FACULTY HANDBOOK 2018-2019

STATE UNIVERSITY OF NEW YORK AT NEW PALTZ

(Revised August 2018)

Preface

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.

INTRODUCTION

The 2018-2019 Faculty Handbook is designed to be a source for policies and guidelines governing faculty responsibilities and how they are carried out at SUNY New Paltz. This Handbook is not all-inclusive. Its purpose is to offer a comprehensive guide to faculty who seek information about the institution in general, instruction and classroom management, student support services, faculty responsibilities, faculty appointments and personnel matters. Policies stated here are documented as to their sources of authority, and faculty are expected to abide by them. References to links with additional information and more complete policy statements are provided when appropriate.

Lorin Basden Arnold

Provost/Vice President for Academic Affairs

Contents

Section 1: ABOUT SUNY NEW PALTZ

Information about campus and activities may be found in a variety of areas of our web site. Here are a few of particular interest and relevance to faculty.

Contracts and SUNY Policies

The State University of New York Policies of the Board of Trustees provides structure for the operation of all SUNY campuses. The most recently updated full document may be accessed through the SUNY Board of Trustees website. Information about SUNY employment policies, employee appointment, evaluation, promotion, and benefits may be found in the Policies, generally. Some are explained in more depth below, with citations.

United University Professions (UUP) is the union that represents academic and professional faculty on SUNY Campuses. More information including the most current contract, may be found on the UUP website.

History of the Campus

Please visit the SUNY New Paltz website page History of the Campus for an overview of our history and additional links.

Information for New Employees

Compiled by the Office of Human Resources, this list of campus resources for new hires is a useful resource with information on many aspects of campus life.

Mission Statement

Please visit this link for the Mission Statement of the college.

Organizational Charts

The organizational structure of SUNY New Paltz, headed by the President, consists of six divisional Vice Presidents: Academic Affairs, Administration & Finance, Enrollment Management, Student Affairs, Communication, and Development & Alumni Relations and several additional areas: Diversity, Compliance and Campus Climate, Strategic Planning, Institutional Research, Regional Engagement and the Hudson Valley Advanced Manufacturing Center. Here is the web page with the complete organizational chart.

Shared Governance

Copies of the Faculty Bylaws are available at the [Faculty Governance web site](#).

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

Strategic Plan

Here is the link to the campus [Strategic Plan](#).

Section 2. GETTING STARTED - General Campus Information

my.newpaltz.edu

my.newpaltz.edu is a web-based portal through which faculty, students, and staff may gain access to various self-service and administrative applications. NPCUID is required for login. Items in this handbook that can be found in **my.newpaltz.edu** are identified as such and include a link.

Building Access and Keys

The department head/chairperson and building supervisor must approve all card access and key requests for facilities under his/her control. Classrooms are open during teaching hours. Access to other labs/rooms/areas relevant to your teaching or research must be approved by and obtained through your department chair.

Campus Communication

Campus Mailing Lists

There are two main campus mailing lists: all-fs@newpaltz.edu and facstaf-l@newpaltz.edu. Each one has its own guidelines. Please know these guidelines before posting to the lists. If you are in doubt as to what list (if any) your message should go to, please e-mail listmanager@newpaltz.edu.

Experts Database

Overseen by the Office of Communication and Marketing, the Experts Database highlights the scholarly expertise of full-time faculty and staff where the media or students conducting research can access when trying to find someone that has knowledge in a particular area. To join the Experts Database or update your information, log in to **my.newpaltz.edu**. The Expert Database Profile is in the menu item under the Employee Resources section. Here you can complete your profile or make changes to it. After you submit the form, your entry will be submitted to the Office of Communication & Marketing and an email with your profile will be sent to your direct supervisor, who will serve as the "second source verification."

Office of Communication and Marketing

Telling the New Paltz story is something that we all do in various ways. The Office of Communication and Marketing oversees the communication of our messages, including publishing our web site and news, highlighting Points of Pride, engaging in media relations, and establishing style guides for campus publications.

College Dining Services

SUNY New Paltz offers a variety of dining options from which faculty and staff can choose Descriptions of them may be found on the Sodexo web page. Each of the dining choices is unique with different menus and hours of operation.

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 64. The office is open Monday through Friday, 8:30 a.m. - 4:30 p.m. (summer hours: 8 a.m. – 4 p.m.) During the first week of each semester the office is open with extended hours. There is a $20 charge to replace lost ID cards. More information may be found at the Campus Card Services web page or call them at 257-3034.

Information Technology Services and Computer Access

Information Technology Services has created an online Service Desk, which gives faculty, students and staff a single, easy-to-use platform to request technology support services and get the latest updates about the College's information systems. Sign in to the Service Desk by clicking the Sign In button in the upper right-hand corner of the screen and enter your my.newpaltz.edu credentials.

Get support for questions and requests by using the "Submit A Ticket" button on the Service Desk screen. Here you may request assistance, including support with email, computers and printers, Wi-Fi and internet access, campus telephones, websites, Blackboard and instructional technology, and classroom technology. There is also a searchable knowledge base for self-service solutions to common issues. Once you've submitted the request, look for an email from a member of the Service Desk team notifying you that a ticket has been created and inviting you to monitor its progress online.

To view the Service Catalog, click the "View Service Catalog" button.

To request technical support, click the "Submit a Ticket" button.

Computer Access

Individual computers are provided and upgraded by your department.   Computer accounts are established through a request made by an authorized individual within your department (dean, chair, or department secretary).   Your account gives you access to my.newpaltz.edu, Blackboard, campus email, and the Library's databases. A second account (with the same user 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, ask your chair to request access to Argos, our reporting system.

Purchasing Policies

The Purchasing Department's guide "What You Need to Know about the Purchasing Process" offers answers to frequently asked questions regarding policies and procedures. If you have additional questions, please call the office (HAB 307) at ext. 319.

SUNY New Paltz Mail Services, Letterhead and Postage

Faculty mail is received by each department and distributed into faculty mailboxes.

Academic department staff 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. There is a USPS mailbox located outside of HAB near the loading dock outside the mailroom.

Telephones

On-campus calls may be made by dialing the extension (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, submit a ticket at the IT Service Desk 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. For the most accurate directory of faculty, staff, fax numbers and e-mail, use the People-Finder link on the College website.

Travel Policies

The purpose of this Travel Policy is to define travel status, to help clarify rules and regulations and how to apply for reimbursement while traveling on official state business. These rules are established in the best interest of the state and SUNY New Paltz and not the convenience of the employee.   Only actual, necessary and reasonable business expenses will be reimbursed. Failure to get any pre-approval of travel prior to traveling or adhere to the travel policy could delay the process and may jeopardize the reimbursement of the requested travel expenses.

More information about policies and procedures is available on the Travel web page. If there is need to obtain additional information or clarification of any travel regulations please contact the Travel Coordinator in the Purchasing Office by calling 257-3190.

Travel instructions (prior to trip and upon return from trip) are available for completing the appropriate forms required for travel on official state business with detailed information and examples.

When travel is necessary for state business it should include proper use of state funds, have minimal out-of- pocket expense, and be within travel guidelines that have been established by the NYS Office of State Comptroller (OSC) and SUNY New Paltz policy.

Vehicle Registration and Parking

All students, faculty, staff, and visitors must have a valid parking hangtag or visitor permit to park on the SUNY New Paltz campus.

Visitors to New Paltz can purchase a one-day visitor parking permit at the Welcome Center in the Haggerty Administration Building (HAB) lobby or the Parking Office in HAB 35 for $3. Permits are also available at the park-and-pay machines located on Hawk Drive at the West entrance, the Route 32 parking lot (lot #28), and the Main Elting lot (lot #5).

New employees should purchase a one-day parking permit, as noted above, until they have received their one-year permit. One-year permits, to be renewed every August, can be purchased online at the Parking web page or in the Parking Office located in HAB 35.

Faculty & Staff registration fee is $25 per year.

Section 3: INSTRUCTION - Preparing to Teach and Classroom Administration

Preparing to Teach

Academic Calendar

The SUNY New Paltz Academic Calendar is planned several years in advance. It is based on a fall and spring semester, with an additional set of summer terms and a winter term of approximately three weeks. Holidays, breaks and other instructionally-related dates and deadlines are listed here.

Although there is only one commencement ceremony in May, students may graduate in December, May or August in any year.

Instructional Time

Instructional time per course credit is determined by SUNY. All semester/credit hours awarded by SUNY New Paltz will conform to the definitions listed in the [Semester/Credit Hour Policy memo](#).

Schedule of Classes

The [Schedule of Classes](#) is the central campus source for class-related information, including locations. Your teaching schedule is also available in the faculty resource area of [my.newpaltz.edu](#).

Scheduling Classrooms

Classrooms are assigned by the Office of Records and Registration located in Wooster Hall 115. Room assignments are based on technology or software needs, class limits or size, and special needs of the students or faculty. Requests for specific classroom spaces are made through the Department chairperson at the time that the initial schedule is being created. Once the schedule has been published, special requests are made directly to the Office of Records and Registration. All requests at that time are considered on a first come, first served basis. The office reserves the right to deny a request if there is a software or ADA need that takes priority. Faculty must adhere 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 Office of Records and Registration. The office maintains classroom assignments so that a student, staff or faculty member can be reachable in case of an emergency and to avoid scheduling conflicts with events, exams, etc. (rev. 7/16)

Class Materials

Blackboard

Blackboard (linked to the Resources tab at the top right corner of the [New Paltz home page](#)) is our course management system and is accessed by using your NPCUID and password. 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. For detailed information on Blackboard, including tutorials and documentation to help create and organize the structure of your Blackboard course, log in to Blackboard from the home page. There you will find Additional Resources: [Blackboard Knowledge Base: Faculty](#).

Course Syllabi

Each student must be given a written syllabus (distributed electronically, preferably, to conserve paper resources) at the beginning of the semester. If revisions become necessary, they must be provided in print/writing and circulated to all students in the class, either in person, via Blackboard, or by email. Syllabus requirements are posted on the [Academic Affairs](#) website under Instructional Resources.

Library Reserves and other Sojourner Truth Library (STL) Resources for the Classroom

Classroom resources available from STL include library instruction, electronic and print course reserves, and Research Guides for courses and subjects. Each department has a Library Liaison, who serves as the primary contact person for faculty in that department and students taking classes there. Information on how to access these resources may be found at the [Sojourner Truth website](#).

Teaching Schedules and Class Rosters

Teaching schedules, class rosters, permission to register (PI), incomplete grade workflow, mid-term and final grades, SEIs can be found in [my.newpaltz.edu](#) in the Faculty/Staff Tab, by clicking on Faculty Services under the heading Resources and using the Teaching Menu.

Advisee listings, student transcripts and progress reports, and major/minor plan amendment workflows are some of the links found on the Advising Menu in the same Faculty Services link in Resources under the Faculty/Staff tab.

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 WH 115.

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.

Class Rosters

Class Rosters are available on [my.newpaltz.edu](#) in the Faculty/Staff Services section.

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 Audit Policy

Registered students, faculty and staff, and alumni of New Paltz, as well as persons over 60 years of age, who would like to audit a course must obtain an audit form from the Office of Records and Registration. The completed form must have the approval and signatures of the chair of the department offering the course and the course instructor. The audit form must be returned to the department offering the course by the end of the "course add period."

The audit privilege permits the auditor to attend a course, providing there is room in the course and the necessary approvals have been granted, and to do assignments, but it does not permit the auditor to take examinations in the course or to have his/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 ordinarily available in studio, online, laboratory or 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.

Permission of Instructor (PI)

When registering for courses, students may need a permission of instructor to override a course restriction, prerequisite, non-matriculated status, or enrollment cap. As instructor, you can override a student into a course through my.newpaltz.edu. In the Faculty Services section under the Teaching Menu, choose Permission to Register, select the term, and enter the student's ID.

Textbooks

Faculty play a key role in helping students to plan ahead for textbook expenses and take full advantage of a highly competitive marketplace. State and Federal laws – specifically, the New York State Textbook Access Act (2009) and the reauthorized Higher Education Opportunity Act (HEOA, 2010) – require colleges to include on their Internet course schedules the ISBNs and retail prices for required and recommended textbooks and supplemental materials. Our campus "adoption rate" – our HEOA compliance indicator – is based on the percentage of course sections for which textbook information has been received *by the time students pre-register.* To ensure students' timely access to required information, the following submission schedule has been established in consultation with The Bookstore at New Paltz:

- October 15 for spring semester textbooks
- March 15 for summer term textbooks
- April 15 for fall semester textbooks

The Bookstore at New Paltz facilitates the College's compliance with state and federal textbook affordability laws by collecting textbook information through its online requisition form. Please note that students are not obligated to purchase their textbooks through the Bookstore and may be directed to other sources.

Attendance

Student Attendance

Student attendance is expected at all classroom sessions. The taking of attendance and attendance requirements, such as the number of allowed absences in a course, are at the discretion of the individual instructor, but it is strongly recommended that attendance be taken at each class meeting. Each student is responsible for all work presented in the classroom sessions of each course for which the student is registered. Students who absent themselves from class, therefore, do so at their own risk, and in determining a student's grade, the instructor may consider absences. 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.

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 syllabus. 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. This applies to all religious observances, specified or not specified on the calendar. The full Religious Beliefs & Class Attendance Policy may be found within the Undergraduate Catalog.

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.

Black Solidarity Day

Black Solidarity Day is a national event that has taken place every year since 1969, and has been observed at SUNY New Paltz since 1971. SUNY New Paltz encourages all students to observe Black Solidarity Day as they see fit, and each year hundreds of students do so. The College has resolved that no tests, quizzes or graded material of any kind should be issued or due on the first Monday of November, and that students who provide their professors with prior notification of their intention to stay home in observation of Black Solidarity Day will not be held accountable for this absence from normal class activity. More information about the origin of and practices around Black Solidary Day may be found at the [Department of Black Studies website](#).

Cancellations or Delays

Current information about cancellations and delays and other related information may be found at the [Emergency Management website](#).

Campus-wide Class Cancellations and Delays

The decision to delay or cancel campus activities will be made as early as possible (usually by 6 a.m.) for any day that is affected by severe weather. For inclement weather during the afternoon and evening, a decision will be made **no less than 90 minutes prior** to the cancellation of classes. For example, a decision will be made and announced by 12:30 p.m. for afternoon classes that begin at 2:00 p.m. and at 2:00 p.m. for those that begin at 3:30 p.m. or later. There are a number of factors that are considered in this process, including the forecast from the National Weather Service, inclement weather in the immediate vicinity of the campus, local road conditions, and the ability to properly clear campus walkways and parking lots. When classes are delayed, all **classes** on the affected day that **begin before** the delayed opening time will be cancelled.

NPALERT SUNY (New Paltz Emergency Notification System)

SUNY New Paltz students, faculty and staff can receive a phone call, text message, and/or email in the event of a delay or cancellation due to inclement weather or on-campus emergency. All students are subscribed by default, but is voluntary for faculty and staff (although highly encouraged). Please read the instructions for customizing your contact preferences if you are already registered, or login to [my.newpaltz.edu](#) and follow the link to NP Alert in the Faculty/Staff Services tab, to the "Registration" section. There will be no advertising or non-emergency alerts sent to you, unless you choose to join the optional groups offered.

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.

Faculty Attendance

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 notification (via email, Blackboard, or telephone) should be made by the faculty member and the students at the beginning of the semester.

Cancellations Due to Faculty Absence

Per existing College policy, a faculty member who is absent from class for any reason must notify the department chair in advance of the absence. This will make it possible for the chair to fulfill his or her responsibility to ensure that there is proper coverage for the class. However, the faculty member is normally expected to arrange for make-up sessions or alternative content delivery for classes missed because of absence due to circumstances other than illness.

We encourage academic faculty who plan to be absent or observe religious holidays to schedule their semester course calendar in such a way that instructional time is preserved. Ways to do this include:

1. building in a make-up class prior to finals,
2. finding a New Paltz colleague to cover the class content or to monitor an outside speaker or video presentation,
3. or using Blackboard to schedule a timed assignment or required response that allows students to be logged into course content during the class time.

Faculty Office Hours

Full-time faculty members are required to hold at least four office hours a week while the semester is in session. Part-time faculty teaching classes other than studios, individual instruction, or laboratory courses, are required to hold office hours equal to at least one hour per week per class taught. These office hours are to be scheduled at times convenient to students seeking help from faculty members, some of whom may need encouragement to seek assistance. 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.

When faculty members are unable to hold a scheduled office hour, they should, when possible, notify all students and advisees (by email via **my.newpaltz.edu** or blackboard.newpaltz.edu). In addition, faculty members are requested to notify the department and ask that a note regarding the cancellation be left on their office door.

Also see [Academic Year Obligation/Faculty Schedules](#).

Compliance within the Classroom

Accessibility and Use of Emerging Technologies

The Americans with Disabilities Act, Title II, requires that "qualified individuals with disabilities may not be excluded from participation in or denied the benefits of the services, programs, or activities of, nor subject to discrimination by, public universities and colleges." 28 C.F.R. § 35.130(a) (2009). Use of technology that is inaccessible to an entire population of individuals with disabilities (e.g., expecting the use of electronic book readers by individuals who are blind or who have low vision) is discriminatory and prohibited unless those individuals are provided accommodations or modifications that enable them to achieve all the educational benefits provided by the technology in an equally effective and integrated manner.

More information is available at the following websites:

[Disability Resource Center](#)

[Blackboard](#) Accessible Classroom: Faculty & Staff Toolkit.

Classroom Visitors and Events

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.

Please refer to the [Free Speech Policies website](#) for related policies, including the Outside Speaker Process, Political Activity on Campus, and the Use of Facilities by Third Parties for Free Speech.

Copyright and Web Use Policy

The Copyright and Web Use Policies serve as guidelines for the responsible use of copyrighted materials available in the Sojourner Truth Library building or via its web site. The Copyright Law of the United States (Title 17 of the United States Code), as amended through 2002, the Digital Millennium Copyright Act (DMCA) of 1998, and the Technology, Education and Copyright Harmonization Act (TEACH) of 2002 are the main legal texts that govern the following library services: copying and printing, course reserves, and interlibrary loan service.

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.

Food, Drink and Alcoholic Beverage Policy

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.

Please read the Drug and Alcohol Policy for Employees.

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) may be found in the Student Handbook.

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.

Health and Safety

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.

Emergency/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:

> a) Stop what you are doing.
> b) Start shutdown procedure of any experiment that could become a hazard if left unattended (e.g. turn off heat, electricity, etc.).
> c) Leave the room, shut the door, and proceed to the nearest stairwell that is not blocked by smoke and/or fire.
> d) 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.
> e) When you reach the outside, proceed a safe distance away from the building. Remember emergency vehicles will be arriving. Keep lanes open.
> f) Do not re-enter the building until instructed to do so.
> g) 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.

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

Classroom 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.

Radiation Safety Policy

The New Paltz Radiation Safety Manual contains the current official radiation safety procedures for SUNY New Paltz and serves as the guidance document for the institution's radiation protection program. The purpose of this manual is to provide information and establish general procedures on the proper use and handling of radiation sources (radioactive materials). All personnel who work, or are planning to work, with radiation sources (radioactive materials) are responsible for knowing and adhering to the sections of the manual that are applicable to their work. It is the users' responsibility to be aware of the hazards associated with the use of radiation and to obey all SUNY New Paltz, state, and federal regulations concerning radiation doses received by occupationally exposed personnel and the general public.

Human Subjects Research and Class Research Projects

Human Research Ethics Board (HREB)

Our Human Research Ethics Board (HREB) oversees all compliance-related aspects of campus – based research that involves human subjects.   All faculty, staff, and students at SUNY New Paltz must get research conducted with human participants approved **prior** to conducting research. There are no retroactive approvals. You are responsible for making the determination of whether your study is or is not human subjects research. Research projects, either directed or independent, which employ systematic data collection with the intent to contribute to generalizable knowledge require prospective review and approval by the HREB prior to recruitment of or interaction with human subjects.

Prohibition against 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 chair for further information.

Trips and Off-Campus Activity in Classes

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.

Smoking

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

Curricular and Classroom Policies

Academic Policies and Regulations

Academic Policies and Regulations are published in the [Undergraduate Catalog](#) and the [Graduate Catalog](#).

Additional policies and information for faculty to note, follow:

Disruptive Student Behavior

An online overview of how to deal with disruptive student behavior may be found in [my.newpaltz.edu](#) in the Resources section of the Faculty/Staff tab under *Student Behavior of Concern*. This provides a review of the policy (also included below) and introduces you to the Incident Reporting Form, also available in that section of [my.newpaltz.edu](#), which you can use to report incidents or behavioral concerns within the classroom, in offices, or in general locations (used in non-emergency situations only). Report emergencies (a medical crisis or a situation that poses immediate danger) to University Police at 845.257.2222.

Policy on Classroom Civility and Dealing with Disruption

Faculty members are responsible for establishing and managing the seated and online learning environment and stating clear classroom conduct expectations. Disruptive behavior is behavior that the faculty member deems to interfere with or prevent normal classroom functions or

activities. Disruptive behaviors can range from mildly distracting to clearly disorderly, violent, or dangerous, expressed verbally or in written or presented work, inside or outside of the classroom. Both students and faculty members have some measure of academic freedom. University policies on classroom disruption cannot be used to punish lawful classroom dissent. The lawful expression of a disagreement with the teacher or other students is not in itself "disruptive" behavior.

It is essential for the instructor to set reasonable and clear behavioral expectations for classroom conduct, discussion and written and presented work in the syllabus and at the beginning of the semester/class. Faculty lay the groundwork for the management of student behavior by:
- establishing the key elements of seated or online classroom conduct;
- setting expectations for seated or online classroom discussion and for written and presented work;
- articulating expectations for interaction with the instructor in and outside of class.

Describe, explain, and model the learning environment you expect:
- State your expectations in the syllabus, which should be distributed or made available on a class Blackboard site.
- Explain the reasons for your classroom expectations and involve students in a discussion of expected conduct, so that everyone may contribute to establishing and understanding expectations. Provide your students with very specific examples of desired conduct as well as behavior you deem unacceptable. Examples of behavioral expectations you may wish to state include,
    o Arrive promptly for class, so as not to disrupt the class by entering late.
    o The use of cell phones, texting, or checking of electronic devices during class meeting times will not be tolerated. These devices should be completely shut off until class ends.
    o Please respect requests to stop any behavior determined to be disruptive.
    o In cases where a student does not comply with a request to stop an identified behavior, I (the faculty member) retain the right to ask you (the student) to leave the class, and that class will count as an absence.
- Model expected class behavior by setting and maintaining clear boundaries for your own interaction with students, both in and outside of the classroom.

Responding When Disruption Occurs
Depending on the level of disruption, the following responses are available to the instructor:
- Cautioning the whole class and directing that the disruptive behavior be stopped.
- Asking to speak to an individual student about disruptive behavior after class or at a break.
- If the situation requires an immediate response in class, calmly and courteously asking the student to stop the conduct and to talk to you after class or during office hours. A student should be asked to leave class if he/she engages in disruptive behavior that impedes your ability to teach the class productively. If the behavior of a student creates a safety risk or makes it impossible to continue class, dismiss class for the day.

- Be sure to document each incident as it occurs. Jot down notes on who, when and where the incident occurred with a detailed description of the behavior. This is essential for tracking, as you may not be aware that the student is demonstrating the behavior in other courses (or even in other schools on campus) and the college cannot begin to address behavior without documentation.
- Utilize the new campus tool entitled "Incident Reporting Form," which may be found by logging into **my.newpaltz.edu**, going to the Faculty/Staff Tab and viewing Resources. Completing this form will document the incident, provide the Dean of Students with the information, and generate a follow-up response. The Dean of Students will have a conversation with you, determine whether the student should be required to attend an 'Official Request' meeting with the Dean of Students, and discuss appropriate next steps for you and your Associate Dean.

Measures Available to the Instructor

1. Within Academic Affairs

If a student's behavior continues to be disruptive after the faculty member has taken the steps bulleted above, the instructor is encouraged to consult with the chair, dean, and assistant provost.

2. Disciplinary Procedures through Student Affairs

The faculty member serves as the Complainant when student behavior is referred to the Office of the Dean of Students for disciplinary action. The student may be referred to the Dean of Students for disciplinary action under the Code of Conduct. Relevant 'Rules and Regulations of the State of New York' support standards for orderly conduct (p. 5) 535.3(i), and as a result, the SUNY New Paltz Student Code of Conduct includes the following general statement:
"No person, either singly or in concert with others shall ….disrupt or prevent the peaceful and orderly conduct of classes, lectures and meetings or deliberately interfere with the freedom of any person to express his views, including invited speakers."

The most common code violations specifically addressing a student's disorderly behavior include:

"No person shall…recklessly create a public inconvenience or disturbance by fighting, making unreasonable noise, using abusive or obscene language, disturbing a class or meeting…or creating a hazardous or physically offensive situation by an act which serves no legitimate purpose."

"No person shall fail to comply with a legitimate, reasonable and lawful request or direction by members of the faculty and administrative staff, other employees of the college, or officially recognized volunteers acting in accordance with their official duties."

"No person shall use computers and network services to harass or threaten other computer users, or to publicly display offensive or obscene messages."

In order to pursue disciplinary action under the code of conduct, the referral must be accompanied by a detailed description of the behaviors and by any relevant documentation that led to the referral and/or removal from class.

3. <u>University Police</u>

If you are addressing behavior and ask a student to leave class, but they refuse to leave, contact University Police (Ext. 2222). If the behavior of a student creates a safety risk or makes it impossible to continue class, dismiss class for the day and contact University Police immediately to report the incident. If a student exhibits clearly disorderly, violent, or threatening behavior, call x2222 immediately.

NOTE: A disruptive student cannot be permanently removed from a course without a formal review. Pursuing judicial action through the Office of the Dean of Students and the disciplinary process is a strong deterrent for future behavior, but does not always constitute grounds for removal from a course. A formal review would be conducted through academic channels, including the department or dean's office.

Grading and Grading Policy

While specific policies on grades and grading may be found in the list of Academic Policies published in the Undergraduate and Graduate Catalogs, noted above, following is additional information about grading useful to faculty.

Mid-term Grades and Evaluations

Because of the importance of early assessment and intervention, the University requires faculty to give all students in undergraduate courses at least one major grade on a paper, examination, or other appropriate basis of assessment by the mid-point of the semester. 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.

Additionally, faculty should complete mid-semester evaluations for first semester freshmen, first semester transfer students, students on academic probation, student athletes, students in the Educational Opportunity Program (EOP), the Scholar's Mentorship Program (SMP), students in AC² (AMP/C-STEP programs supporting underrepresented and economically disadvantaged students in sciences, math and engineering), student on probation within the School of Business and students in the Turkish dual degree programs. Mid-term evaluations are submitted through mynewpaltz.edu in the Teaching Menu of the Faculty Services section. Faculty completion of these evaluations will encourage students with academic difficulties to seek help from the Academic Advising Center and Student Affairs staff.

Final Examinations

No major examinations should be given during the last week of classes before the final exam period.

A final exam must be given in all courses during the assigned time in the five-day examination period or on the Common Examination day each semester, which is listed for each course in the [Final Exams Calendar](#).

If approval has been obtained for an exception to the final exam rule (and a take home exam is approved, for example) 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 SUNY New Paltz and our faculty are to meet their obligations under the law.

Students are responsible for noting the times of their final exams when they register for classes and to avoid scheduling classes that would give them more than two final exams in one day.

If a final examination or presentation is not part of the assessment of student performance for a course, the time designated for the final exam is to be used for instruction. Requests for exceptions to the mandatory final examination rule must be approved by both the department chair and the academic dean.

Course Withdrawal

Students may withdraw from a course for any reason up to approximately two weeks after the mid-point of the semester. (Specific deadlines are published in the [Academic Calendar](#): see "Last day for Course Withdrawal.") Note that students may not withdraw from INT175 Education of Underrepresented College Students and are discouraged from withdrawing from BLK175 and from ENG160 Composition I, ENG180 Composition II or their equivalents.

Prior to withdrawing from a course, students should consult Student Accounts regarding tuition liability and financial aid considerations. *Course withdrawal requests must be initiated on or before the date designated in the Academic Calendar.* Requests are processed online as follows:
- Students go to [my.newpaltz.edu](#), select "Registration" from the Resources list, then "Request a Course Withdrawal." They select the course from which they wish to withdraw and submit the request, which is forwarded to the instructor. Students will receive an email confirming submission.
- After a course withdrawal request has been submitted, the instructor receives an email directing him/her to the course withdrawal link. The instructor provides the student's last date of attendance and forwards the request to the student's advisor(s).

- Advisor(s) review the course withdrawal request and then forward it to Records & Registration. (For Composition, EOP and SMP courses, an early review is incorporated into this process, consistent with College policy.)
- The course withdrawal process is completed in Records & Registration. Students receive an email confirming their withdrawal from the course, and the $20 withdrawal fee is attached to the student's account.

Students are responsible for printing a copy of their new course schedule to confirm the changes were made.

No record of course enrollment will appear on the transcript if a course is dropped during the official course change period. After that, a grade of "W" will be recorded for approved withdrawals from courses. A student who stops attending class without following the above procedures will receive a grade of "F" in the course.

Withdrawal from a course after the deadline is rarely permitted, and only for compelling, professionally certified, non-academic reasons such as unforeseen medical or financial problems. Requests for retroactive course withdrawals must be filed not later than one calendar year after the end of the semester or summer/winter session in which the course was taken. This process requires approval of the academic Dean under whose jurisdiction the course is offered.

The College reserves the right to require any student who has accumulated the number of credits required for a degree (120 credits for most programs; up to 126 credits for others) to only take courses that are needed to graduate. Withdrawals from courses at this point will not be allowed.

Posting Grades

Under FERPA, posting grades for individual tests or assignments, posting final course grades, or placing papers and projects in public areas where persons other than the student may have access is prohibited. Use of students' social security numbers, student identification numbers, or any other method of providing public access to student information (e.g., seating chart) is likewise prohibited.

Submission of Grades

All grades must be submitted electronically on Final Grade Rosters through my.newpaltz.edu no later than the grade submission deadline listed in the fall and spring Academic Calendars. Students not listed on the Final Grade Roster for a course are not entitled to a final grade.

Grade Point Average

Semester and cumulative grade point averages (GPA), which are the basis for assessing students' academic standing and eligibility to graduate, are derived as follows. Each credit graded "A" through "F" is given a corresponding numerical value called "quality points." The following chart shows the quality points earned by one credit:

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

Grade point averages are determined by dividing the credits graded "A" through "F" into the number of quality points those credits earned. The semester GPA includes just the credit and quality points of that semester. The cumulative GPA is based upon the totals for all semesters and summer sessions at New Paltz. Both computations exclude credits graded "S", "S*" (Satisfactory), "R" (Repeat), "U", "U*" (Unsatisfactory), and "P" (Pass). Credits and quality points earned at other institutions are also excluded. New Paltz grade point averages reflect only the averages earned in courses taken in residence at New Paltz.

Incomplete Grades

A grade of Incomplete ("I") must be student initiated and is awarded at the discretion of the instructor 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 "I" may only be granted when a personal emergency prevents a student from completing the work. 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. (Reflects policy changes effective 11/1/06). The full policy on Grades of Incomplete may be found in the Undergraduate Catalog.

Grade Change Request

Grade changes are done through a workflow on my.newpaltz.edu. The grade change request workflow and a guide showing how the workflow works can be found under the Faculty/Staff tab, choose Faculty Services/Grade Change Request Guide or Form.

Maintenance and Retention of Student Work

Instructors must maintain a permanent written (or hard copy) record of all student work in every course. That record must contain all the information utilized in assessing a student's performance in a course and in computing the final grade (e.g., rubrics). Such records must be retained for a minimum of three years and be available to department chairs for review. Student work that is not returned – papers, quizzes, reports, examinations, projects, or other products upon which assessment of a student's performance 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. 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.

Student Evaluation of Instruction

Following the *State University of New York Policies of the Board of Trustees*, it is the policy of SUNY New Paltz to evaluate academic employees. One of the ways that this is done is through Student Evaluation of Instruction.

The Office of Institutional Research (OIR) administers official Student Evaluations of Instruction (SEI) in all semesters. Information about SEI administration, summaries and an FAQ sheet may be found on the Office of Institutional Research website.

Faculty participation in the SEI is a requirement for promotion, reappointment or merit increases. SEI evaluations should be done by all adjuncts, including those teaching at extension sites.

Also see: Evaluation of Instruction

Section 4: ACADEMIC SERVICES AND RESOURCES FOR FACULTY AND STUDENTS

Sojourner Truth Library (STL)

The Sojourner Truth Library fosters learning and supports scholarship at SUNY New Paltz by providing an extensive array of information resources and services. The Library's collection of more than 500,000 books and bound periodicals, print journals, government and state documents, and electronic resources, as well as information services, library systems and equipment, are available to faculty and staff. 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 use the Liaison model to collaborate with departments and faculty 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 website.

Academic Support Resources List

A list of Student Success Resources with descriptions includes the following campus resources:

- Academic Advising Office
- Career Resource Center
- Center for Student Success
- Disability Resource Center
- Psychological Counseling Center
- Student Heath Center
- Student Help Desk (computer related)

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 19 any time that they wish to discuss the progress of EOP students.

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 offers a range of programs and services, listed on the Center for International Programs website, including:

- Study Abroad and Exchange Programs
- International Student Services
- English Language Programs
- International Internships and Engagement

Section 5: STUDENT REGULATIONS AND JUDICIAL PROCEDURES

The SUNY New Paltz College Council has established regulations that, provide for campus regulations and 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.

The Office of the Dean of Students is responsible for the hearing of charges against students for violations of the Universities 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.

It is important for faculty members to be familiar with the general contents of the Student Handbook, which covers all aspects of campus life.

Section 6: FACULTY RESPONSIBILITIES

Academic Freedom

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)

SUNY stipulates that each campus policy on faculty utilization should include:

- A statement recognizing that instruction, research or creative activities, and campus and community service are part of the normal responsibilities of full-time faculty members;
- A description of the normal distribution of these responsibilities as part of the total professional obligation of full-time faculty. The description of instructional responsibilities should include, but not be limited to, classroom teaching as expressed by the contact hours, credit hours or course loads normally expected of full-time faculty members;
- The method of modifying expected responsibilities in one or more of the functions normally expected of full-time faculty members because of increased or reduced activities or assignments in other areas;
- Annual reports from all full-time faculty members that cover their activities and accomplishments during the current year and foreshadow plans for the following year, and review of these reports by appropriate academic officers;
- Periodic review of the justification for low-enrollment courses that allows the continuation of essential courses yet assures the effective use of faculty resources; and
- Periodic campus-wide assessment of faculty utilization to ensure an effective, efficient and equitable use of faculty to assist the campus in achieving its educational mission.

As part of ongoing policy reviews, the following memo distributed to deans, directors and department chairs on January 30, 2013 by the SUNY New Paltz Provost reiterates and updates policies established in March 1992 resulting from the comptroller's audit. These policies are consistent with the policies of the Board of Trustees of the State of New York and with the UUP Agreement.

I. Professional Obligation: Full-time Tenure-line Faculty

The professional obligation of full-time tenure-line faculty includes, but is not limited to, academic instruction, scholarship and creative activity, and service. The distribution of these faculty responsibilities reflects the tripartite division of responsibilities traditional to the professoriate in the United States.

Instruction includes, but is not limited to, teaching, activities necessary to support classes and the curriculum, including academic advising, assessment, development of new academic courses and pedagogical approaches, and extra-classroom activities appropriate to the support of academic programs.

Tenure-line faculty are responsible for teaching from nine to twelve credit/contact hours, or the equivalent, each semester of the academic year. Deans and department chairs are responsible for setting the norm for credit/contact hours within these parameters. The standard teaching load for tenure-line faculty is three classes per semester. The instructional load per semester, including all class and curriculum support activities mentioned above, represents sixty percent of a tenure-line faculty's workload.

Scholarly and Creative Activity encompasses scholarly research and publication, creative activities resulting in exhibitions and performances, applied research resulting in an appropriate dissemination of its result, funded research and sponsored projects, papers and presentations delivered at regional, national or international professional 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 their respective academic department and of the school/college and university, and result in a tangible product that can be critically judged by the faculty member's peers in the academic discipline. Twenty percent of tenure-line faculty time is normally allocated to scholarship or creative activities.

Service encompasses, but is not limited to, institutional service at the department, school/college or university levels. Service 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 various 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, school/college and university. Twenty percent of tenure-line faculty time is normally allocated to service activities.

II. Professional Obligation: Full-time Lecturers

When the original 1992 Faculty Utilization memorandum was circulated, "full-time faculty" was understood to mean tenure-line faculty. With the creation of lecturer positions, a delineation of professional obligation between tenure-line and lecturer faculty is necessary. The professional obligation of full-time lecturer faculty is in the area of instruction, understood as teaching and support activities associated with a particular class. This differs from the broader range of instructional activities expected of tenure-line faculty. Lecturers are generally not contracted to engage in either service or scholarly and creative activities and therefore the time allocation associated with these activities is reassigned to instruction. As a result, the standard teaching load of full-time lecturers is five courses per semester, each accounting for twenty percent of workload. Depending on departmental needs, chairs may request of deans that a portion of a lecturer's instructional assignment be reallocated, in which case that instructional assignment may be reduced accordingly. Deans will report to the provost all reassignments, noting any significant changes from past practice and explaining such changes prior to becoming operative.

III. Reassigned Time from Teaching for Full-time Tenure-line Faculty

Variations from the normal instructional obligation of an academic department will be considered on the basis of individual full-time faculty members. The reassignment of time from teaching for individual full-time tenure-line faculty members will be on the basis of either administrative responsibilities or funded projects involving scholarly or creative activities.

Administrative reassignment from teaching responsibilities must be approved by deans. Such administrative reassignment may include tasks with significant administrative responsibilities such as chairperson, program coordinator or specially designated advisor, but does not include standard activities such as committee work or a regular advising load. Deans will review reassignments for full-time faculty on the basis of administrative responsibilities and report to the provost, noting any significant changes from past practice and explaining such changes prior to becoming operative.

Externally funded scholarly projects received by tenure-line faculty can result in reassignments from teaching, if the grant meets the criteria set out by the SUNY Research Foundation and the College's Office of Sponsored Programs. A maximum of 50 percent effort may be committed to sponsored projects by faculty members with approval of the dean and provost. Each faculty member must teach a minimum of three courses (9 credit minimum) per academic year. Typically, a faculty member will be released from one 3-credit course for every 20 percent effort per semester assigned to grant activities. Up to 20 percent effort may be assigned to grant activities from the scholarship/creative activities of the workload. Deans will review reassignments for full-time faculty on the basis of externally funded scholarly project responsibilities and report to the

provost, noting any significant changes from past practice and explaining such changes prior to becoming operative.

IV. Reassigned Time from Teaching for Low Enrolled Courses

Full time tenure-line faculty whose scheduled courses are cancelled due to a failure to meet minimum enrollments (generally ten for graduate courses; fifteen for upper division courses; twenty for lower division courses) will be assigned other equivalent instructional responsibilities, if possible. If no other appropriate instructional opportunities are available, such faculty members will be assigned to administrative responsibilities and the workload determined according to the university policy on "Reassigned Time, Equivalent Non-Teaching Workload." *The assignment of such administrative responsibilities will be made by the appropriate chair and dean in consultation with the Office of Academic Affairs and will be confirmed by a memorandum from the dean to the Provost/Vice President for Academic Affairs.

*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)

V. Reassigned Time from Scholarship/Creative Activity

Full-time tenured faculty are expected to be engaged in scholarly and creative activities appropriate to their disciplines, with demonstrated productivity in activities outlined above. Those faculty who have not demonstrated such scholarly productivity for six years or more will be considered scholarly inactive, and can be reassigned additional instructional responsibilities by the appropriate chair and dean in consultation with the provost. Reassignments will be confirmed by a memorandum from the dean to the Provost/Vice President of Academic Affairs.

Department chairs are encouraged to inform the members of their departments about these policy statements and procedures. The revision and update of policies described in this memorandum will be reflected in the next edition of the Faculty Handbook.

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.

Campus-Wide Assessment of Faculty Utilization/<u>Annual Faculty Reports</u>

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 reported annually through the <u>Annual Faculty Report</u>, which must be reviewed by the department chair and the appropriate dean/director. Full-time (1.00 FTE) faculty and all part-time (.50 FTE or greater) are required to file an Annual Faculty Report each year. Annual Faculty Reports (instructions available at <u>my.newpaltz.edu</u> in the Assessment Tools section under Resources) are due in the appropriate departmental office no later than February 1 of each year.
- 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)

Further Information about Elements of Faculty Responsibility

Academic Advising

As stated in the above Faculty Utilization Policy, the academic advising of students is an integral part of faculty members' teaching obligations. Faculty may be asked to advise undergraduate undeclared, pre-majors and majors, as well as graduate students. The <u>Office of Academic Advising</u> website offers an <u>Advising Toolbox</u> dropdown menu with tutorials and other information to aid faculty in advising.

Curriculum Development

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.

Selected Topics Courses

To enable faculty to experiment with new curriculum ideas, new courses may be offered up to three times 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.

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 for their financial implications, and by the Curriculum Committee (for undergraduate proposals) or the Graduate Council (for graduate proposals). After this, program proposals are sent to the Faculty Senate and ultimately forwarded to the Provost/Vice President for Academic Affairs who recommends action to the President.

Expansion and Application of Knowledge

Research Support

The expectation for full-time faculty members to be active in their fields of academic endeavor may involve seeking external grants and fellowships. 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.

Sub award 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.

General Research Compliance

Policies are in place that govern compliance aspects of research conducted on campus. These policies, with links and additional information, may be found here at the Research Compliance website.

It is the responsibility of faculty members conducting research and/or applying for sponsored funding to conduct research to be aware of and compliant with these policies.

Patents, Inventions and Copyright Policy

The State University of New York *Policies of the Board of Trustees* governs intellectual property developed by SUNY faculty. The full policy may be found in Title J of the *Policies* at their site. The Office of Sponsored Programs is our campus contact for questions about intellectual property. Please contact them at (845) 257-3282 as soon as possible as questions arise to be sure that you have the most current information before you proceed.

Additional Sources of Funding

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 the UUP website.

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".

Section 7: WORKPLACE POLICIES

A range of policies established at the local, SUNY, State and Federal levels govern our work as employees of a State agency and academic institution. Many of these policies have been outlined and explained in this Faculty Handbook. These policies focused on the workplace must be reviewed and acknowledged by each of us on an annual basis. This acknowledgement insures that we are informed about the most current rules governing our work as part of a larger campus community and reminds us that we are held to these policies throughout our time as employees of SUNY New Paltz.

It is the responsibility of each employee to review and adhere to the following policies. The list and acknowledgement sheet along with a full explanation of the policy may be found in the [Policies section](#) of the [Human Resources, Diversity & Inclusion website](#).

The policies are:

College Policies:

- [Affirmative Action/Equal Employment Opportunity Statement](#)

- Computer Services Policies

    o [Acceptable Uses and Privacy](#)

    o [Confidential Information](#)

    o [Faculty and Staff Email](#)

- [Consensual Relationships Between Faculty/Staff and Students](#)

- [Domestic Violence and Workplace Violence Prevention and Reporting Procedures](#)

- [Drugs and Alcohol Policy/Drug-Free Workplace](#)

- [Employment and Accommodation](#)

- [Ensuring Pay Equity by State Employers](#)

- Ethics

    o [Joint Commission on Public Ethics (JCOPE)](#)

    o [Public Officers Law Legislative Article 1-A](#)

- [Family Medical Leave Act (FMLA)](#)

- Non-Discrimination / Non-Harassment Policy Statement and Procedures

- Political Activity on Campus

- Re-employment of Retired Public Employees Policy and Procedures

- SUNY Child Protection Policy and Related Information

- Time and Attendance

- Title IX

- Workplace Smoking

Employment Resources

- Facilities Handbook

- Faculty Handbook

Important Additional Information

- Clery Act/Student Right to Know and Campus Security Act

- Emergency Cancellations & Delays

- Emergency Response Plans

- Environmental Health and Safety

- Extra Service

- Holiday Calendar

- Internal Controls

- Office Closings Due to Inclement Weather

- Strategic Plan

Section 8: FACULTY PERSONNEL INFORMATION

Appointments

Appointment Letter

Faculty are appointed (and reappointed) by means of contractual letters signed by the Provost/Vice President for Academic Affairs, or as designated by the President. The appointment letter must be signed by the employee and returned to the Office of Human Resources before the appointment is considered to be official.

Appointment Type

The contract letter specifies one of three appointment types (as described in the SUNY Policies of the Board of Trustees):

- **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 renewed or terminated earlier because of resignation, retirement or termination. (Article XI, Title D, *Policies of the Board of Trustees*)
- **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. (Article XI, Title B, *Policies of the Board of Trustees*)

  The typical reappointment pattern for tenure-line faculty members is two-year reappointment periods, with an initial term contract of three years. 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). 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 or faculty who are granted prior service credit. (Article XI, Title B, Section 3. (d) *Policies of the Board of Trustees*)

  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 in a continuing appointment. (Article XI, Title B, Section 3. (b) Policies of the Board of Trustees)
  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, Section 3. (a) Policies of the Board of Trustees)

Payroll

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 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 Office of Human Resources, Diversity & Inclusion. After the initial check, questions should be directed to Payroll.

Time Reporting

The time and attendance system is accessed through my.newpaltz.edu. From the Faculty/Staff tab click on Employee Resources, and on the right, click on SUNY Self Service. Directions for the time and attendance process can be found in this Time and Attendance Instructions document.

Please visit the Payroll website for additional information.

Academic Year Obligation/Faculty Schedules

Full-time Instructional Faculty

Faculty availability plays a significant role in student success, retention, and graduation. All full-time faculty are expected to maintain a significant on-campus presence during the academic year. Generally, the appointment year for faculty is from September 1 to August 31. However, an academic year employee may be required to begin his/her professional obligation at a date reasonably prior to September 1 as necessitated by the College's operating requirements (SUNY Policies of the Board of Trustees, Title H. Section 2). At SUNY New Paltz, the academic obligation

requires service from convocation in the fall term through commencement exercises and grade submission 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 University's 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 <u>any</u> 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

> Faculty availability plays a significant role in student success, retention, and graduation. All full-time faculty are expected to maintain a significant on-campus presence during the academic year, i.e., to be on campus at least four weekdays per week. Exceptions to this policy must be approved by the appropriate dean.

Commencement

> Graduation ceremonies are held in 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 may be 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.

Holidays

> State law requires that the college accommodate requests for absences from faculty and staff for religious observance.   Professional and Classified staff are required to charge accruals for these absences. (Sick days cannot be used for this purpose.)

> We encourage academic faculty who plan to observe these or other religious holidays to schedule their semester course calendar in such a way that instructional time is preserved. Ways to do this include:

> 1. building in a make-up class prior to finals,
>
> 2. finding a New Paltz colleague to cover the class content or to monitor an outside speaker or video presentation,

3. or using Blackboard to schedule a timed assignment or required response that allows students to be logged into course content during the class time.

Per existing College policy, a faculty member who is absent from class for any reason must notify the department chair in advance of the absence. This will make it possible for the chair to fulfill his or her responsibility to ensure that there is proper coverage for the class. However, the faculty member is normally expected to arrange for make-up sessions or alternative content delivery for classes missed because of absence due to circumstances other than illness.

Department Chair Appointments

Department chairs are paid a stipend during their term. 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)

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.

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 Dean/Office of Extended Learning in consultation with the Provost/Vice President for Academic Affairs.

While Summer Session employment is offered outside the regular contractual boundaries, the SUNY Summer Session Appointment & Compensation Rates Policy and the Federal Office of Management and Budget (OMB Circular A-21) "principles for determining costs applicable to grants, contracts, and other agreements with educational institutions" imposes maximum earnings limitations as a percentage of their full-time salary for regular 10-month employees teaching during summer sessions. Each year, the amounts are published in the Summer Session Appointment guidelines. The limit is approximately 11% of full-time salary per month.

Winter Session Appointments

Appointments to teach during Winter Session are considered extra service and are not part of a faculty member's regular workload.

Additional Employment

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 at this link. To be paid, faculty must also submit an Extra Service Payroll Voucher to the payroll office, linked here.

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. Use this "Dual Employment Approval Form" (AC-1588) to do so.

Other 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.

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.

Union Representation

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

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.

For more information about all aspects of public ethics for New York State employees, please visit [New York State Joint Commission on Public Ethics (JCOPE)](#).

Faculty Personnel Procedures

Following the [*State University of New York Policies of the Board of Trustees*](#), (*Article XII, Title A*) it is the policy of SUNY New Paltz to evaluate academic employees.

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.

Links to information, guidelines and documents related to the Reappointment, tenure and promotion process at SUNY New Paltz may be found [here](#) on the Academic Affairs web page.

Information linked here includes:

[*Overview of the RTP Process at New Paltz*](#)

[*Curriculum Vitae Guidelines*](#)

[*Dossier Preparation Guidelines*](#)

[*External Evaluation Guidelines*](#)

Evaluation of Instruction

Student Evaluation of Instruction (SEI)

Persistently high quality teaching is a necessary condition for achieving continuing appointment at New Paltz. One of the ways in which instruction is assessed is through Student Evaluation of Instruction (SEI). 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 the 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 measures 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.

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.

Timelines for Reappointment, Tenure and Promotion

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

Faculty Promotion:

> **November**: Guidelines for promotion procedures are announced.
> **February**: Deadline for recommendations from department sub-committee to department chair, department chair recommendations to deans.
> **March:** Dossiers go to Central Committee from deans.
> **May**: Central Committee recommendations due to the Provost/Vice President for Academic Affairs. Promotion candidates may review their 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.)

Each year, Academic Affairs publishes a calendar with specific deadlines for that year. Generally, the RTP timelines are as follows. Check with your school and department for more specific dates and deadlines.

For faculty on the December list:

> **May**: Guidelines for reappointment procedures are announced. Departments set deadlines for faculty dossier submission.
> **By September 1:** Departmental sub-committee review is complete and recommendations made to chairs.
> **By October 1:** Dean review is complete and dossier is sent for Central Committee review.
> **November**: Reappointment candidates are notified of a time to review their files.
> **December 15**: Decisions on reappointments are communicated.

For faculty on the March list:

> **July**: Guidelines for reappointment procedures are announced. Departments set deadlines for faculty dossier submission.
> **By November 1**: Departmental sub-committee review is complete and recommendations made to chairs.
> **By December 1**: Dean review is complete and dossier is sent for Central Committee review.
> **February**: Reappointment candidates are notified of a time to review their files.
> **March 15**: Decisions on reappointments are communicated.

For faculty on the June list:

> **August**: Guidelines for reappointment procedures are announced. Departments set deadlines for faculty dossier submission.

By February 1: Departmental sub-committee review is complete and recommendations made to chairs.
By March 15: Dean review is complete and dossier is sent for Central Committee review.
May: Reappointment candidates are notified of a time to review their files.
June 15: Decisions on reappointments are communicated.

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 the Office of 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.

Other Faculty Personnel Matters

Leaves

Sick Leave for Academic Year Faculty

[UUP (full-time) Benefit Summary](#) offers a table of benefits available to SUNY employees.

Vacation Leave

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

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*)

Information about Sabbatical Leaves may be found on the Academic Affairs website in the Leaves section.

Other Leaves

Additional information about leaves that may be available to faculty may be found at these links:

Academic Affairs

Human Resources

Benefits

A range of benefits is available to faculty through the university and through UUP. More information is available on the Human Resources, Diversity & Inclusion website in the Benefits section.

Separation from the University

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 Office of Human Resources as early as possible to work out all of the details.

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.

Separation Procedures Checklist

Regardless of the reason for departure, employees must make sure that they have returned items such as keys and ID cards and cleared any charges or outstanding loans. Here is the link to the checklist to follow and submit prior to leaving:

[Separation Procedures Checklist](#)