-enrolled classes. Decisions to cancel will be transmitted to the Office of Records and Registration and Human Resources. Deans/Directors will be responsible for making decisions to offer under-enrolled courses. Such decisions, including the justification for each decision, will be communicated by memorandum to the Provost/Vice President for Academic Affairs who will, if necessary, review annually with the appropriate Dean/Director the unit's pattern of under-enrolled courses and propose measures to avoid excessive numbers of under-enrolled classes. (New Paltz Faculty Utilization Policies, 3/27/92)

Reassigned Time from Teaching Responsibilities

Variations from the normal instructional obligation of an academic department will be dealt with on the basis of individual full-time faculty members. The reassignment of time from teaching for individual full-time faculty members will be on the basis of administrative responsibilities, activities involving scholarly or creative projects, or curriculum/pedagogy development.

As a general rule, faculty members who are reassigned from teaching one course for the purpose of performing administrative or other non-instructional duties will be expected to provide a minimum of ten hours per week in the reassigned-time assignment.

(New Paltz Faculty Utilization Policies, 3/27/92)

Campus-Wide Assessment of Faculty Utilization

Periodically the University will assess the utilization of full-time faculty. This assessment will be conducted as follows:

- The utilization of individual full-time faculty members will be reviewed annually through the Annual Faculty Report, which must be signed by the department Chair and the appropriate Dean/Director. The Dean/Director may bring to the attention of the Provost/Vice President for Academic Affairs the Annual Faculty Report of any individual faculty member and by so-doing initiate an assessment of the faculty member's normal workload, which may lead to an adjustment of that workload in the future. No such adjustment may be made without the written approval of the Provost/Vice President for Academic Affairs.
- The utilization of full-time faculty throughout academic departments will be assessed by the appropriate Dean/Director, who will, on the basis of appropriate evidence, make recommendations to the Provost/ Vice President for Academic Affairs concerning adjustments to the normal workload of an academic department that will be consistent with the goals of the department, school, and University. If a review by the Provost/Vice President for Academic Affairs finds such a recommended adjustment to be warranted, a positive recommendation will be made to the College President. No changes in the normal workload of an academic department will become effective without the approval of the President.

(New Paltz Faculty Utilization Policies, 3/27/92)

Annual Faculty Reports

Full-time (1.00 FTE) faculty and all part-time (.50 FTE or greater) who have been employed for at least two consecutive semesters are required to file an Annual Faculty Report each year to provide information which may be useful in personnel decisions, salary adjustments, sabbatical leave requests, or requests for recommendations.

Annual Faculty Reports (instructions available at my.newpaltz.edu) are due in the appropriate departmental office no later than **February 1** of each year.

Annual Faculty Reports will be reviewed by department Chairs and Deans and, as needed, by the Provost/Vice President for Academic Affairs. (New Paltz Faculty Utilization Policies, 3/27/92)

Ethics

- ***Conflict of Interest***

Faculty and staff of the College are encouraged to foster an atmosphere of academic freedom by promoting the open and timely exchange of scholarly knowledge independent of personal interests. In keeping with this obligation, they are also required to avoid conflicts of interest. In instances where potential or actual conflicts exist, faculty and staff are expected to consult with appropriate College officers and abide by University policy.

A conflict of interest is any interest, financial or otherwise, direct or indirect; participation in any business, transaction or professional activity; or incurring of any obligation of any nature which is or appears to be in substantial conflict with the proper discharge of an employee's duties in the public interest. A conflict of interest is also any financial interest that will, or may be reasonably expected to, bias design, conduct or reporting of sponsored research.

Faculty and staff may not engage in other employment that, interferes with the performance of their professional obligation. They are expected to comply with the New York State Public Officers Law provisions on conflict of interest and ethical conduct (Sections 73 and 74). To the extent required by law or regulation, they shall disclose at a minimum whether they (and their spouses and dependent children) have employment or financial interests or hold significant offices, in external organizations that may affect, or appear to affect, the discharge of professional obligations to the University.

(SUNY Policy on Conflict of Interest 6/27/95)

- ***Financial Disclosure***

The Ethics in Government Act of 1987, as amended, imposes a two-step filing system for academic employees who earn in excess of the

job rate of a Civil Service SG-24 position (in 2001 this rate was approximately \$68,458):

1. Teaching faculty who earn in excess of the SG-24 rate must complete a Financial Disclosure Statement (SUNY-1) annually. This form will be sent to applicable faculty by the Human Resources and Affirmation Action Office and must be returned to that office by the deadline date, usually early in November.
2. Academic employees (excluding librarians) who earn in excess of the SG-24 rate must complete a Financial Disclosure Statement (SUNY-2) each time a sponsored program grant or contract application is submitted. Regardless of salary level, academic employees (including librarians) who submit applications to National Science Foundation or the U.S. Public Health Service must also complete a Disclosure Statement. Forms may be obtained from and must be filed with the Office of Sponsored Programs.

There are civil and disciplinary penalties for failure to file. An Ethics Advisory Opinion is available in the Human Resources and Affirmative Action Office.

Extra Service

Extra Service is defined as work done by full-time members of the SUNY faculty which, is in addition to services rendered as part of the regular full-time obligation to the University. Extra service assignments usually consist of a course "overload" or special project. Extra Service assignments must be approved by the Provost/Vice President for Academic Affairs prior to the beginning of the assignment. Extra Service remuneration may not exceed 20% of the individual's base annual salary. Department Chairs are not eligible to receive extra service pay. The "Request for Extra Service Form" (UP-8) is available from the Human Resources and Affirmative Action Office. To be paid, faculty must also submit an extra service payroll voucher to the payroll office.

Dual Employment

Extra Service may also be served at other SUNY institutions or state agencies. Faculty who, are

offered assignments at these institutions must receive authorization from their home campus prior to starting the project. The "Dual Employment Approval Form" (AC-1588) is available from the Human Resources and Affirmative Action Office.

Additional Employment

SUNY campuses reserve first claim to the services of their employees. Employees may not engage in other employment that interferes with the performance of their professional obligations. No full-time employee of the State University may assume another full-time position or obligation either within or without the University while under obligation and receiving compensation from the University.

To avoid potential conflicts, employees shall advise their supervisors in writing of any outside employment to ensure that it is permissible under the Public Officers' Law and to make certain that there is no other form of conflict. In accordance with State employees regulations, faculty members shall inform their department chair and their dean in writing, and obtain decanal approval.

Faculty members are encouraged to engage in consulting work and other professional activities related to their areas of academic specialization.

The New Paltz Faculty Utilization Policies on Faculty Schedules observes the academic tradition that an average of one day a week may be devoted by a faculty member to professional consulting or other similar professional activities. It is recommended that when entering into consulting relationships and other similar professional activities, care should be taken by the staff member to determine:

1. That the nature and extent of the employment shall be such as to contribute to the professional development of the staff member and thereby enhance the staff member's value to the University, and
2. That such employment shall not impinge upon the staff member's responsibilities to students, to the department, and to the University as a whole, and should not significantly affect the rights and obligations of other members of the department.
3. Employees who do outside consulting are advised that it is inappropriate to use their SUNY employer's resources to support their personal consulting endeavors.

Where appropriate, deans will consult with the Provost in granting approval for outside employment.

EVALUATION, REAPPOINTMENT AND PROMOTION OF FULL-TIME FACULTY

Student Evaluation of Instruction

The deans recognize that persistently high quality teaching is a necessary condition for achieving continuing appointment at New Paltz. The rating portion of the SEI is viewed as one facet of information about a faculty member's teaching effectiveness rather than as the primary source. Other important facets of a teaching portfolio might include materials produced by the faculty member in the teaching of a course (course syllabi/outlines, rubrics, student evaluation tools, handouts, and electronic or web-based materials prepared and used for instruction), materials produced by students that illustrate high achievement, and student responses to the open-ended questions on the SEI. Peer evaluation of teaching and self-

assessment are also very important, especially if evidently frank and serious.

The overall pattern or trend of SEI scores is more important than any one particular question or score. The ratings become a concern if they manifest a pattern of low scores over time, if the scores deteriorate over time, or if there are patterns of low-

rated areas across courses, e.g., if the range of questions pertaining to assignments and feedback were scored low across all sections. The Deans recognize that SEI ratings must be used with sensitivity to the nature of the courses. For example, students in general education courses will likely differ in their perceptions from those in upper division electives, as would students in large class

sections as opposed to smaller, more personal classes.

A number of other caveats apply to the use of SEIs in the evaluation of a faculty member's teaching effectiveness. One semester's results may not be informative, particularly if the instructor is teaching a course for the first time or is trying a new or different pedagogy. Departmental patterns and norms in student SEI responses may also be taken into consideration before concluding that the ratings are exceptionally low or high. Conversely, an overall pattern of high scores or a pattern of improvement over time in scores for individual courses is viewed positively.

Information about a faculty member's teaching effectiveness is looked at both discretely and developmentally. Deans will use these materials to gain an equitable, overall sense of the faculty member's pedagogical approaches, commitment to preparing high quality course materials, and his or her development over time in response to critique, experience and evolving pedagogical theory and resources. Because the various schools on campus place greater emphasis on certain measure of effective teaching than others, candidates for promotion, reappointment and discretionary salary increases should consult with their department personnel subcommittees, department chair and dean for specific norms and expectations.

The Office of Institutional Research (OIR) administers official Student Evaluations of Instruction (SEI) in the fall and spring semesters (summer is available upon request). Early in the fall and spring semesters request forms are sent to departments for dissemination to instructors. The request form must be completed and returned to OIR by the deadline. (The form and instructions can also be accessed at the OIR Web site www.newpaltz.edu/oir.) The SEI packets are made available for a specified period each semester at the SEI Desk. The packets can be picked up by the faculty member or a student, but must be administered in class, by a student. A student must then return the packets to the SEI Desk or OIR. Special arrangements for off-campus courses or courses that end early can be made with OIR.

Faculty participation in the SEI is a requirement for promotion, reappointment or merit increases. No other evaluation instrument may be substituted for this requirement. The results of the SEI will be made available to the faculty member, the department Chair, Dean, and the Provost/Vice President for Academic Affairs, and will become part of the official personnel file. SEI results may also be made available to program coordinators when the instructor's activities fall within the domain of their programs.

Instructions on how to participate in the SEI are mailed to all faculty early in each semester. Faculty are informed of the dates when SEIs can be administered and the steps to be taken to ensure participation. The SEI is usually administered the week before final exams. SEI forms and instructions to students are placed in class packets for ease of administration.

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Peer Evaluation of Instruction

Peer evaluation of instruction is encouraged by the institution and is considered to be an important aspect of the general evaluation of faculty for reappointment and promotion.

Dossiers

The Central Committee on Reappointment, Tenure and Promotion has developed Guidelines for the Preparation of Dossiers that is available on the web site of Office of the Provost/Vice President for Academic Affairs at www.newpaltz.edu/acadaff. These Guidelines are offered to assure a fair and effective evaluation of candidates under consideration. The Committee requests strict

adherence to the format for dossier preparation insofar as this is practicable.

External Evaluations

External evaluations are required for all reviews involving decisions on reappointment taking place in the sixth of the standard 7-year probationary period
(Annual Reappointment/Tenure Review Call Letter)

External evaluations are required for all reviews involving promotion to the ranks of associate or full professor and associate or full librarian.
(Annual Applications for Promotion Call Letter)

The minimum standards for external evaluators are to be found in the guidelines of January 9, 2008. Individual units may have amplifications for these standards, which should be followed as appropriate.

Timelines

The University has developed normal "timelines" for a variety of personnel actions. The most important dates for each personnel action are listed below. Since it is not always possible to adhere strictly to these timelines, the guidelines issued annually should be consulted.

- **Faculty (Full and Part-Time) Discretionary Salary Increases:**

November: Guidelines for applying for faculty discretionary increases are announced. Period covered is January - December of the current calendar year.

February: Deadline for recommendations from department sub-committee to department Chair.

October: Decisions on faculty discretionary salary increases for the activities of the previous calendar year are communicated.

- **Faculty Promotion:**

October: Guidelines for promotion procedures are announced.

February: Deadline for recommendations from department sub-committee to department Chair.

May: Promotion candidate reviews his/her file.

June 15: Decisions on faculty promotions are communicated.

- **Tenure and Reappointment**

Faculty may be scheduled for notification of the result of a review for tenure or reappointment in December, March or in June depending upon their years of uninterrupted service or end date of their term of appointment.

(The Policies of the Board of Trustees, Article XI, Title D, 5 details this schedule.)

For faculty on the December list (Faculty in the second year of an initial 2-year term appointment or faculty initially appointed at mid-year.)

May: Guidelines for reappointment procedures are announced.

October: Candidates submit dossiers to department Chair.

November: Reappointment candidate reviews his/her file.

December 15: Decisions on reappointments are communicated.

For faculty on the March list (Faculty in the first year of an initial 1-year term appointment.)

September: Guidelines for reappointment procedures are announced.

November: Candidates submit dossiers to department Chair.

February: Reappointment candidate reviews his/her file.

March 31: Decisions on reappointments are communicated.

For faculty on the June list (Faculty in the second year of an initial 3-year appointment and most faculty with term appointments subsequent to their first.)

August: Guidelines for reappointment procedures are announced.

February: Candidates submit dossiers to department Chair.

May: Reappointment candidate reviews his/her file.

June 15: Decisions on reappointments are communicated.

The provisions governing the evaluation and promotion of academic and professional employees are contained in Article XII of the Policies of the Board of Trustees. Criteria may include, but are not limited to, mastery of subject matter; effectiveness in teaching; scholarly ability; effectiveness of University service; and continuing growth.

Access to Faculty Personnel Files

The regulations governing the official personnel files of faculty members are contained in Article 31 of the NYS/UUP Agreement. Within the limits of, and following the procedures outlined in the article, faculty members may make an appointment in Human Resources to review and respond to items contained in their official personnel files. Unless prohibited by law, an employee shall be notified of any other request for access to his/her official file for reasons other than those related to official university purposes. Procedures on reviewing files are also available in the Human Resources and Affirmative Action Office.

APPOINTMENT, EVALUATION AND ORIENTATION OF PART-TIME FACULTY

Appointment

At the initial appointment of a part-time faculty member, the quality of the appointee will be documented by: a current resume; letters of

recommendation; and an interview with the appropriate department Chair, program coordinator, or Dean.

Evaluation

All part-time faculty will be evaluated. To be reappointed, a part-time faculty member must receive a positive evaluation. The evaluation must

include, but is not limited to: Student Evaluation of Instruction for all courses taught, or other appropriate evaluative instrument; observation of the teaching of all new part-time faculty by a department Chair or designee with a report of the observation; periodic observation of all reappointed part-time faculty by a department Chair or designee with a report of the observation; review of the grading patterns of part-time faculty in the context of departmental norms.

Reappointment

The signature of the Dean or designee on the reappointment form for a part-time faculty member verifies that the faculty member's teaching performance has been evaluated and documentation is on file in the Institutional Research office.

To be reappointed, a part-time faculty member must have transcripts of their undergraduate and graduate work on file with their department.

Orientation

The orientation of part-time faculty will include the following:

- the department Chair or designee will meet with each part-time faculty member to make them familiar with programs goals, textbooks, and academic procedures and policies;
- each part-time faculty member will be directed to the online faculty handbook, www.newpaltz.edu/acadaff/facultyhandbook.html;
- part-time faculty will have course outlines for all courses taught on file in the departmental office, and the department Chair or designee will review them to insure conformity with department goals and standards;
- departments and Deans will collaborate with the Office of Human Resources to facilitate the orientation program that introduces part-time faculty to the rights, benefits, and obligations of their appointments.

To the extent possible, departments will develop opportunities to integrate part-time faculty into appropriate activities of the department, or the School/College, in order to share with them and make them more aware of the academic culture of the department.

(Guidelines for the Appointment, Evaluation and Orientation of Part-time Faculty, Vasse memo 3/5/96)

LEAVES

Sick Leave for Academic Year Faculty

Full-time faculty are required to submit a sick leave report on a monthly basis. Sick Leave reports are filed for part-time faculty as required.

Sick Leave is accrued during the period of professional obligation. Academic year faculty therefore accrue sick leave during the period from September 1 through Commencement in May.

Calendar year faculty accrue and charge sick leave at the same rate but on a 12-month basis.

Since the professional obligation assumes a five-day work-week (Monday through Friday) and sick leave credits are accrued on a five days per week basis, sick leave must also be charged on a five days per week basis.

Full-time faculty accrue sick leave as follows:

| During the: | Days per Month |
|------------------------------|-----------------------|
| First year | 1.25 |
| Second year | 1.33 |
| Third, Fourth & Fifth years | 1.50 |
| Sixth year | 1.66 |
| Seventh and subsequent years | 1.75 |
| Maximum accrual allowable: | 200 days |

Part-time faculty accrue sick leave as follows:

| Number of courses taught: | Days per Month |
|----------------------------------|-----------------------|
| 1 Course | 0.25 |
| 2 Courses | 0.50 |
| 3 Courses | 1.00 |

Accruals for part-time faculty are calculated by the Payroll Department when charges to sick leave occur, on a by case basis.

Sick Leave is charged during the December-January intersession and during any other recesses or breaks. There are no sick leave accruals and no sick leave charges during June, July or August for academic year faculty.

Sick Leave is charged on the following days when the University is open and classes are in session:

| | |
|--------------------|------------------------|
| Lincoln's Birthday | Martin Luther King Day |
| Memorial Day | Washington's Birthday |
| Labor Day | Independence Day |
| Election Day | Columbus Day |
| | Veterans' Day |

A letter from a physician or medical provider is required when a faculty member is approved to take extended Sick Leave **and** when the faculty member wishes to return from Sick Leave. Further, an employee may be required at any time to furnish suitable medical evidence from a physician to substantiate a claimed temporary disability.

(Article XIII, Title C, Policies of the Board of Trustees; Guidelines for Charging Faculty Sick Leave, Agreement with Local UUP Chapter, 11/9/94).

Family Sick Leave

Faculty may use up to a maximum of 15 days per year of sick leave for absences necessitated by an illness or a death in the immediate family.

(Article XIII, Title C, Policies of the Board of Trustees)

Vacation Leave

Academic year employees do not accrue credit for vacation leave and shall not be granted any such leave.

Calendar year and university year employees are eligible to accrue credits for vacation leave.

(See Article XIII, Titles A & B, Policies of the Board of Trustees)

Sabbatical Leave

The objective of a sabbatical leave is to increase an employee's value to the University and thereby improve and enrich its program. Such leave shall not be regarded as a reward for service or as a vacation or rest period occurring automatically at stated intervals. Sabbatical leaves shall be granted

for planned travel, study, formal education, research, writing or other experience of professional value.

Faculty who have continuing appointments, [who have completed at least six consecutive years of service within the University] or who, if they have previously had a sabbatical leave, have completed six consecutive years service since they returned from that leave, are eligible.

Sabbaticals may be granted for one year at rates not to exceed one-half basic annual salary or for one semester at rates not to exceed full basic annual salary.

Faculty are expected to file a leave report within sixty days after return to duty from a sabbatical leave. The format of the report is outlined in the letter, which granted the leave.

(Article XIII, Title E, of Policies of the Board of Trustees)

The University has developed normal "timelines" for sabbatical leave actions. The most important dates are listed below. Since it is not always possible to adhere strictly to these timelines, the guidelines issued annually should be consulted.

September 1: Guidelines for applying for sabbatical leave during the subsequent academic year are announced. Applications are available from Human Resources.

October 1: Applications for sabbatical leaves are due in department Chair offices.

January 15: Decisions on sabbatical leave applications are communicated by the Provost/Vice President for Academic Affairs.

Title F Leaves

Leaves of absence may be granted at full or reduced salary, or without salary, for the purpose of professional development, assignments of limited duration with other universities, governmental agencies, or for other appropriate purposes consistent with the needs of the University. Leave of absence without salary may also be granted,

under appropriate circumstances, for the purpose of child care.

(Article XII, Title F, Policies of the Board of Trustees)

A pre-tenure faculty member who is reappointed is eligible to apply for a one semester fellowship leave (Title F research assignment) instead of the first regular sabbatical leave. The leave should occur during the fourth year or the first semester of the fifth year to allow sufficient time for work accomplished during the leave to be accepted and published.

Requests for leaves should be submitted to the Provost/Vice President for Academic Affairs, along with supporting documentation from the department Chair and Dean.

Family and Medical Leave Act

Faculty are covered by the Family and Medical Leave Act (FMLA) of 1993, which requires employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons. Faculty are eligible if they have worked at the university for one year and for 1,250 hours over the previous twelve months.

FMLA leave must be granted if requested by an employee for the purposes of caring for a child after

birth, adoption or foster care; caring for a spouse, child or parent with a serious health condition; for a serious health condition that makes the employee unable to perform the employee's job. Medical documentation is required if an employee requests FMLA leave.

While on FMLA leave, the university must maintain the employee's health insurance coverage at the same employee contribution rate, which the employee pays while working.

Please contact the Human Resources and Affirmative Action Office to learn more about FMLA coverage.

Jury Duty

As an employee of the State of New York, faculty are paid while serving on jury duty. Commissioners of Jurors have been very accommodating to faculty requests to be rescheduled for jury duty during periods when classes are not in session. If you are required to give jury service, you must immediately notify your department Chair by providing a copy of the summons to jury duty. You must also obtain an attendance verification from the court clerk to document the days you spend in court.

BENEFITS

Benefit Fund Coverage

Faculty may be eligible for vision and dental plans through the UUP Benefit Fund. The spouse and unmarried children under 19 years of age, or full-time students under 25, and domestic partners may be covered under the benefit fund plans. There is a 42-day waiting period before any coverage would be effective. For more information on benefit fund coverage, request the UUP Benefit Trust Fund Plan Description Handbook from the Human Resources Office, HAB 203 or contact the Benefit Fund at their Web site: www.uupinfo.org.

Campus Facilities

Employees of SUNY New Paltz are entitled the use of University facilities including those in the Elting Gymnasium, the Ashokan Field Campus, and the Sojourner Truth Library. Employees must show

their university identification cards to take advantage of these facilities.

Employee Assistance Program (EAP)

The Employee Assistance Program (EAP) helps employees, including faculty, cope with personal problems which negatively affect their lives and

which might intrude upon their jobs. EAP is a confidential information, support and referral service providing assistance with a wide variety of problems. Depending upon the nature of the problem, employees seeking assistance are referred to a program, service or agency within the community for appropriate counseling or assistance. Families of employees are also welcome to use services provided by EAP. For additional

information, or to request assistance, call your local EAP coordinator at 257-2886. This phone call is confidential.

Group Disability Program

This disability plan is offered through TIAA-CREF. Through this plan, you may be eligible to receive 60% of your salary, up to a maximum of \$5,000 per month for total disability. All full-time faculty and some part-time faculty are eligible after you complete thirteen months of consecutive service. For further information, contact Human Resources, HAB 203.

Health Insurance

Eligibility for health insurance is determined by employment status. All full-time faculty and some part-time faculty are eligible to enroll. Providing that they enroll for coverage within the first 42 days of employment, coverage will become effective on the 43rd day of employment.

Prescription coverage is provided through the health insurance plan you select. If you decline to enroll in health insurance, you will not be provided with prescription coverage.

A percentage of the health insurance premium is paid by the employee through bi-weekly payroll deductions. The remainder of the premium is covered by New York State. Costs for health insurance vary depending on the type of coverage selected (individual or family) and the plan chosen (Empire or HMO). Enrollment in health insurance is handled by the Human Resources Benefits Administrator in HAB, 203.

Health Insurance may be continued over periods of leave without pay if the employee pays the full-share rates. Full-share rate includes the regular employee share premium as well as the portion usually contributed by the State

Faculty who separate from state service may be eligible to continue their insurance at full-share rate through a mechanism created by COBRA legislation. Health insurance may be continued into retirement for eligible employees. For information on continuation of benefits, contact the Human Resources, HAB, 203.

Retirement Benefits

- ***Eligibility for Systems***

Full-time faculty may choose from the three retirement plans at the University:

1. New York State Teachers Retirement System (TRS)
2. New York State Employees Retirement System (ERS)
3. The Optional Retirement System (ORP) which includes several carriers: TIAA-CREF, Aetna, Valic and Metropolitan Life

- ***Participation is either ERS or TRS:***

Participation in a retirement system is mandatory for full-time faculty. Faculty will have 30 days from their date of employment to select a retirement system of their choice. If no selection is made within the 30 days, faculty are automatically enrolled in TRS. Enrollment is optional for part-time faculty.

Faculty must contribute 3% of their annual salary toward retirement account. The state will also contribute on your behalf. To vest with either TRS or ERS, faculty must complete five years of full-time service or its equivalent and be age 62 to start retirement benefits.

After you have completed ten years of service with either ERS or TRS you are no longer required to contribute 3% of your salary.

- ***Participation in the Optional Retirement Program (ORP):***

If you select ORP as your retirement system, you must complete a 366-day period unless you already have existing contract numbers with one of the carriers listed above. For employees with existing contract numbers, vesting is immediate. You will be asked to contribute 3% of your salary toward retirement. The State will contribute 8% for your first seven years of service. After seven years of service the state's contribution increases to 10%.

For more detailed information on each retirement system, please contact the Human Resources Office HAB, 203 or you can link to each retirement system Web site through our Human Resources Web page at: www.newpaltz.edu/hr.

Tax Deferred Annuities

Tax deferred annuities allow employees to invest money in retirement accounts before taxes are levied, through payroll deduction. By doing so, employees reduce their taxable income, while saving money for retirement. Money is taxed when it is withdrawn.

There are several tax-deferred annuities available to employees. They are:

Supplemental Retirement Accounts (SRA) - TIAA-CREF

Tax Deferred Accounts (TDA) - TIAA-CREF

Deferred Compensation Program

ING. Tax Deferred Program (formerly Aetna)

Fidelity Investments

The SRA and TDA accounts are administered through the Human Resources and Affirmative Action Office, HAB, 203. The other plans are administered directly by investment corporations.

Tuition Assistance Program

- ***Tuition Waivers***

The Employee Tuition Waiver Program is available to university employees including full-time faculty. Employees are eligible to apply for a tuition waiver for no more than 6 credits per semester. Courses must be credit bearing and must be taken at a four-year SUNY institution. Tuition waivers are processed about a month prior to the beginning of the fall and spring semesters and the summer session.

Notices announcing the deadlines are distributed to all employees each semester. The amount of tuition waiver granted depends upon the number of applicants.

- ***Tuition Reimbursement Programs***

UUP offers a "space available" program for UUP covered employees. Employees are allowed to take one course per semester under this program, provided there is space available in that course section. Employees interested in taking a course at SUNY New Paltz under the UUP Program should obtain an application from Records and Registration.

UUP employees interested in taking a course under this program at another SUNY institution should contact that campus's Registration Office for details. The other campus usually will ask for a letter verifying employment in a UUP position. That letter will be provided at the employee's request by the Human Resources Office HAB, 203.

Unemployment Insurance

State employees are covered by unemployment insurance. Should you become unemployed, please contact the local Department of Labor office for unemployment insurance information.

Workers' Compensation

Workers' Compensation benefits are intended to protect employees against a loss of income or employment when they have suffered an on-the-job injury or illness. All work-related accidents should be reported to the department Chair or Dean immediately. An accident report form, available from the Human Resources and Affirmative Action Office, must be completed within 24 hours.

SEPARATION FROM THE UNIVERSITY

It is imperative that both your building key and office key is returned to FOC. See section Getting Started, Building Access and Keys.

Resignation

Employees who are planning to resign should inform the University no less than 30 days prior to the last day of work.

Retirement

Information regarding retirement is contained in Article XV of the [Policies of the Board of Trustees](#). If employees are interested in retiring, they should contact the Human Resources and Affirmative Action Office as early as possible to work out all of the details.

Retrenchment

Retrenchment is defined as the termination of any academic or professional employee during any appointment other than temporary, as a result of financial exigency, reallocation of resources, reorganization of degree or curriculum offerings or requirements, reorganization of academic or administrative structures, programs or functions as the Chancellor or designee deems appropriate. Retrenchment is applied in inverse order of

appointment within the affected group. The specific conditions of retrenchment are defined in Article 35 of the NYS/UUP Agreement.

Exit Interview

An exit interview checklist is mailed to employee's home address outlining rights under COBRA, final paychecks, benefit fund continuation, and retirement system vesting, etc.

The State University of New York New Paltz
Important Web sites
www.newpaltz.edu

| | <u>Web Address</u> |
|---|--|
| President's Office | www.newpaltz.edu/president |
| <i>Director of Development (Development, Foundation & Alumni Relations)</i> | www.newpaltz.edu/alumni |
| <i>Office of Institutional Research (OIR)</i> | www.newpaltz.edu/foundation |
| <i>Public Affairs</i> | www.newpaltz.edu/oir |
| Provost/Vice President for Academic Affairs | www.newpaltz.edu/publicaffairs |
| Graduate School | www.newpaltz.edu/acadaff |
| School of Business | www.newpaltz.edu/graduate |
| School of Education | www.newpaltz.edu/schoolofbusiness |
| <i>Educational Administration</i> | www.newpaltz.edu/schoolofed |
| <i>Educational Studies</i> | www.newpaltz.edu/edadmin |
| <i>Elementary Education</i> | www.newpaltz.edu/edstudies |
| <i>Migrant Education Center</i> | www.newpaltz.edu/elementaryed |
| <i>Secondary Education</i> | www.newpaltz.edu/migrant |
| <i>Special Programs, (CADL)</i> | www.newpaltz.edu/secondaryed |
| School of Fine & Performing Arts | www.newpaltz.edu/tutoring_center |
| <i>Art Department</i> | www.newpaltz.edu/fpa |
| <i>Art Education</i> | www.newpaltz.edu/art |
| <i>Ceramics</i> | www.newpaltz.edu/arted |
| <i>Graphic Design</i> | www.newpaltz.edu/ceramics |
| <i>Metal</i> | www.newpaltz.edu/ceramics |
| <i>Painting/Drawing</i> | www.newpaltz.edu/graphicdesign |
| <i>Photography</i> | www.newpaltz.edu/metal |
| <i>Printmaking</i> | www.newpaltz.edu/painting |
| <i>Sculpture</i> | www.newpaltz.edu/photography |
| <i>Art History</i> | www.newpaltz.edu/printmaking |
| <i>Music</i> | www.newpaltz.edu/sculpture |
| <i>Samuel Dorsky Museum of Art</i> | www.newpaltz.edu/arhistory |
| School of Science & Engineering | www.newpaltz.edu/music |
| <i>Biology</i> | www.newpaltz.edu/museum |
| <i>Chemistry</i> | www.newpaltz.edu/sse |
| <i>Computer Science</i> | www.newpaltz.edu/biology |
| <i>Electrical & Computer Engineering</i> | www.newpaltz.edu/chemistry |
| <i>Environment</i> | www.newpaltz.edu/compsci |
| <i>Environmental Geochemical Science</i> | www.newpaltz.edu/environment |
| <i>Environmental Studies</i> | www.newpaltz.edu/envscience |
| <i>Geology</i> | www.newpaltz.edu/environmentalstudies |
| <i>Mathematics</i> | www.newpaltz.edu/geology |
| <i>Physics</i> | www.newpaltz.edu/math |
| College of Liberal Arts & Sciences | www.newpaltz.edu/physics |
| <i>Anthropology</i> | www.newpaltz.edu/anthropology |
| <i>Black Studies</i> | www.newpaltz.edu/blackstudies |
| <i>Communication and Media</i> | www.newpaltz.edu/comm_media |
| <i>Communication Disorders</i> | www.newpaltz.edu/comdis |

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|---|--|
| <i>Economics</i> | www.newpaltz.edu/economics |
| <i>English</i> | www.newpaltz.edu/english |
| <i>Foreign Languages</i> | www.newpaltz.edu/foreign_lang |
| <i>Geography</i> | www.newpaltz.edu/geography |
| <i>History</i> | www.newpaltz.edu/history |
| <i>Nursing</i> | www.newpaltz.edu/nursing |
| <i>Philosophy</i> | www.newpaltz.edu/philosophy |
| <i>Political Science and International Relations</i> | www.newpaltz.edu/polisci_intlrela |
| <i>Psychology</i> | www.newpaltz.edu/psychology |
| <i>Sociology</i> | www.newpaltz.edu/sociology |
| <i>Women's Studies Program</i> | www.newpaltz.edu/wmnstudies |
| Other VP Academic Affairs Areas | |
| Center for International Programs | |
| <i>Haggerty English Language Program (HELP)</i> | www.newpaltz.edu/cip |
| <i>Institute for International Business (IIB)</i> | www.newpaltz.edu/esl |
| <i>International Student & Scholar Services</i> | www.newpaltz.edu/iib |
| <i>Study Abroad</i> | www.newpaltz.edu/isso |
| Center for Research, Regional Education and Outreach | www.newpaltz.edu/studyabroad |
| <i>Institute for Disaster Mental Health</i> | www.newpaltz.edu/crreo |
| <i>Graduate Admissions Advising</i> | www.newpaltz.edu/idmh |
| <i>Regional Education</i> | www.newpaltz.edu/graduate |
| <i>Language Immersion Institute</i> | www.newpaltz.edu/regionaled |
| <i>Summer Session</i> | www.newpaltz.edu/lii |
| Sojourner Truth Library | www.newpaltz.edu/summer |
| Sponsored Programs | lib.newpaltz.edu |
| Students Accounts | www.newpaltz.edu/sponsored_programs |
| Student Advising | www.newpaltz.edu/student_accounts |
| | www.newpaltz.edu/acadadv |
| Vice President for Administration | |
| Administrative Services | www.newpaltz.edu/admin_services |
| Bookstore | www.newpaltz.bkstr.com |
| Campus Auxiliary Services | www.newpaltz.edu/cas |
| Computer Services | www.newpaltz.edu/computer.html |
| Construction | www.newpaltz.edu/construction |
| Human Resources & Affirmative Action | www.newpaltz.edu/hr |
| Instructional Media Services | www.newpaltz.edu/ims |
| Parking | www.newpaltz.edu/parking |
| Payroll | www.newpaltz.edu/payroll |
| University Police | www.newpaltz.edu/police |
| Vice President Enrollment Management (Admissions) | |
| Undergraduate Admissions | www.newpaltz.edu/admisssions/undergrad.html |
| VP Student Affairs | |
| Campus Media Center | www.newpaltz.edu/studentaffairs |
| Career Resource Center | www.newpaltz.edu/tcmc |
| College Activities | www.newpaltz.edu/careers |
| Disability Resource Center | www.newpaltz.edu/collegeactivities |
| Intercollegiate Athletics | www.newpaltz.edu/drc |
| Psychological Counseling Center | athletics.newpaltz.edu |
| | www.newpatlz.edu/counseling |

Residence Life
SA Graphics
Wellness and Recreation

www.newpaltz.edu/reslife
www.newpaltz.edu/sag
www.newpaltz.edu/recreation

Important Publications/Documents

Publication

Source

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|--|----------------------------|
| <i>Advising Handbook</i> | Academic Advising |
| <i>Affirmative Action Publications Including: Aids; Sexual Harassment; Employment and Accommodation</i> | Affirmative Action |
| <i>Affirmative Action Search Handbook</i> | Affirmative Action |
| <i>Agreement between United University Professions and the State of New York</i> | Human Resources |
| <i>Basic Sponsored Programs Policies Defining Sponsored Projects and Charitable Giving Sponsored Programs Forms and Procedures Information Use of Human Subjects in Research Documents</i> | Sponsored Programs |
| <i>Campus Regulations and Judicial Procedures</i> | Student Affairs |
| <i>Deciding on a Major: A Practical Guide for Choosing a College Major</i> | Career Resource Center |
| <i>Emergency Procedures</i> | Campus Police |
| <i>Faculty and Staff Telephone Directory</i> | Telecommunications |
| <i>Faculty By-Laws</i> | Office of Academic Affairs |
| <i>Graduate Catalog</i> | Graduate School |
| <i>Graduate Teaching Assistant Handbook</i> | Graduate School |
| <i>Institutional Response to the Use of Illicit Drugs and Alcohol</i> | Student Affairs |
| <i>Peer Evaluations (Institutional Forms and Process)</i> | Department Chair |
| <i>Policies of the Board of Trustees</i> | Human Resources |
| <i>Public Officers Law</i> | Human Resources |
| <i>Schedule of Classes</i> | Records and Registration |
| <i>Sexual Harassment and Assault</i> | Student Affairs |