

CSI
Faculty Handbook
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Table of Contents

Letter from the President

1. The University and the College

- 1a. CUNY**
- 1b. CSI**

2. Policies and Procedures

- 2a. Policies**
- 2b. Procedures: Faculty Personnel Actions**

3. Responsibilities of Full- time Faculty

- 3a. Teaching**
- 3b. Research, Publication, Creative Work, and Grant Applications**
- 3c. Service**

4. Employment Practices for Full-time Faculty

5. Part-time Faculty

- 5a. Teaching Responsibilities**
- 5b. Employment Practices**

6. Services

7. General Information

Index

Appendices: Appendices are on reserve in the Library.

Letter from the President

To the Faculty:

This handbook has been designed to provide you with the information you need to enhance a successful and rewarding professional life at the College of Staten Island. It will serve, I'm sure, as a valuable resource in avoiding the "all is a muddle" label that Charles Dickens was so prone to attach to organizations. In it you will find sections on the structure of CSI, both external and internal; the policies and procedures that govern your professional lives; and the responsibilities that accompany membership in the accomplished and successful teaching community at CSI.

Our collective goal is that CSI be an institution with an unwavering commitment to providing quality education, to meeting the diverse needs of our students, and to nourishing a culture of civility, respect, and tolerance. I wish you a productive and fulfilling career at CSI.

Special thanks for this edition go to Professor Linda Reese, Chair of the Department of Nursing, Professor Marianne Carlin, Acting Director of Academic Advisement, and Professor Emerita Joan Hartman.

Marlene Springer
President

1. The University and the College

1a. The City University of New York (CUNY)

The City University of New York (CUNY), of which the College of Staten Island is a constituent college, traces its beginnings to a public referendum held in 1847 that established the Free Academy, later The City College, and a tradition of free higher education for residents of New York City. The municipal college system grew rapidly. In 1961 its various colleges--four older senior colleges (Brooklyn College, The City College, Hunter College, and Queens College), newer senior colleges established during the 1960s, community colleges, and a consortially organized graduate school--were consolidated by an act of the New York State Legislature as The City University of New York.

In 1970 CUNY's Board of Higher Education (now the Board of Trustees) implemented a policy of open admissions that assured anyone with a high school diploma or its equivalent a place in a CUNY college. In 1976, as a consequence of New York City's fiscal crisis, New York State assumed responsibility for CUNY's senior colleges, imposed tuition at both its senior and community colleges, and introduced a state-supported Tuition Assistance Program (TAP) to support the education of students who would otherwise be unable to attend college.

CUNY is currently comprised of eleven senior colleges, six community colleges, a graduate school, a law school, and a medical school. It is the largest municipal college system and the third largest university system in the United States.

CUNY is governed by a seventeen-member Board of Trustees, ten appointed by the Governor of New York State and five by the Mayor of New York City. The Chair of the University Faculty Senate serves *ex officio*, without vote; the Chair of the University Student Senate serves *ex officio*, with vote. The Chancellor of CUNY is the chief educational and administrative officer and is assisted by a deputy chancellor, vice-chancellors for various areas, and their staffs.

The individual colleges of CUNY have considerable latitude in governing their own affairs through bodies representing faculty, students, and administrators. The Board of Trustees decides university policy and approves new plans and programs for the colleges.

University Faculty Senate (UFS)

The University Faculty Senate represents the interests of the entire CUNY faculty in matters of governance and academic affairs. Questions of academic freedom, faculty status, research, scholarship, and teaching, as well as the rights of faculty in governance, are among its concerns. Delegates are elected by each college, their number depending on the size of the faculty; currently CSI has five dele

gates. Since the Senate was founded in 1968, three faculty from CSI have served as its chair.

Professional Staff Congress (PSC)

Instructional staff are represented by their union, the Professional Staff Congress, which negotiates collective bargaining agreements with the Board of Trustees. These agreements cover full-time and part-time faculty and instructional staff: College Laboratory Technicians (CLTs), Higher Education Officers (HEOs), and Research Associates/ Assistants. Agency fees are automatically deducted from the paychecks of full-time faculty and instructional staff. For additional information, see the *Agreement between The City University of New York and the Professional Staff Congress/CUNY*--the current agreement runs from February 1, 1996 to July 31, 2000--or call the CSI office of the PSC. The office is located in 1L101A (x4051).

1b. The College of Staten Island (CSI)

The College of Staten Island was founded in 1976 through a merger of Staten Island Community College, founded in 1955, and Richmond College, founded in 1967. Staten Island Community College, the first community college in CUNY, offered two-year terminal and transfer degrees; Richmond College, CUNY's only upper-division college, offered four-year degrees in the liberal arts and sciences, engineering science, and medical technology and also prepared students for certification as teachers. The merger of these two colleges created a BA/MA granting institution, the only public institution of higher education on Staten Island.

Mission and Goals

The following is CSI's statement of its mission and goals.

- **Mission**

The College of Staten Island, one of the eleven senior colleges of The City University of New York, is, like the University, committed to both access and excellence. This double commitment is especially critical given CSI's status as the only public college on Staten Island, the one instance in which CUNY is represented in a borough by but one college. The College offers the associate's degree in selected areas, a comprehensive range of baccalaureate programs, selected master's programs, and, in cooperation with the CUNY Graduate School, doctoral programs.

The College of Staten Island's remarkable campus, with its superb laboratories, studios, and classrooms, serves the pivotal endeavors of teaching and research that promote discovery and dissemination of knowledge while developing human minds and spirits.

The College's faculty, administration, and staff practice their commitment to educational excellence as they instill in students preparing to enter their chosen careers an enduring love of learning, a sensitivity to pluralism and diversity, a recognition of their responsibility to work for the common good, and an informed respect for the interdependence of all people.

- **Goals**

1. To view the quality and success of the College's educational mission not by the qualifications of entering students alone but by the progress of those who are educated and the qualifications of those who receive degrees.

2. To foster and enhance faculty commitment to effective teaching and learning.
3. To encourage and support faculty scholarship, research, publication, creative work, and the involvement of students as partners in research and creative activities.
4. To extend the benefits of the College to the larger community by making educational, intellectual, and cultural activities available to all and by supporting research that serves the people of Staten Island, its agencies and institutions.
5. To offer rigorous general education and degree programs in the liberal arts and sciences and in a range of professional disciplines, with particular attention to the following academic priorities: teacher education, the health sciences, international education, communications and media technologies, and applied mathematics.
6. To advance the effective use of technology in all aspects of the College's operations in order to strengthen support services, teaching, and research.
7. To provide, with efficiency and sensitivity, the broad range of academic and administrative services required by a commuting student population.
8. To further, in all aspects of the College's activities, an appreciation of the pluralism of American society and an awareness of the importance of global education and international understanding.
9. To cultivate civility and dialogue among all members of the College's communities.
10. To build academic and research programs through collaborative initiatives with the community colleges, senior colleges, and the Graduate School of The City University of New York and with national and international counterparts.
11. To forge professional relationships with educators at all levels and to work collaboratively to seek new and effective approaches to K-12 education.
12. To strengthen student interest in life-long learning, purposeful participation in the issues that face our society, and a lively commitment to their own physical and spiritual well-being.

Academic Divisions and Departments

Interrelationships between fields of knowledge are emphasized by grouping academic departments together in the Division of Humanities and Social Sciences and the Division of Science and Technology, each administered by a dean.

Departments in the Division of Humanities and Social Sciences are Business, Education, English, Speech and World Literature, History, Media Culture, Modern Languages, Performing and Creative Arts, Political Science, Economics, and Philosophy, and Psychology, Sociology, Anthropology, and Social Work. Departments in the Division of Science and Technology are Biology, Chemistry, Computer Science, Engineering Science and Physics, Mathematics, and Nursing.

The Library is represented in the Division of Science and Technology, Student Services in the Division of Humanities and Social Sciences.

Department chairs, elected for three-year terms, are responsible for the supervision and administration of departments and serve on the College Personnel and Budget Committee (P&B) and the College Council. See the *Bylaws of The City University of New York Board of Trustees*, section 9.3 (also in Appendix A of this handbook) and the *College of Staten Island Governance Plan*, Article V (also in Appendix B).

The chairs of the departments of the Library and Student Services are appointed by the President.

Departments are responsible for their own programs within the framework of general college policy. They elect Appointments Committees, Curriculum Committees, Grade Appeals Committees, and other committees as needed.

CSI has eleven interdisciplinary programs. Five are affiliated with the Division of Humanities and Social Sciences: African-American Studies, American Studies, International Studies, Women's Studies, and the master's program in Liberal Studies. Four are affiliated with the Division of Science and Technology: Biochemistry, Electrical Engineering Technology, Medical Technology, and the master's program in Environmental Studies. Two are affiliated with both divisions: Information Systems and Science, Letters, and Society, the major required of students seeking certification in early childhood and childhood education.

Interdisciplinary programs have faculty committees that oversee curricula and elect program coordinators, who are then appointed by the President.

Accreditation

- CSI is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, an institutional accrediting agency recognized by the Secretary of Education and the Commission on Recognition of Postsecondary Accreditation.

- The program in Computer Science is accredited by the Computer Science Accreditation Commission of the Computing Science Accreditation Board (CSAC/CSAB), a specialized accrediting agency recognized by the Council for Higher Education.
- The program in Engineering Science is accredited by the Engineering Accreditation Commission, Accreditation Board for Engineering and Technology (EAC/ABET).
- The program in Electrical Engineering Technology is accredited by the Technology Accreditation Commission, Accreditation Board for Engineering and Technology (TAC/ABET).
- The A.A.S. and the B.S. in Nursing are accredited by the National League for Nursing Education and the New York State Department of Education; the department will seek accreditation for the M.S. in Adult Health Nursing when it graduates its first class.
- The program in Medical Technology is accredited by the National Accrediting Agency for Clinical Laboratory Sciences.
- The program in Physician Assistant is accredited by the Commission on Accreditation of Allied Health Education.
- The program in Physical Therapy is accredited by the Commission on Accreditation in Physical Therapy Education, American Physical Therapy Association.

Copies of these accreditations as well as program self-studies for accreditation and external review are available at the reserve desk in the Library.

Administration

The President is the chief executive officer of CSI. Her first responsibility, as defined by the bylaws of the Board of Trustees, is to conserve and enhance educational standards and general excellence at CSI. She is advisor to and executive agent of the Board of Trustees. She also exercises general supervision of CSI personnel and students and attends to their concerns.

Campus

CSI's 204-acre campus is the largest college campus in New York City. Its buildings are set in a park-like landscape with mature trees and woodlands, flowering trees and ornamental plantings, fields and outdoor athletic facilities, a Great Lawn (used for commencement and other public ceremonies), and outdoor

sculpture and seating areas--these create a tranquil oasis in the midst of an urban area.

Fourteen of CSI's buildings, newly renovated, were formerly part of the Willowbrook State School. Ten house department and program offices, private offices for full-time faculty, study lounges for students, and some 200 classrooms and laboratories; these form the North and South Academic Quadrangles, which are connected by Alumni Walk. Three house administrative offices; these face the Great Lawn.

Six of CSI's buildings are new: the Astrophysical Observatory, the Biological and Chemical Sciences Building, the Campus Center, the Center for the Arts, the Library, and the Sports and Recreation Center. The Library and the Campus Center serve as focal points, respectively, for the North and South Academic Quadrangles. The Center for the Arts, located midway between the quadrangles at the fountain plaza, also faces the Great Lawn. The Biological and Chemical Sciences Building adjoins the South Quadrangle. The Sports and Recreation Center and the Astrophysical Observatory are located near the main entrance of the campus.

- The Astrophysical Observatory, with a sixteen-foot dome and state-of-the-art equipment, was completed in 1996. In addition to serving students in astronomy courses, it is used for faculty and student research projects, environmental monitoring, and community programs.
- The Biological and Chemical Sciences Building joins teaching and research in two separate wings connected by bridges: the two-story north wing provides lecture halls, classrooms, and instructional laboratories, the three-story south wing research laboratories, animal facilities, and a greenhouse. It houses the departments of Biology and Chemistry, the Center for Environmental Science, and the Center for Developmental Neuroscience and Developmental Disabilities.
- The Campus Center offers public lounge spaces, multi-purpose rooms for conferences and meetings, a cafeteria, a full-service restaurant (the Park Café), a computer laboratory for students, and table and video games. It houses the bookstore, the FM radio station WSIA, the offices of Student Government, the Lesbian, Gay, and Transgender Alliance, the New York Public Interest Group, the Program Development Committee, and student publications as well as the Health Center, the Wellness program, the CSI Association, and the CSI Auxiliary Services Corporation.
- The Center for the Arts joins teaching and performance: the east end houses offices of the departments of Media Culture and Performing and Creative Arts, faculty offices, classrooms, studios, and practice and rehearsal rooms, the west end a 900-seat concert hall, the 450-seat Williamson Theatre, a recital hall and a lecture hall of 150 seats each, an experimental (black box)

theater, the CSI Gallery (for professional exhibits), and a student gallery. It also houses the campus-wide PSC faculty lounge.

- The Library provides inviting reading rooms, open shelves, and study carrels as well as lecture rooms and computer facilities for students. Its Media Services make multimedia materials accessible to classrooms and laboratories across campus through CSI's fiber-optic network. It also houses both the Center for Excellence in Learning Technology and Instructional Support Services.
- The Sports and Recreation Center, with 91,000 square feet, contains a fitness center, two gymnasiums, five racquetball courts, and a twenty-five meter, eight-lane swimming pool. Its outdoor facilities include basketball courts, eight paddleball and sixteen tennis courts, a softball and baseball park, a track, and several multi-use fields. Faculty and staff have access to the facilities through low-cost memberships; the Staten Island community can also obtain memberships and rent its facilities.

The Children's Center, with 11,000 square feet, is attached to the Sports and Recreation Center; it contains four classrooms accommodating six age groups, a multi-purpose library/classroom, and outdoor playground facilities. Child care is available for student parents only.

Curriculum

The curriculum is designed to provide students a broad general education. Students, building on a common foundation of required courses, select additional courses that teach the analytical skills appropriate to literature, the arts, the social sciences, and the sciences; provide mastery of a foreign language; and insure an understanding of the relationships between western and nonwestern cultures as well as the diversity of cultures within the United States. Requirements for bachelor's degrees provide a cumulative and disciplined program of study in major fields of inquiry. Requirements for associate's degrees provide either a program of study in the liberal arts and sciences (A.A. and A.S. degrees) or a program of study in professional disciplines (A.A.S. degrees).

Programs leading to the bachelor's degree require entering students to meet senior college admission standards. Programs leading to the associate's degree are open to all students with a high school diploma or its equivalent.

The curriculum is the responsibility of the faculty, who participate at all levels of curriculum development, review, and revision. They are involved at the department level in curriculum committees and, as provided by CSI's governance, in the College Curriculum Committee, the General Education Committee, the Graduate Studies Committee, and the College Council. All changes in and additions to the curriculum require approval by the appropriate college committees, review by

CUNY's Board of Trustees, and registration with the State Department of Education.

Governance

CSI is governed by the *Bylaws of The City University of New York Board of Trustees* and the *College of Staten Island Governance Plan*. The latter provides for two governance bodies, the College Council and the General Faculty. The *Bylaws*, the *Governance Plan*, and *The City University of New York Manual of General Policy* are available in department offices and in the Library.

College Council

The College Council, subject to the policies and procedures of the Board of Trustees, the collective bargaining agreement, and New York State statutes, is responsible for formulating policy relating to the admission and retention of students, curriculum and degree requirements, and grading practices and standards as well as academic freedom, cultural activities, and other aspects of campus life related to academic affairs and general educational matters. It is composed of elected representatives of the faculty, teaching and non-teaching instructional staff, students, and appointed senior administrators. It meets monthly during the academic year.

General Faculty

All full-time faculty are members of the General Faculty. It is governed by a Steering Committee composed of a Chair, a Secretary, and a Member-at-Large. The Steering Committee, in conjunction with the Senior Vice President for Academic Affairs and Provost, sets the agenda for its meetings. The General Faculty is responsible for granting degrees. It may also make its own recommendations concerning curriculum and degree requirements and other college matters to the College Council and to the President.

The Senior Vice President for Academic Affairs and Provost convenes regular meetings of the General Faculty at least once a semester. In addition, at appropriate times, at the request of the President or of ten percent of the full-time faculty, she convenes special meetings.

Library

The library has a faculty of thirteen librarians and over fifty support staff. The librarians provide research assistance to students and faculty by accessing the print and digital materials needed to foster their scholarship. The collection grows and changes to reflect and complement the curriculum. The library is equipped with state-of-the-art technology that enables librarians to retrieve non

traditional forms of information from outside the building through online, satellite, and fiber-optic technology.

The library's collection consists of approximately 210,000 books, 1,425 current journal titles (with an extensive journal backfile in hardcopy or microform), and newspaper subscriptions. It maintains a collection of current textbooks that have been purchased with funds from the CSI Student Government; these are available at the reserve desk. The Library's online catalog, CUNY+, provides access to books, newspapers, and periodicals at all CUNY libraries. In addition, the library has acquired many web-based and CD-ROM databases. Internet access to web-based materials is available to students and faculty from home.

The library is located at the center of the South Academic Quadrangle. Reference books are located on the first floor; current issues of periodicals in hardcopy, back issues of periodicals in microfilm, microforms, and print indexes on the second floor, and books and bound periodicals on the third floor.

The library is open every day of the week, including Saturday and Sunday, during the academic year. Information about library hours can be obtained through CSI's webpage (www.csi.cuny.edu), the library's webpage (www.library.csi.cuny.edu), or by calling 718-982-4000.

Acquisitions

Faculty, staff, and students are encouraged to suggest books, journals, audiovisual materials, and electronic resources for purchase; suggestions may be sent to the Acquisitions Librarian via campus mail, e-mail, or fax (x4002). The Acquisitions Librarian's office is located in 1L107C (x3917). Purchases that directly support the curriculum receive the highest priority, inasmuch as funds are limited.

Archives and Special Collections

The Archives and Special Collections is a repository of documents, private papers, and rare volumes open to undergraduate and graduate students, faculty, and the public for research. Facilities for the care of the collections and management of the retrieval systems were developed and designed by archivists and librarians. The archivists will collaborate with faculty to integrate the collections into the curriculum and make them fully accessible.

Central to the special collections are the papers of New York State Senator John J. Marchi and New York State Assemblywoman Elizabeth A. Connelly and volumes by and about William Faulkner. Current areas of concentration are the papers of public figures from Staten Island, the history

of Staten Island since 1945, books by and materials about Staten Island authors, and the history of CSI.

Center for Excellence in Learning Technology

The Center for Excellence in Learning Technology supports faculty interested in using educational technology. It is equipped with multimedia PCs, flatbed scanners, color printers, and other multimedia equipment, web-authoring and other software, and reference books and other materials such as commercially produced CD-ROMs. It offers workshops in educational technology and provides staff to help faculty use it. It is located in 1L109 (x4076).

Circulation

Faculty and students may borrow books by presenting a valid CSI/CUNY ID card; this card allows them to use any CUNY library and to borrow books from it. In addition, books borrowed from one CUNY library may be returned at any other CUNY library.

Contributions

Gifts of cash for support of the library can be made to the Friends of the Library through the CSI Foundation, which raises funds to support CSI. The Foundation may be contacted for further information in advance of making a gift; it is located in 1A401 (x2365). Gifts of books and other materials are accepted when appropriate.

Interlibrary Loans

The library arranges interlibrary loans for faculty, graduate, and advanced undergraduate students. Requests should be made on interlibrary loan forms, available at the Office of Interlibrary Loans; completed forms may be faxed to x4015. Fees may be assessed for requests that can be filled only by institutions that charge for document delivery. The Office is located in 1L106 (x4014);

Library Committee

The Library Committee of the College Council advises the Chief Librarian. Members are elected for three-year terms by the College Council; faculty are encouraged to serve.

Library Instruction

Librarians offer students individual instruction in reference and resource tools. They provide students, upon faculty request, library orientation tours and classroom instruction in print and electronic resources and they compile bibliographies of print and electronic resources designed for general instruction and for individual courses. They also work, individually and in small groups, with faculty who want to develop skills in using electronic resources

Media Center

The Media Center provides audiovisual materials and equipment for classroom instruction. It has a collection of approximately 1,500 videocassettes and films and over 4,000 sound recordings.

The Center houses multimedia materials and delivers them to the forty-seven classrooms connected to CSI's local area network and to other classrooms with portable equipment. In addition, it has a twenty-one seat cobweb lab for instruction in educational technology. It is located in 1L201 (x4035).

Reference Services

Reference librarians are available at the general reference desk on the first floor and the periodicals reference desk on the second floor during library hours. They guide students and faculty in accessing and retrieving print and electronic materials. Electronic materials can be accessed from workstations on every floor of the library.

Reserve Books and Materials

Faculty may request that materials be placed on reserve and restricted to in-library use; these may be borrowed for two hours at a time with a valid CSI/CUNY ID card. Faculty are asked to place materials on reserve well in advance of the beginning of the semester in which they are required.

Research Centers

CSI has three research centers.

CUNY Center for Applied Biomedicine and Biotechnology

The CUNY Center for Applied Biomedicine and Biotechnology (CABB), a consortium of faculty and staff researchers on seven campuses, is currently headquartered at the College of Staten Island and Brooklyn College. As part of CUNY's Applied Sciences Coordinating Institute, the CABB forms technical partnerships with New York State industries in order to develop therapeutic drugs, diagnostic devices, and methodologies beneficial to human health.

The technologies represented in the CABB include rational drug design, agricultural biotechnology, biomedical genetic engineering, biomedical instrumentation, and artificial intelligence. In conjunction with CSI's Department of Chemistry, the CABB operates a state-of-the-art research and service facility for nuclear magnetic resonance.

Center for Developmental Neuroscience and Developmental Disabilities

The Center for Developmental Neuroscience and Developmental Disabilities (CDN/DD) conducts, promotes, and sponsors graduate education and training in developmental neuroscience with special emphasis on research and education in neuroscience, mental retardation, and developmental disabilities. The Center furthers collaborative efforts between CSI and the New York State Institute for Basic Research in Developmental Disabilities (adjacent to the CSI campus) as well as with CUNY's doctoral subprograms in neuroscience (Biology) and learning processes (Psychology). A Master's degree in Neuroscience, Mental Retardation, and Developmental Disabilities is in preparation. Members of the Center for Developmental Neuroscience and Developmental Disabilities conduct research in cellular and molecular neuroscience on the CSI campus, which provides graduate and undergraduate students training in research. The Center also sponsors colloquia on special topics and a Journal Club on current developments in neuroscience, mental retardation, and developmental disabilities.

Center for Environmental Science

The Center for Environmental Science (CES) supports research on environmental issues related to Staten Island. However, because the environmental problems of Staten Island are characteristic of urban areas with overpopulation, air pollution, waste treatment facilities, and polluted waterways, the Center also studies and proposes transferable solutions. Its activities have included research and publication on air pollution and disease and recommendations on environmental policy. Its current research focuses on understanding the relationships between respiratory disease and cancer and various forms of pollution and determining the extent and impacts of metal contamination in local waterways and biota. It also provides outreach and education programs to the Staten Island community.

Special Programs

ARC (Adults Returning to College)

ARC offers services to new and returning adult students: preadmissions counseling, one-on-one academic advisement, time-saving registration,

and adults-only introductory levels classes that help students make a smooth transition to college. The ARC office is located in 2A202 (x2180).

Continuing Education and Business Development

The Office of Continuing Education offers a wide range of noncredit career and personal development programs as well as services to the business community: career training, enrichment courses, a high school equivalency program (GED), American Sign Language classes, and programs for special populations. The Continuing Education lists fall and spring offerings; they also appear on www.csi.cuny.edu/continue. The office is located in 2A20 (x2182).

CUNY Multimedia Regional Center for the Deaf and Hard of Hearing

The Multimedia Regional Center serving persons with impaired hearing was established in 1993 through the joint efforts of CSI's Resource Center for the Deaf and Hard of Hearing and the Department of Computer Science in collaboration with educational institutions, government agencies, and businesses. The Multimedia Center provides visually-oriented academic and technical support services to CUNY's students with impaired hearing and to the Staten Island community at large. The Resource Center provides interpreting, tutoring, and notetaking services as well as academic advisement to students with impaired hearing; see below, section 2a, for Persons with Disabilities, and section 7, for the Office of Disability Services..

Faculty whose departments use the local network are asked to share their login password so that students with impaired hearing may access it from the multimedia lab and work with the assistance of qualified staff using sign language. The Multimedia Center is located in 1N115; the regular and TTY extension is 3124.

Among the services available are

- electronic note-taking technology for the mainstream classroom environment;
- interactive, simultaneous sign language interpretation visible at students' computer terminals;
- tutoring stations with advanced multimedia interactive software and technology and network hook-up capacity;

- a library of books and software that support tutoring and self-directed practice in most academic subjects;
- sign language interpreters, tutors, and experts in the field of deafness;
- a sign language training lab that uses video recorders and interactive software to improve and enhance interpreters' skills in providing services to deaf and hearing-impaired students.

Discovery Center

The Discovery Center, established in 1987, conducts various grant-funded programs in which CSI faculty collaborate with teachers and students to improve education in local schools, K-12. Data show that these programs improve student achievement, perseverance in Regents courses, entrance to college, and attitudes towards learning. New York State grants supporting the Science and Technology Entry Program (STEP) and the Alliance for Minority Participation (AMP) enable the Center to extend its efforts to at-risk students and their teachers. It also works closely with a consortium of Brooklyn and Staten Island high schools (BASIS): its efforts include the College Skills Institute (CSI Prep), which is CSI's version of the CUNY's College Now initiative. The Center is located in 1A211 (x2325).

Honors College

The Honors College enrolls high-achieving students ready to take advantage of learning in small classes, working closely with members of CSI's faculty, participating in research projects, and using the resources of CSI's technologically advanced campus. The first class was admitted in September 1997; admission is competitive. The Honors College office is located in 1A206 (x2222).

In September 2002, entering students will also be able to enroll in the CUNY Honors College, the University Scholars Program. They may attend the CUNY Honors College and the CSI Honors College simultaneously

Instructional Support Services

The Office of Instructional Support Services works to strengthen the academic preparation of all students, with special emphasis on the preparation of first-year students. It organizes the Summer Immersion and January Intersession programs, CUNY-wide programs that offer tuition-free, intensive mathematics, reading, and writing courses to entering students and eligible post-freshmen who have not passed all the CUNY Basic Skills

Assessment Tests. It also advises, counsels, and tutors students throughout the academic year. Faculty are asked to inform students, especially first-year students, of its services. The Office is located in 1L17 (x3962). See below for information about CSI's other tutoring centers.

International Programs

The Center for International Service administers study abroad programs, provides support and assistance to foreign students and scholars at CSI, directs the English Language Institute, and coordinates international faculty development activities and overseas international projects. The Center is located in 2A206 (x2100).

CSI offers study abroad programs in Nanjing, China; Thessaloniki, Greece; Florence, Rome, and Venice, Italy; and Guayaquil and Quito, Ecuador as well as summer study opportunities for undergraduate and graduate students in several countries, including, each summer, a graduate program in special education in Copenhagen, Denmark. Over twenty other study abroad programs are open to CSI students through the College Consortium for International Studies (CCIS) and the CUNY/Paris student exchange program. Scholarships are available to assist students who have the motivation and ability to benefit from a semester abroad.

The Center also manages the CUNY faculty exchange program with Shanghai University in China and the CUNY Vietnam Project.

A faculty committee representing a cross-section of disciplines advises the Center on its programs and assists its planning. It also reviews applications for scholarships and travel grants. In addition, several groups of faculty and staff volunteer to plan activities that stimulate the development of international projects abroad and conferences and seminars on campus: these include the Eastern European Working Group and the Southeast Asia/Vietnam Working Group. Inquiries are welcome from faculty and staff interested in joining these working groups and in establishing other working groups that will enhance CSI's expertise in other areas of the world. The center maintains a database of faculty and staff who have significant international experience, speak foreign languages, or are interested in becoming involved with CSI's international programs. Faculty are encouraged to register.

Network

The Network Office administers a variety of academic programs and support services for student populations affiliated with external agencies. It schedules undergraduate and graduate courses at off-campus sites to accommodate them. The Office located in 2A202 (x2180).

SEEK Program

The SEEK (Search for Education, Elevation, and Knowledge) Program offers academic assistance and financial aid to students who qualify. It is staffed with a director, professional counselors, a tutorial coordinator, and student tutors, all available to help SEEK students with academic and personal problems and career decisions. SEEK students are assigned individual counselors who work with them during their entire college careers. The SEEK office is located in 1A112 (x2410).

Small Business Development Center

The Staten Island Small Business Development Center (SBDC) helps small businesses by providing free management and technical assistance, one-on-one consultation, and access to the resources of CSI. It places special emphasis on counseling women and minority entrepreneurs. Funded by both the federal and the New York State governments, it has a staff of professional counselors and a fully computerized work and research center. The Center is located in 1A111 (x2560).

Students

Students may enroll as candidates for degrees or as non-degree students. CSI enrolls approximately 10,200 undergraduate and 1,400 graduate students; about half are enrolled part-time. CSI awards approximately 1,800 degrees a year.

2. Policies and Procedures

2a. Policies

Academic Freedom

CUNY subscribes to the American Association of University Professors' 1940 *Statement of Principles on Academic Freedom*. CSI respects academic freedom for faculty and students as well as freedom in their personal lives for all members of its community.

Affirmative Action

It is the policy of the CUNY Board of Trustees and the College of Staten Island to recruit, employ, retain, and promote employees and to admit and provide services for students without regard to age, alienage or citizenship, color, disability, gender, national or ethnic origin, race, religion, sexual orientation, and veteran or marital status. All decisions on employment are based on principles of equal employment opportunity. Faculty hiring, tenuring, and promotion are based on requirements set forth in *The Board of Trustees of The City University of New York Bylaws* and the *Statement of the Board of Higher Education on Academic Personnel Practice in The City University of New York* (1975); see below, section 2b, for Faculty Personnel Actions.

CUNY requires all its colleges to develop local plans to confront racism, promote pluralism and diversity, and institute mechanisms for anti-racist, pluralistic interactions and cooperative projects with their immediate communities. CSI has created a variety of cultural and educational programs that aim to foster an institutional climate in which the distinctive dignity and value of each member of its community and each constituent group is affirmed and enhanced. These programs are the responsibility of the Office of Affirmative Action and Pluralism and Diversity. The Office is located in 1A103 (x2250).

CSI, as a constituent institution of CUNY, adheres to federal, state, and city laws and regulations regarding nondiscrimination and affirmative action in employment, including, among others:

- Title VII of the Civil Rights Act of 1964;
- Title IX of the Education Amendments of 1972;
- Section 504 of the Rehabilitation Act of 1973;
- Section 402 of the Vietnam Veterans Readjustment Act of 1974;
- Federal Executive Order 11246 as amended;

- the 1990 Americans with Disabilities Act.

"Protected classes" delineated in the Federal Executive Order--Black, Hispanic (including Puerto Rican), Asian/Pacific Islander, American Indian/Alaskan Native, and Women--were expanded by the Chancellor of CUNY (on December 9, 1976) to include Italian-American.

Yearly Affirmative Action plans are on file in the Library and in the Office of Affirmative Action.

The Affirmative Action Officer, responsible to the President for implementing Affirmative Action, also coordinates Title IX, which prohibits sex discrimination in federally assisted education programs, serves on the Sexual Harassment Panel, and works with the 504-ADA Compliance Officer to implement equal opportunity for persons with disabilities.

Drugs/Alcohol/Smoking

Drugs may not be used or sold on campus. CSI is drug-free and using or selling drugs is illegal.

Alcohol is not permitted at student events held on campus.

Smoking is prohibited inside all campus facilities.

A pamphlet, *A Drug-Free Campus*, describes CSI's policies with respect to drugs, alcohol, and smoking on campus and the sanctions CSI employs against those violate them; it also describes common drugs. It is available on the noticeboards of Pegasus-mail (*A Drug-Free Campus*) and from either the Office of Human Resources, located in 1A204 (x2370), or the Office of Legal Affairs, located in 1A210A (x2355).

Counseling services are available for problems related to substance abuse for faculty and staff through the Employee Assistance Program (EAP) in the Health Center, located in 1C112 (x3042), and for students through the Health Center (x3129) and through the Office of Academic and Personal Counseling, located in 1A104 (2391).

College Property

Equipment purchased with tax levy or grant funds must be delivered to CSI and inventoried. The Property Manager coordinates inventories; she is located in 1A309 (x2240).

Requests to use equipment off-campus are initiated in departments; they are to be approved by the appropriate department chair and divisional dean. They are to include inventory numbers and the dates equipment will be returned to campus. Equipment removed from campus by permission is to be returned on time and in good working order.

Persons with Disabilities

CSI and CUNY follows federal guidelines--Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990--in providing reasonable accommodations that insure full educational opportunity to students with disabilities. The Office of Disability Services coordinates services for students with disabilities and assists faculty in accommodating both their physical and programmatic needs. This Office, along with the 504 Coordinator, the Office of Human Resources, and the Office of Affirmative Action, provides assistance to faculty with disabilities as well.

See the CSI catalog, Appendix vi, for the Section 504 Statement of Nondiscrimination, and Appendix vii, for the Federal Rehabilitation Act (both also appear in Appendix F of this handbook). Appendix vi contains CSI's procedures for implementing Section 504, Appendix vii CSI's procedures for implementing the Federal Rehabilitation Act. Both detail procedures for filing complaints. The ADA Compliance Officer is Professor Mary Ellen McMorrow, Department of Nursing. Her office is located in 5S207 (x3838).

The CSI campus conforms to the guidelines for accessibility in force when it was constructed. However, broken equipment, malfunctioning elevators, and the special needs of persons with disabilities may require additional accommodation.

- Students, faculty, and staff who require that academic programs and classes be moved to make them accessible should contact the Office of Disability Services. The Office is located in 1P101 (x2510).
- Students, faculty, and staff who require that other activities be moved to make them accessible should contact the groups sponsoring them.

Students, faculty, and staff are responsible for making their needs for accommodation known early enough to provide adequate time for accommodation.

Pluralism and Diversity

CSI, in accord with CUNY's resolve to combat bigotry and promote pluralism and diversity at all its colleges, takes a multi-pronged approach to making the campus welcoming and affirming for all. The Office of Affirmative Action and Pluralism and Diversity works with faculty and students to develop programs that address bigotry and promote pluralism and diversity. The Office is located in 1A103 (x2250)

Sexual Harassment

CSI is legally required as well as ethically committed to maintaining a learning and work environment free from sexual harassment. The Board of Trustees has explicitly prohibited sexual harassment. See the CSI catalog, Appendix viii, for CUNY's Policy Against Sexual Harassment (also in Appendix F of this handbook). It details the Board's policy against sexual harassment and CSI's procedures for implementing it. Professor Janet Dudley, Department of English, Speech, and World Literature, coordinates the Sexual Harassment Panel. Her office is located in 2S122 (x3638).

2b. Procedures

Faculty Personnel Actions

Criteria that determine faculty appointment, reappointment, tenure, and promotion appear in the following documents:

- the *Bylaws of The City University of New York Board of Trustees*, sections 9.7-9.10 and 11.7-11.10 (see Appendix A of this handbook);
- the *Statement of the Board of Higher Education on Academic Personnel Practice in The City University of New York* (1975), sections III-V (see Appendix E).

Procedures that determine faculty appointment, reappointment, tenure, and promotion appear in the following documents:

- the *Bylaws of The City University of New York Board of Trustees*, sections 8.9 and 8.12 and sections 9.1-9.3 and 9.7-9.10 (see Appendix A);
- the *Agreement between The City University of New York and the Professional Staff Congress/CUNY*, Articles 9, 10, and 18 (see Appendix B);
- the *College of Staten Island Governance Plan*, Articles III-V (see Appendix C);
- the Minutes of the Board of Higher Education Meeting of December 18, 1967 and the Max-Kahn Memorandum (see Appendix D).

Faculty personnel actions originate with department Appointments Committees and department Promotions Committees. Positive recommendations--for appointment, reappointment, tenure, and promotion--go first to the College Personnel and Budget Committee (P&B), then to the President of CSI, and finally, upon her recommendation, to the CUNY Board of Trustees.

Negative recommendations for reappointment, tenure, and promotion by department committees may be appealed to the P&B and negative recommendations on appeals to the P&B may be appealed to the President.

Negative recommendations for reappointment, tenure, and promotion by the P&B may be appealed to the College Appeals Committee and negative recommendations by the College Appeals Committee may also be appealed to the President.

Article 18 details procedures for professional evaluation, which include peer teaching observations and annual evaluation conferences.

3. Responsibilities of Full-time Faculty

The teaching assignments of full-time faculty are based on CUNY's and CSI's workload policies as specified in the *Agreement between The City University of New York and the Professional Staff Congress/CUNY*. According to the *Agreement*, faculty also have "the obligation, among others, to be available to students, to assume normal committee assignments, and to engage in research and community service" (section 15.1b; lecturers are exempt from engaging in research).

3a. Teaching

CSI's educational responsibilities are to provide opportunities for intellectual and personal development to a heterogeneous student population. CSI educates students by inculcating in them the value of intellectual curiosity, personal fulfillment, and responsible civic behavior and by preparing them to enter their chosen careers.

Academic Calendar

CSI's academic calendar year consists of two semesters, fall and spring; classes are held during the day and evening and on the weekends. Summer courses are offered in June and July, some in June, some in July, and some in June and July together; again, classes are held during the day and evening and on the weekends.

A semester consists of fifteen weeks of instruction, fourteen weeks of classes and a week of college-scheduled final examinations. Fifteen weeks of instruction are prescribed by the New York State Education Law.

Final Examinations

Instructors may not schedule final examinations before the fifteenth week. Instructors may not schedule examinations in the fourteenth week unless they also schedule final examinations in the fifteenth week. When they assign take-home final examinations, students have until the fifteenth week to return them. When they assign term papers or other assignments in place of a final examination, they are expected to be available to receive and discuss them during the fifteenth week at times specified to students and to department chairs.

Grades

See Appendix G of this handbook for an explanation of CSI's grades. Instructors should understand the conditions, implications, and penalties not only of letter grades (A, A-, B+, B, B-, C+, C, D, F, and P) but also of INC (incomplete), W

(withdrew with no penalty), WA (administrative withdrawal), Z (no grade submitted by instructor), WU (withdrew unofficially, which counts as a failure), PEN (grade pending), and AUD (auditor).

The grades of W, WA, and Z are assigned by the Registrar. The grade of INC is assigned by instructors. It should be reserved for students who have a realistic chance of completing the work of the course in the near future; if not changed to a letter grade before the last day of classes the following semester, it will be changed by the Registrar to FIN (failure).

Midterm grades are required in 100-level courses; they are due on the dates listed each semester in the *Schedule of Classes* and mailed to students shortly thereafter.

Final grades are due in the Office of the Registrar within seventy-two hours after final examinations or within seventy-two hours after the date when take-home examinations or term papers and other final assignments are due. When no examinations or final assignments are given, final grades are due within seventy-two hours after the last meeting of classes..

Student grades may be posted, not with names but with other identification, with students' written permission. The Office of the Registrar currently distributes to instructors forms for students to give permission as well as forms for instructors to record and post grades. Otherwise students receive grades by mail.

A recent New York State law prohibits colleges from displaying students' social security numbers. CSI currently distributes posting forms with truncated social security numbers while CUNY considers other alternatives.

Grade Appeals

Students may appeal a grade in accord with procedures detailed in the College Council resolution on grade appeals; see Appendix H of this handbook. Instructors should be familiar with these procedures: they highlight the importance of instructors' making clear at the beginning of the semester their criteria for grading.

Graduate Center Teaching

Full-time faculty teach at the CUNY Graduate Center at the invitation of its graduate programs. Graduate Center assignments may account for no more than eleven hours of their annual workload. Faculty reassigned to the Graduate Center, like faculty with reassigned time for research--no matter what their reassigned time--are expected to teach at least one course a semester at CSI and also to be present on campus at least two days a week in order to advise students and serve on department and college committees.

Independent Study

Independent study consists of an individual library, laboratory research, or creative arts project undertaken under the direct sponsorship of a full-time faculty. The procedures for arranging an independent study appear in the CSI undergraduate and graduate catalogs.

Plagiarism and Cheating

CSI's statement on plagiarism and cheating (in the catalog) is the following:

Academic Integrity

Integrity is fundamental to the academic enterprise. It is violated by such acts as borrowing or purchasing term papers, essays, reports, and other written assignments; using concealed notes or crib sheets during examinations; copying the work of others and submitting it as one's own; and misappropriating the knowledge of others. The source from which one derives one's ideas, statements, terms, and data must be fully and specifically acknowledged in the appropriate form; failure to do so, intentionally or unintentionally, constitutes plagiarism.

Violations of academic integrity may result in failure in a course and in disciplinary actions with penalties such as suspension or dismissal from the college.

If instructors suspect plagiarism or cheating, they should collect or, if necessary, acquire evidence of it. Allegations of plagiarism should be referred to the Office of the Senior Vice President for Academic Affairs and Provost, located in 1A305 (x2440). Allegations of cheating should be referred to the Office of the Vice President for Student Affairs, located in 1A 301 (x2335).

The sale of essays and reports is a misdemeanor under Section 213-b of the New York State Education Law.

Records

At the beginning of the semester, on the first day and again at the end of the first week, instructors receive rosters listing the students officially registered for each class they teach. Instructors should follow up on students whose names are not on the roster: they may have registered in other sections of the same course, failed to complete their registrations, or registered late. These students should be asked to show their receipts from the Registrar's Office or, if they do not have them, referred back to the office. The Office is located in 2A107 (x 2122).

During the semester, instructors are responsible for maintaining records for each class they teach that show all grades--on quizzes, examinations, papers, laboratory work, reports, etc.--as well as final grades, absences, and any other information

used to compute final grades. They can secure grade books from their department secretaries.

At the end of the semester, instructors, because of possible grade appeals or even legal challenges, must leave copies of their grade books (or their equivalents) with department secretaries; they are kept for five years.

Instructors must also fill out forms distributed by the Registrar that show student attendance in each class; these forms are due along with grades and are required by CUNY and by New York City and State authorities.

Scheduling Policies

Scheduling classes is the responsibility of department chairs or program coordinators and divisional deans. Questions about scheduling are to be directed either to department chairs or department schedulers.

Departments and programs schedule faculty in accord with CSI's workload policy. Full-time faculty teaching full programs are expected to teach on no fewer than three days a week. Full-time faculty with reassigned time are expected to be on campus at least two days a week. Instructors, unless assigned a four-hour course that meets once a week, are not scheduled for more than three consecutive hours of classroom instruction.

Full-time faculty are expected to schedule a minimum of three office hours a week, compatible with student, session, and college needs.

Schedules are reviewed by the appropriate divisional dean.

Classes are expected to begin promptly and last for the scheduled time. Classes shall not be dismissed prior to the scheduled time. Instructors who must be absent or are delayed must notify their departments as soon as possible. Instructors may not cancel classes without department authorization. Substitute instructors to cover classes for absent faculty can be authorized only by department chairs. Instructors teaching in the evenings or on weekends should call the Office of Evening, Summer, and Weekend Sessions (x2155) in the event of absence or lateness. Departments should be notified as soon as possible.

Scheduling Practices

Day-session classes are scheduled to follow either three-day or two-day blocks. Studio classes and laboratories classes often meet on one day only.

Evening-session classes are scheduled to follow either Monday-Wednesday or Tuesday-Thursday blocks or are scheduled on single evenings.

Weekend-session classes are scheduled on one day only. Most classes meet on Saturday; a few meet on either Friday evening or Sunday afternoon.

A *Schedule of Classes* is published several months before the beginning of the semester; summer-session classes appear in the spring *Schedule of Classes*. They are available from the Office of the Registrar, located in 2A107 (x2122).

Room assignments appear in the *Schedule of Classes* but some changes may be made before the beginning of the semester. Instructors should check the updated room schedules posted in each building the day before the beginning of each semester to see if the rooms assigned to them in the *Schedule of Classes* have been changed.

Classes are to meet in the rooms in which they are scheduled. Room changes can be authorized only by the Office of the Registrar.

Student Absences

CSI's policies for attendance in regular and remedial courses differ.

- Regular courses: A student who is absent in excess of 15 percent of the class hours in the semester is assigned a grade of WU (withdrew unofficially), subject to the discretion of the instructor (resolution of the College Council, May 26, 1981). Fifteen percent equals eight hours for a course that meets four hours a week, six hours for a course that meets three hours a week.
- Remedial courses: A student who is absent in excess of seven hours in a course meeting four hours a week will receive a grade of WU (withdrew unofficially), unless excused by the instructor; a student who is absent in excess of four hours in a course meeting three hours a week will receive a grade of WU (withdrew unofficially), unless excused by the instructor.

Instructors are asked to include their attendance policies in their syllabi and explain them at the beginning of the semester. CSI encourages instructors to enforce strict attendance policies.

New York State Education Law 224-a requires that accommodations be made for students whose religious beliefs and practices prohibit attendance or work on particular days. See Appendix F of this handbook for Appendix iv of the CSI catalog, which details the provisions of this law.

Student Discipline

Should students become disruptive, private conferences may have a moderating effect. If disruptive behavior continues, instructors may refer them to the Office of the Vice President for Student Affairs, located in 1A301 (x2335). See Appendix I of this handbook for a memorandum from the Vice President for Student Af

fairs concerning disruptive students. Disciplinary procedures for students are detailed in the *Bylaws of The City University of New York Board of Trustees*, section 15.3; see the student handbook, *The Gazetteer*.

Student Evaluation of Teaching

Toward the end of each semester, the Office of the Senior Vice President for Academic Affairs and Provost distributes to instructors forms for students to evaluate their classes. Instructors are expected to set aside time for students to fill them out, ordinarily at the end of a class, so that instructors are not present while students fill them out. Ordinarily students return the forms to department offices or to the Office of Evening, Summer, and Weekend Sessions.

Information elicited by these forms, after they have been processed by the Office of College Testing, is reported to instructors and to department chairs in summary form; instructors may also see the forms themselves in their chairs' offices.

The forms were developed in consultation with the College Personnel and Budget Committee. The results figure in deliberations on reappointment, tenure, and promotion in departments and college-wide.

Student Privacy

The Federal Education Rights Act (FERPA) protects students' rights to privacy. All requests for information about students by other than the student himself or herself or by staff members with legitimate purposes should be referred to the CSI's Records Access Officer in the Office of Legal Affairs, located in 1A210A (x2355). See the CSI catalog, Appendix v, for the rights of students with respect to their educational records (also in Appendix F of this handbook).

Syllabi

Instructors are expected to provide students a syllabus for each course they teach; syllabi are, in effect, contracts they make with the students enrolled in their courses.

Suggested content for a syllabus includes the following:

- instructor's name;
- title of the course;
- course and section number;
- date;

- content and course objectives: the knowledge, skills, and competencies that students are expected to demonstrate at the end of the semester;
- texts and instructional materials required;
- instructor's requirements for the course;
- instructor's criteria for grading and evaluation, including number of tests, other required assignments, and the weight given to each in calculating final grades;
- schedule with dates for topics to be covered, readings students should have completed, and assignments due;
- instructor's attendance policy and its relation to grades;
- instructor's expectations for students' conduct and performance.

Instructors are expected to place on file in their departments current syllabi for each course they teach.

Tutoring Centers

The schedule of Instructional Support Services, which provides tutoring in all subjects at all levels, is available on the CSI webpage: www.csi.cuny.edu; see Instructional Support Services under Current Students.

Other tutoring centers are:

Tutoring Center	Room	Extension
Instructional Support Services	1L117	4220
Biology Tutorial Laboratory	6S1360	5831
English Learning Center	2S216	3635
Mathematics/Computer Science Tutorial Laboratories	1S213-14	3619
Modern Languages Tutorial Center	2S114	3711
Multimedia Resource Center for the Deaf	1N115	3124
SEEK Tutorial Learning Center	1A108	2412
Disabilities Services Tutoring Center/ Resource Center for the Deaf	1P101	2510

3b. Research, Publication, Creative Work, and Grant Applications

Full-time faculty are expected to engage regularly in research, publication, and creative work; to keep up with developments in their disciplines and to make contributions to them, including contributions to the literature of pedagogy; and to enhance their professional standing and CSI's reputation through active participation in scholarly and professional organizations. The *CUNY/PSC Agreement* provides faculty with leaves and awards for research and pedagogical innovation. CSI provides opportunities for faculty to apply for reassigned time for research. It also encourages faculty to apply for external funding for research, for pedagogical innovation, and for the purchase of equipment for instruction and research.

Office of Grants and Research

CSI's Office of Grants and Research assists full-time faculty in applying for grants and serves as a resource for obtaining external funding. It

- suggests potential funding sources;
- prepares budgets;
- files required forms;
- interprets agency guidelines;
- serves as liaison with funding sources and the CUNY Research Foundation;
- manages administrative details;
- assists in obtaining the appropriate CSI approvals, including a required pre-proposal review.

Research Leaves

Fellowship Leaves

Full-time members of the instructional staff with tenure (or, for Lecturers, a Certificate of Continuous Employment) who have completed six years of continuous paid full-time service with CUNY, exclusive of fellowship and other leaves, may apply for fellowship leaves (that is, sabbatical leaves) for research and study, creative work in literature or the arts, or improvement in teaching. These awards, for not less than one semester nor more than one year, are for half-pay; for fellowship leaves of one semester at full pay, see below. Article XIII of the *CUNY Bylaws* and Article 25 of the *CUNY/PSC Agreement* detail eligibility for and the conditions of fellowship leaves and the procedures for applying for them.

Scholar Incentive Awards

Full-time members of the instructional staff in faculty titles (with or without tenure and with or without a Certificate of Continuous Employment) who have completed one year of continuous paid full-time service with CUNY may apply for Scholar Incentive Awards for research. These awards, for not less than one semester nor more than one year, are for partial pay of up to 25% of annual salary. Leaves with Scholar Incentive Awards do not break service credited toward tenure but are not themselves credited toward tenure. Article 25 of the *CUNY/PSC Agreement* details eligibility for and the conditions of Scholar Incentive Awards and the procedures for applying for them; additional guidelines developed by CUNY's Office for Academic Affairs may be obtained from department chairs.

Professional Reassignments for Librarians

Full-time members of the instructional staff assigned to the library may apply for professional reassignment for research, scholarly writing, and other recognized professional activities. These awards, for not more than four weeks during any year, are for leave at full pay. Article 25 of the *CUNY/PSC Agreement* details eligibility for and the conditions of professional reassignments for librarians and the procedures for applying for them.

Research Awards

PSC/CUNY Research Awards

CUNY supports faculty research through the PSC/CUNY Research Award Program. It awards grants annually, on a competitive basis, to full-time faculty for direct expenses of conducting research in any discipline and for carrying out projects in the creative and performing arts. The deadline for proposals is October 15; new faculty in their first year of service may apply later. For information on PSC/CUNY awards, see the Office of Grants and Research. It is located in 1A302 (x2254).

CSI Fellowship Leaves at Full Pay

A limited number of fellowship leaves of one semester at full pay may be awarded to tenured faculty eligible for fellowship leaves of one year at half-pay by the President, as recommended by a sub-committee of full professors chosen by the College Personnel and Budget Committee (P&B), and by the P&B itself. Applications are due in November; awards are announced in December.

CSI Presidential Fellowships

Reassigned time for research is awarded on a competitive basis to full-time faculty at the rank of associate or full professor, as recommended by the College Council Committee on Research. Preference is given to faculty who have not received a fellowship during the previous three years. Applications are due in November; awards are announced in February.

CSI Reassigned Time for Research

Awards of reassigned time for the equivalent of one course are made on a competitive basis to full-time faculty at the ranks of assistant professor and instructor, as recommended by divisional committees to the divisional deans. Applications are due in November; awards are announced in January.

CSI Summer Research Stipends

Awards of \$2,000 each are made on a competitive basis to full-time faculty at the ranks of assistant professor and instructor, as recommended by divisional committees to the divisional deans. Preference is given to faculty who have not received a stipend previously. Applications are due in February; awards are announced in March.

CSI Reassigned Time for Faculty establishing Research Facilities

Three or four hours of reassigned time each semester of the first year of appointment may be awarded to new faculty establishing research facilities, as approved by the divisional dean.

CSI Reassigned Time for Faculty with External Grants

Faculty with external grants

- may use grant funds to reduce their contractual teaching assignments. The grant from which funds are taken for reassigned time must be administered by the CUNY Research Foundation or an agency approved by the Senior Vice President for Academic Affairs and Provost;
- may use a portion of the indirect costs deposited in a Research Foundation account for the department's use to reduce their contractual teaching assignments. The principal investigator on the grant, in consultation with the department chair, may elect to use these funds on a dollar-for-dollar cost sharing basis with CSI in the purchase of reassigned time.

Consult the Office of Grants and Research for procedures and rates; it is located in 1A302 (x 2254).

Faculty are expected to conform to the workload specified in the CUNY/PSC *Agreement*. Faculty with reassigned time for research, like faculty reassigned to teach at the CUNY Graduate Center--no matter what their reassigned time--are expected to teach at least one course a semester at CSI and also to be present on campus at least two days a week in order to advise students and serve on department and college committees.

Faculty and Staff Development

CSI supports faculty and staff development with funds for such things as publication costs, software and supplies for research and course development, tuition and travel expenses for workshops, undergraduate research assistants, and honoraria for speakers.

Travel

CUNY, in accord with the CUNY/PSC *Agreement*, provides a sum annually for use by members of the bargaining unit for participating in professional conferences and meetings. Departments receive a share of these funds in their budgets; they are allocated by department chairs.

3c. Service

Teaching faculty are expected to be available to students during and beyond office hours, to accept committee assignments, and, more generally, to engage in sustained service to the CSI and the community.

Academic Advisement

Advisors are expected to be conversant with the requirements of CSI's general education as well as their respective majors. Full-time faculty are assigned advisees by the Office of Academic Advisement.

Most students, required to secure their advisors' signatures in order to register, will arrange appointments. Appointments offer opportunities for advisors to answer questions, discuss academic issues, and ascertain that students are progressing satisfactorily toward their degrees.

Students, before they register, receive from the Office of Academic Advisement a computer-generated Academic Progress Report and Plan that sorts their courses--general education courses, majors courses, and electives--into the appropriate categories. It helps both students and advisors to determine what courses must still be taken and facilitates routine academic advisement.

The Director of the Office of Academic Advisement coordinates faculty advising. The Office also advises the many students who in their first two years are registered for liberal arts non-science degrees and is a resource for faculty who have questions about CSI's degree requirements. It is located in 1A101 (x2280).

Commencement

The academic year begins on first day of class and ends on commencement day in early June. Full-time faculty are expected to participate in CSI's commencement exercises on a regular basis.

Committees

Full-time faculty are expected to serve on the department, college, and university committees to which they may be elected or appointed.

Student Recruitment

The Office of Recruitment and Admissions makes arrangements for CSI to be represented at high schools, community events, and other college-sponsored recruitment activities. The Office also organizes open houses and admissions in

formation sessions on campus for prospective students. Faculty are encouraged to participate in recruitment. They should contact the Office of Recruitment and Admissions, located in 2A401 (x2010).

4. Employment Practices for Full-time Faculty

Annual Leave

Article 14 of the *Agreement between The City University of New York and the Professional Staff Congress/CUNY CUNY/PSC Agreement* details annual leave for full-time members of the instructional staff. As a rule, teaching faculty begin annual leave on the day following commencement and return on the first day of classes in the fall semester. Annual leave for members of the instructional staff serving as librarians or counselors is also detailed in Article 14.

Fellowship Leaves

See above, section 3b.

Scholar Incentive Awards

See above, section 3b

Other Leaves

The CUNY *Bylaws* and the CUNY/PSC *Agreement* provide for various types of leave with and without pay: retirement leave, special leave, and temporary disability leave. Faculty may also be eligible for leaves based on the Family Medical Leave Act. Questions concerning leaves should be directed to the Office of Human Resources, located in 1A204 (x2370).

Fringe Benefits

Full-time members of the instructional staff receive medical, dental, optical, and total disability benefits, life insurance, pension contributions, and a range of other benefits, many provided through the CUNY/PSC Welfare Fund. Spouses, children, and domestic partners are eligible for some benefits.

For information about benefits, visit or call the Office of Human Resources, located in 1A204 (x2370).

Multiple Positions

For CUNY's *Statement of Policy on Multiple Positions* (with the September 1, 1998 revisions), see Appendix J of this handbook. It defines the obligations of full-time faculty to CUNY and sets out the permissible limits of employment for extra remuneration--teaching, research, and consultation--outside and inside CUNY. These activities must be approved in advance by department appointments committees and chairs. CSI reports its compliance with the Board of Trustees' policy yearly.

At CSI the Senior Vice President for Academic Affairs and Provost distributes copies of the *Statement of Policy* to full-time faculty at the beginning of each semester, along with a form to be completed by faculty and department chairs. These forms are to be returned to the Office of Human Resources, located in 1A204 (x2370).

Pay Periods

Full-time members of the instructional staff receive annual salaries. They are paid bi-weekly .038356 of their annual salary (.038251 during a leap year). Thursday is payday. Checks are distributed in 2A105 (at the Check Distribution Window) from 9:30 am to 4:30 pm. Direct deposit is available upon request; application forms may be obtained at the Check Distribution Window.

Personnel Records

Records relating to employment, benefits, and leaves are kept in the Office of Human Resources, located in 1A204 (x2370). Instructional staff should update the information in these records to keep them accurate.

Article 19 of the CUNY/PSC *Agreement* provides for personal files, available for examination by individual members of the instructional staff, and administration files, available for examination only to those involved in peer reviews. See Appendix C of this handbook.

- Personal files, located in departments, contain documents such as student evaluations of faculty, teaching observations, annual evaluations, and documents submitted by instructional staff relating to their academic and professional achievements. Instructional staff should initial documents to be placed in their personal files and review them at the end of each academic year.
- Administration files contain documents such as transcripts and letters of reference and evaluation.

5. Part-time Faculty

5a. Teaching Responsibilities

The teaching responsibilities of part-time faculty, with the exception of office hours (noted below), are the same as those of full-time faculty. Part-time faculty should consult Chapter 5, Responsibilities of Full-time Faculty, above, for information about the following topics.

Academic Calendar

See above, section 3a.

Final Examinations

See above, section 3a.

Grades

See above, section 3a.

Grade Appeals

See above, section 3a.

Plagiarism and Cheating

See above, section 3a.

Records

See above, section 3a.

Scheduling Policies

See above, section 3a.

Part-time faculty are not required to schedule office hours and are not compensated for those they may choose to schedule.

Scheduling Practices

See above, section 3a.

Student Absences

See above, section 3a.

Student Discipline

See above, section 3a.

Student Evaluation of Teaching

See above, section 3a.

Student Privacy

See above, section 3a.

Syllabi

See above, section 3a.

Tutoring Centers

See above, section 3a.

5b. Employment Practices

Appointment and Reappointment

Part-time faculty are initially appointed by department chairs, subject to the ratification of department appointments committees and the College Personnel and Budget Committee (P&B). Criteria that determine their appointment appear in the *Bylaws of The City University of New York Board of Trustees*, section 11.11 (see Appendix A of this handbook);

Part-time faculty are reappointed or not reappointed by department appointments committees, subject to the ratification of the P&B. Letters of reappointment and non-reappointment are sent by the Senior Vice President for Academic Affairs as the designee of the President.

Reappointment is conditional upon sufficient registration, changes in the curriculum, and financial ability.

Pay Periods

Part-time faculty are paid bi-weekly according to a schedule established by CUNY: there is ordinarily a lag of two to three weeks between the start of the semester and the first pay day.

Thursday is payday. Checks are distributed in 2A105 (at the Check Distribution Window) from 9:30 am to 4:30 pm. Direct deposit is available upon request; application forms may be obtained at the Check Distribution Window. Checks will be mailed if the Payroll Office is provided with stamped, self-addressed envelopes.

Peer Teaching Observations

Full-time faculty observe part-time faculty teaching a class at least once a semester. Section 18.9 of the *Agreement between The City University of New York and the Professional Staff Congress/CUNY* details procedures for observations. See Appendix B of this handbook.

Department chairs schedule post-observation conferences for part-time faculty to review written observation reports. Observation reports and post-observation conference reports, initialled by faculty, go into their Personal Files (see above, section 4, Personnel Records).

After ten semesters of service teaching observations are no longer required for part-time faculty but may be held at either their request or the request of department chairs.

Sick Leave

Part-time faculty are paid only for the hours they actually work, except for sick leave. They may be excused for illness, death in the immediate family, religious observance, and other needs that cannot be postponed, for a maximum of 1/15 of the total number of contact hours in a course. They must request such leave, when possible, in writing and in advance; when this is not possible, they must inform department chairs as soon as they can.

Departments report absences to the Office of Human Resources monthly. Adjustments to pay are not necessarily made during the month in which excessive absences occur. Adjustments to pay not made during the semester are made in the last scheduled paycheck.

Missed classes may be rescheduled (without loss of pay), provided that students agree to a time. Club hours may *not* be used for rescheduled classes; see below. Rescheduled classes must be approved by department chairs.

Workload

Section 15.2 of the *Agreement between The City University of New York and the Professional Staff Congress/CUNY* specifies that during the academic year the workload of part-time faculty cannot exceed nine classroom contact hours at a single unit of CUNY. Part-time faculty may, however, teach a maximum of one course of not more than six classroom hours at another unit of CUNY. See Appendix B of this handbook.

6. Services

Bookstore

The Bookstore is located on the first and second floors of the Campus Center, 1C (x3030). Forms for ordering textbooks through the bookstore can be obtained from department secretaries or directly from the bookstore; instructional staff are asked to adhere to the deadlines for submitting them. The bookstore staff will assist faculty in obtaining desk copies from publishers.

Center for Excellence in Learning Technology

See above, section 1b.

The Center for Excellence in Learning Technology supports faculty interested in using educational technology with instruction, resources, staff, and workshops. It is located in the Library, 1L109 (x4076).

The Center offers Blackboard, a web-based course management system that creates course webpages for syllabi, assignments, course readings, and study guides, facilitates electronic discussion groups and faculty/student conferences, and helps instructors maintain course records.

Computers for Faculty

Full-time faculty have computers at their desks attached to the campus-wide local area network; part-time faculty have access to computers in their departments. These provide access to the Internet, e-mail, and various software programs. The Office of Information Technology (OIT), located in 2A303, offers training in them all.

Faculty can also access the CSI webpage (www.csi.cuny.edu) and the CSI Library webpage (www.library.csi.cuny.edu) from home and their e-mail with POP mail through commercial internet service providers.

For assistance, call the OIT Help Desk at HELP (x4357). See the CSI catalog, Appendix ii, Computer User Responsibilities (also in Appendix F of this handbook).

Computers for Students

Students have access to

- three open computer labs with Pentium PCs that run Windows 98 with Microsoft Office--MS Word (for word processing), MS Excel (for spreadsheets),

MS Access (for databases) and MS Outlook (for e-mail)--as well as Internet Explorer or Netscape for accessing the Internet;

- fifteen teaching computer labs with Pentium PCs that run Windows 98 with Microsoft Office;
- discipline-specific computer labs with specialized computer software for Astronomy, Biology, Business, Chemistry, Cinema Studies, Communications, Computer Science, Education, Engineering Science and Physics, Engineering Technologies, English, History, Mathematics, Modern Languages, Nursing, Performing and Creative Arts, and Psychology, Sociology, Anthropology, and Social Work;
- discipline-specific tutoring computer labs for Biology, Chemistry, English, Mathematics, and Modern Languages;
- program-specific computer labs for the Honors College, Instructional Support Services, and SEEK;
- research computer labs for advanced students working with faculty on high-performance IBM-compatible computers and UNIX workstations;
- computer labs for students with disabilities.

Duplicating

Xerox machines for small copying jobs are located in department offices. Large copying jobs should be sent to Reprographics along with a request form available from department secretaries.

Only CSI-related materials are to be duplicated in departments or by Reprographics. Reprographics is located in 1M205 (x3238).

Faculty should be familiar with copyright laws as they apply to duplicating printed material for educational use; see Appendix K of this handbook for a CUNY publication, *The Use of Copyrighted Material*.

E-Mail for Faculty

E-mail is available to all faculty: to set up a personal account, call the OIT Help Desk at HELP (x4357). CSI e-mail should be used only for CSI and CUNY-related business.

E-Mail for Students

Students are issued e-mail accounts when they first register. If they do not have e-mail accounts, they can obtain them by filling out a form available in 1L204 or 2A306. It is therefore possible to communicate with all students by e-mail.

FAX Machines

Fax machines are available in department offices. They should be used only for professional, CSI, and CUNY business.

Media Center

See above, section 1b.

Faculty should verify the availability of audiovisual and multimedia materials and equipment before planning to use them in class and request them well in advance. Requests are made to the Media Center, located in the Library, 1L201 (x4035).

Materials will not be shown nor equipment delivered unless instructors are present.

Telephones

Full-time faculty have telephones with voice mail in their offices; part-time faculty have access to telephones in their departments. The CSI telephone directory contains information about voice mail, conference calls, and other features of the telephone system. The directory can also be accessed through the CSI webpage (www.csi.cuny.edu). For assistance call the OIT Help Desk at HELP (x4357).

Telephones should be used only for CSI and CUNY-related business; public telephones are located in all buildings.

7. General Information

Academic Calendar

The academic calendar, which is determined by CUNY, appears in each semester's *Schedule of Classes*. It lists conversion days (see below), examination days, holidays, and important deadlines.

Accidents and Illness

Accidents should be reported immediately to the Health Center and to the Office of Public Safety. The Health Center is located in 1C112 (x3045), the Office of Public Safety in 2A208; the extension for emergencies is 2111.

Persons who are injured or taken ill may be treated at the Health Center or the Office of Public Safety.

Automatic Teller Machine

An ATM (belonging to the Richmond County Savings Bank) is located in 1C in the vestibule of the ticket booth in the Campus Center. It accepts American Express, Discover, Exchange, MasterCard, NYCE, Plus, and Visa.

Bulletin Boards

Notices are posted on bulletin boards throughout the campus. The bulletin boards in the Campus Center are the responsibility of the Office of Student Life, located in 1C201 (x3088); notices posted on them must be approved by that office. Other bulletin boards are reserved for administrative and department offices.

Electronic notices are posted on the noticeboards of Pegasus-mail, CSI's e-mail. .

Office of the Bursar

The Office of the Bursar collects tuition and fees and issues receipts that serve to verify students' registration in courses. It is located in 2A105 (x2060).

Bus Service

Campus Buses

Campus buses circle the loop road and make stops convenient to all buildings. Schedules are available at the Information Desk in 1C, the Library, and the Office of Public Safety, located in 2A208.

Schedules vary according to whether classes are or are not in session. When classes are in session, the schedule is as follows:

Mon-Fri 7:00 am-7:00 pm	Every seven to ten minutes
Mon-Thu 7:00 pm-11:30 pm	Every twenty minutes
Fri 7:00 pm-10:00 pm	Every twenty minutes
Sat-Sun 8:00 am-5:30 pm	Every twenty minutes

When classes are not in session, the schedule is as follows:

Mon-Sat 8:30 am-5:30 pm	Every twenty minutes
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Van service for persons with disabilities transports them door-to-door. It is arranged through the Office of Operational Services, located in 1M201 (x3220), Monday through Friday between 9:00 am and 5:00 pm; and through the Office of Public Safety, located in 2A208 (x2111), at other times.

Public Buses

Bus transportation is provided by the S62 and the S92 buses, which run on Victory Boulevard from the Staten Island Ferry to campus; by the S44 and S59 buses, which run on Richmond Avenue and stop at Victory Boulevard, two blocks from campus; by the S61 and S91, which run on Forest Hill Road, and by the S53, which runs from 95th Street in Bay Ridge, Brooklyn to Victory Boulevard.

The X10, an express bus, leaves from Third Avenue and 57th Street in Manhattan and stops at the main entrance to campus.

Call 718-330-1234 for information about local and express bus schedules.

Office of Career Placement

The Office of Career Placement provides students seeking full-time and part-time positions and internships with the resources and knowledge necessary to conduct successful job searches. It offers career counseling, a database of available internships, job fairs, resumé writing workshops, a recruitment program for students close to graduating, and information about full-time and part-time job opportunities. It also houses a library with videos on job searches and a variety of publications such as the *Occupational Handbook*, Peterson's *Guides* for Business, Engineering, and Health Care, and other publications. It is located in 1A105 (x2300).

Catalogs

CSI's undergraduate and graduate catalogs are published yearly. They can be obtained from department secretaries or from the Office of Recruitment and Admissions, located in 2A401 (x2010).

CSI Bulletin

The *CSI Bulletin* is published weekly during the academic year. It contains a calendar of meetings and events, notices, and other information. Items should be sent to 1A202 or e-mailed to the editor: stevens@postbox.csi.cuny.edu. The deadline is Tuesday.

CSI Webpage

The CSI Webpage, located at www.csi.cuny.edu, provides easy access to information about CSI. Of particular use to faculty are the academic calendar, the undergraduate and graduate catalogs, and the telephone directory.

Club Hours

One period on Wednesdays--from 2:30 pm to 3:20 pm--and two periods on Thursdays--from 1:30 pm to 3:20 pm--are known as Club Hours. No classes are scheduled during these periods.

Students use Club Hours for student activities. Faculty use them for meetings of the College Council, the General Faculty, departments, and committees.

CLUE (College Life Unit Experience)

To help new students adjust to college life, CSI requires them to participate in orientation and offers them two options: a course, SPD 101, Issues in College Life, or an introductory orientation and four extracurricular CLUE activities. Most students choose the second option. Two of the CLUEs are for personal growth: students choose among sessions on careers, health and wellness, and study skills and among recreational and social activities. Two of the CLUEs enhance the curriculum: students choose among civic, cultural, and scholarly programs.

Students may also join CLUE Challenge, in which they attend at least ten personal growth and ten co-curricular CLUEs before they graduate, or CLUE Pathways, in which they attend a cluster of CLUEs that explore selected topics in greater depth.

CLUE provides opportunities for faculty and students to interact in forums other than the classroom. Faculty are invited to develop CLUE programs. For infor

mation, visit or call the Office of New Student Orientation /CLUE, which is located in 2A208 (x2529).

Conversion Days

Conversion days occur when holidays make it impossible to schedule fourteen weeks of classes according to the regular calendar. In consequence, one weekday must occasionally be converted into another: during one week, for example, Monday classes may be scheduled to meet on Thursday. Conversion days are listed in the academic calendar that appears in the *Schedule of Classes*.

Counseling

A comprehensive range of academic and personal counseling by professional counselors is offered to students. Counselors assist students, individually or in groups, to improve their study skills, choose curricula compatible with their interests and career goals, and handle problems that impede their progress toward degrees. They also provide information and counseling in preparation for graduate and professional school. The Counseling Center is located in 1A109 (x2391).

Course Codes

Courses are identified by three letters (an alpha designation) and three numbers. The letters identify disciplines: ACC, for example, identifies Accounting, WMS, Women's Studies. Cross-listed courses are identified by six letters: CSC 446/ENS 446, for example, identifies a course cross-listed in Computer Science and Engineering Science. Students may register for cross-listed courses under either alpha designation.

The first of the three numbers identifies the level of the course.

0	Remedial: does not satisfy general education or majors requirements
1	Introductory
2	Introductory: usually requires prerequisite or sophomore standing
3-4	Advanced: has at least one pre- or co-requisite
5	Undergraduate topics course*, independent study, internship
6-7	Graduate
8	Graduate topics course*, independent study

*Topics courses afford departments opportunities to experiment; they run no more than three times.

Courses are also identified by four-digit section or reference numbers keyed to when they are scheduled.

Day	1000-8899
Evening	9000-9899
Weekend	8900-8999
Off-campus	9900-9999

Cultural Events

The Center for the Arts (1P) is the locus of artistic and cultural events for the college and Staten Island communities. Music, dance, and theater ensembles and artists (including many Grammy, Tony, and Emmy award winners) appear in its Performing Arts series and the Staten Island Symphony and the Staten Island Ballet regularly perform there. Exhibitions curated by members of the Department of Performing and Creative Arts are shown in the Gallery; in addition, the department sponsors faculty and student performances, exhibits, and lectures. The college, the academic departments, and the Program Development Committee of Student Government also sponsor events in the Center while community groups rent its facilities: a line of yellow school buses during the day, for example, indicates performances for Staten Island schoolchildren.

Information about the Performing Arts Series appears on the CSI Website (www.csi.cuny.edu/arts) and is published in the CSI *Bulletin*; information about college, department, and student government events is also published in the *Bulletin*. CSI students receive a \$3.00 discount on tickets for the Performing Arts Series and can buy rush seats at half price one hour before performances. The box office extension is 2787. Most college, department, and student government events are free.

The Center has six performance spaces: the Concert Hall, the (black box) Laboratory Theater, the Lecture Hall, the Recital Hall, the Williamson Theatre, and an (outdoor) Courtyard Amphitheater. The CSI Gallery is housed in the Center, along with a conference center. Spaces dedicated to the departments of Performing and Creative Arts and Media Culture include a student art gallery, a dance studio, rehearsal rooms, and a photography studio, a screening room, and a video production laboratory.

CUNY Tests

CUNY requires students to pass the CUNY/ACT Basic Skills Tests in Reading and Writing, the CUNY Mathematics Skills Assessment Test, and the CUNY Proficiency Examination.

CUNY/ACT Basic Skills Tests in Reading and Writing and the CUNY Mathematics Skills Assessment Test

The CUNY/ACT Basic Skills Tests in Reading and Writing and the CUNY Mathematics Skills Assessment Test are administered to students (including non-degree students) when they enter a CUNY college. As of September 2000, students must pass all three tests to be admitted to bachelor's degree programs, subject to the following exemptions.

Students are exempted from taking the CUNY/ACT Basic Skills Tests in Reading and Writing

- if their verbal score on the SAT is 480 or higher;
- if their verbal score on the ACT is 20 or higher;
- if their score on the New York State Regents Examination in English is 75 or higher.

Students are exempted from taking the CUNY Mathematics Skills Assessment Test

- if their mathematics score on the SAT is 480 or higher;
- if their mathematics score on the ACT is 20 or higher;
- if their score on the New York State Regents Examination in Mathematics is 75 or higher.

Nevertheless, all students must take Parts III and IV of the CUNY Mathematics Skills Assessment Tests for placement into appropriate mathematics courses.

Transfer students who have completed forty-five or more credits at another institution are exempted from all three tests.

CSI students admitted to associate-degree programs are expected to complete the 0-level courses that qualify them to enter college-level writing and mathematics courses in one year, which may include, in addition to two semesters, a

pre-freshman and a post-freshman summer immersion course and a winter intersession workshop.

CSI regularly administers the CUNY/ACT Basic Skills Tests in Reading and Writing and the CUNY Mathematics Skills Assessment Test. For information about the tests and their administration, see the Office of College Testing, located in 1A104 (x2380).

CUNY Proficiency Examination (CPE)

Students entering CUNY colleges must pass the CUNY Proficiency Examination in order to graduate from associate's degree programs, transfer into CUNY senior colleges, or advance from the lower division to the upper division of CUNY senior colleges. Transfer students entering bachelor's degree programs must also pass the CUNY Proficiency Examination. (The CUNY Proficiency Examination replaces the CUNY Freshman Skills Assessment Tests as a requirement for continuing to register for courses after completing sixty credits.)

Exemptions may be granted to students holding bachelor's or other advanced degrees from accredited institutions; accommodations may be granted in compliance with Section 504 of the Federal Rehabilitation Act.

CUNY administers the CUNY Proficiency Examination at CSI several times a year. For information about the test, see the Office of College Testing, located in 1A104 (x2380).

Custodial Assistance

For information about cleaning, housekeeping, and custodial support, see the Office of Buildings and Grounds, located in 1M203 (x3210).

Dean's List

Matriculated undergraduate students are included in the annual dean's list provided that

- as full-time students registered for at least twenty-four credits during the previous academic year, they have earned a grade point average of 3.5; or
- as part-time students registered for at least twenty-four credits over the past two academic years, they have earned a grade point average of at least 3.5.

Only grades earned at CSI are computed. Students who have received grades of W, WU, and INC during the years considered are not eligible for the dean's list.

Dining Services

The CSI Auxiliary Services Corporation operates all food services on campus: the Cafeteria and the Park Café in the Campus Center, the Library Café in the Library, the food cart in 2A, and the vending machines.

The Office of Dining Services will provide food for meetings and other events. For questions about and requests for service, see the Office, located in 1C002 (x3027).

Office of Disability Services

See above, section 2a, for Persons with Disabilities.

The Office houses the Resource Center for Deaf and Hard of Hearing Students, which provides interpreting, tutoring, and notetaking services to students with impaired hearing. It also provides academic advisement and acts as liaison between students with impaired hearing and CSI's faculty and staff. It is located in 1P101E (x2175); the TTY extension is 2292. See above, sectionb 1b, for the CUNY Multimedia Regional Center for the Deaf and Hard of Hearing.

Divisional Newsletters

Both divisions, Humanities and Social Sciences and Science and Technology, publish newsletters that contain information about the professional activities of faculty and staff.

Emergency Closings

The President or her designee decides to close the college or cancel classes as circumstances warrant and announces the decision officially. Administrators, chairs, and supervisors are not to advise staff to stay home or leave early because of weather or other emergencies.

Announcements about closings or canceling classes can be accessed on the CSI Hot-Line, x3333 or x4444.

They will also be broadcast on

WADA	1280 AM	WINS	1010 AM
WBLS	107.5 FM	WLIB	1190 AM
WCBS	880 AM & 101.1 FM	WSIA	88.9 FM
WFAS	1230 AM & 104 FM		

Employee Assistance Program

An Employee Assistance Program is available to faculty and staff facing concerns that affect their personal and professional lives. The program offers, at no cost to employees, assessment and evaluation, short-term counseling of up to three sessions, and crisis intervention as well as information and referrals to providers and agencies throughout the greater New York area.

Counseling is available on Tuesday and Thursday from 9:00 am to 5:00 pm in the Health Center, 1C-112 (x3045).

Evening, Summer, and Weekend Sessions

A wide choice of courses is regularly scheduled in the evening and weekend session to accommodate students in associate's degree, bachelor's degree, and graduate programs who can attend only in the evening or on the weekend.

Evening-session classes are scheduled to follow either Monday-Wednesday or Tuesday-Thursday blocks or are scheduled on a single evening.

Weekend-session classes are scheduled on one day only. Most classes meet on Saturday; a few meet on either Friday evening or Sunday afternoon.

The Office of Evening, Summer, and Weekend Sessions is open Monday through Friday until 9:00 pm, on Saturday from 9:00 am to 4:00 pm, and on Sunday from 12:00 noon to 4:00 pm. It is located in 2A204 (x2155).

Office of Financial Aid

The service desk of the Office of Financial Aid opens from Monday through Friday at 9:15 am. Access to the line closes at 4:30 pm on Monday, Tuesday, and Wednesday; at 7:45 pm on Thursday, and at 3:45 pm on Friday. These hours are expanded the week before classes begin and two weeks after; students are informed of the expanded hours with their semester bills.

Fire Safety

Faculty should ascertain the locations of fire exits and fire alarms nearest the classrooms in which they teach. They should know how to activate fire alarms and be prepared to direct their students to alternate exits should a fire occur. They should take fire drills seriously and insist that their students do the same.

Health Center

The CSI Health Center, in collaboration with Staten Island University Hospital, is staffed with registered nurses and nurse practitioners. It offers emergency treat

ment, consultation, and referrals as well as college-related physicals, counseling, immunizations, tests, and other services.

The Center is open Monday through Thursday, 9:00 am to 5:00 pm, on Friday from 9:00 am to 5:00 pm, and on Saturday from 10:00 am to 2:00 pm. It is located in 1C112 (x3045); the TTY extension is 3315.

Heating, Ventilation, and Air Conditioning

Poor air quality and malfunctioning of the heating, ventilation, and air conditioning system should be reported to the Office of Buildings and Grounds, located in 1M203 (x3210).

Identification Cards

Faculty and staff need photo-identification cards, validated semester by semester, to obtain paychecks, to gain access to buildings and offices during off hours or when they forget their keys, to ride the loop bus, and to use the library.

IDs are issued and validated by the Office of Public Safety from Monday through Thursday, 10:00 am to 12:00 noon, 1:00 pm to 3:00 pm, and 6:00 pm to 8:00 pm when classes are in session. It is located in 2A108 (x2116).

The Office of Human Resources issues authorization letters to new employees to enable them to obtain IDs. It is located in 1A204 (x2370).

Jury Duty

Faculty and instructional staff summoned to serve as jurors while classes are in session should take or send the summons to the Director of the Office of Human Resources. She will issue an official letter requesting postponement. The Office is located in 1A204 (x2370)

Keys

Faculty who need keys for offices as well as for cabinets and desks should secure letters from their department chairs. Keys are issued by the Office of Public Safety and are to be returned there when they are no longer needed. The Office replaces lost keys for \$3.00 a key. It is located in 2A108 (x2116).

Laboratory Safety

The Laboratory Safety Officer assists faculty and staff in maintaining health and safety in their laboratories and in complying with environmental regulations. His office is located in 6S233 (x3928).

Lost and Found

Found property can be turned over to any uniformed officer or taken to the Office of Public Safety, where it will be kept for at least ninety days. Inquiries should be made to the office, located in 2A108 (x2116).

Mail

Faculty are assigned mailboxes in their departments. Mail, both United States mail and CSI mail, is collected and delivered once a day. Faculty should send only college-related mail through the college mailroom; when sending it, they should include their names and office numbers on the return address. A United States Postal Services mail box is located outside 2A on the Great Lawn side.

Maintenance

Requests for repairs should be made on a work order form available from department secretaries.

To report emergencies Monday through Friday, 9:00 am to 5:00 pm, call the Office of Buildings and Grounds, located in 1M203 (x3210); to report emergencies at other times, call x3204.

Occupational Safety and Health

Questions or concerns about safety and health are to be addressed to the OSHA/Right-To-Know Office. It is located in the Office of Operational Services, 1M201 (x3224).

Ombudsperson

An Ombudsperson, the assistant to the Vice President for Student Affairs, assists students in understanding CSI policies and procedures. He advises students on strategies for becoming their own advocates, helps them solve problems, and from time to time, in face of difficult problems, intercedes on their behalf. His office is located in 1A310 (x2335).

Parking

Parking is available to faculty, staff, and registered students who purchase parking permits. There are seven parking fields across campus. Parking lots by 1A (near the South Quadrangle) and 2A (near the North Quadrangle) are reserved for faculty and staff and can be accessed only by card.

The CSI Auxiliary Services Corporation is responsible for parking. The facilities are financially self-supporting; users must purchase parking decals: \$100 a year for full-time, \$70 a year for part-time faculty and staff. They must also observe parking regulations; individuals who violate them subject their vehicles to ticketing, immobilization, and towing.

Parking decals are on sale throughout the year. Most faculty and staff receive applications by mail during the month of August. New employees must present ID cards or letters from department chairpersons.

Decal sales, tickets, and other parking lot concerns are handled by the Office of Parking Services, located in 1A102 (x2294). A detailed information booklet is available upon request.

Access cards for reserved parking lots are obtained through the Office of Public Safety, located in 2A108 (x2116).

Placement Examinations

Several departments--Biology, Chemistry, Mathematics, and Modern Languages--give students examinations to determine appropriate placement in courses. Students can obtain information about placement examinations from the chairs of these departments or from the Office of College Testing, located in 1A104 (x2380).

Press Relations

The Special Assistant to the President for Press Relations handles CSI's relations with the press. Departments have faculty liaisons who provide him with information of interest to the public about faculty and department activities and programs. His office is located in 1A211 (x2325).

Office of Public Safety

The Office of Public Safety maintains security on campus and insures the personal safety of members of the CSI community and visitors to campus. It is located in 2A108 (x2116).

Faculty, staff, and students are required to carry valid ID cards on campus and to present them to Public Safety officers and college officials on request.

The Office provides access to campus when the college is closed and access to locked areas when the college is open; call x2116.

It also provides a Safety Escort Program during the evenings when classes are in session. The times of regular escort services to bus stops and parking lots are posted. Members of the college community can also request special escort services; call x2116.

Members of the college community should report actual or suspected criminal behavior, threats to safety, and other emergencies to the Office; call x2111.

Blue emergency lights are located in the buildings and outside throughout the campus outdoor. Use them to summon Public Safety officers in emergencies.

Office of Recruitment and Admissions

The Office of Recruitment and Admissions provides information about admissions, processes student applications, assists prospective students who call or visit the campus, and deals with CUNY's University Application Processing Center (UAPC). It also arranges interviews and tours of campus for prospective students, distributes information about scholarships, and sees that CSI is represented at college fairs, community events, and other occasions for recruiting students. It is located in 2A401(x2010).

Office of the Registrar

The Office of the Registrar is open Monday through Friday from 9:00 am to 5:00 pm. The service desk is also open on Wednesday and Thursday evenings from 5:00 pm to 8:00 pm. The registration schedule is published each semester in the *Schedule of Classes*. The office is located in 2A107 and 2A110 (x2122 and 2127). Students can obtain information at x2120.

Registration by Telephone

Students in good standing who have earned over thirty credits can register by telephone.

Remedial Courses

Remedial courses, designated with zero as their first number, are offered in mathematics, reading, and writing; the reading and writing courses are offered separately to students for whom English is a primary language (EPL) and students for whom it a second language (ESL). Remedial courses carry no credit toward degrees. They do, however, carry what are called equated credits, credits equal to the number of hours the courses meet. These credits count toward students' full-time or part-time status, tuition, and financial aid.

Room Reservations

Rooms may be reserved for temporary use by faculty, staff, and students as follows.

Atria of 1A and 2A	Space Reservation and Rental, x2437
Center for the Arts	Center for the Arts, x2504
Classrooms (regular hours)	Space Reservation and Rental, x2437
Classrooms (club hours)	Office of Student Life, x3088
Computer labs	Office of Information Technology, x2348
Outdoor facilities	Space Reservation and Rental, x2437
Sports facilities	Sports and Recreation Center, x3160

Scholarships

CSI has scholarships that it awards annually to full-time students in recognition of their academic excellence and service to CSI and to the Staten Island community. The Scholarship Committee, chaired by the divisional deans, is comprised of teaching faculty and other instructional staff.

Applications for scholarships are available in the Office of the Vice President for Student Affairs, located in 1A301 (x2335).

Shipping and Receiving

Items shipped to CSI go to Receiving, where they are logged in and then delivered to department offices only (not to individual offices). Receipts must be signed with authorized signatures, usually those of department secretaries. If ordering items COD, arrange to deliver money in time to Receiving. If returning items, use pre-paid call tags or return authorization numbers obtained from vendors. Inform Receiving of unusual or special situations. Receiving is located in 1M103 (x3228).

Personal items cannot be delivered or shipped by CSI.

Smoking

CUNY and CSI prohibit smoking inside all buildings.

Sports and Recreation Center Memberships

Faculty can purchase memberships in the Sports and Recreation Center at reduced rates with validated IDs.

The Center offers a newly equipped fitness center with stationary bicycles, step-masters, treadmills, and over 3000 pounds of free weights. Indoor facilities include badminton, basketball, racquetball, and volleyball courts and a swimming pool. Outdoor facilities include basketball, handball, and tennis courts and a track.

The Center offers aerobic classes in aqua, body sculpting, kickboxing, salsa, and step. It also offers classes in meditation and yoga.

The Center's hours are, ordinarily, Monday through Friday from 7:00 am to 9:45 pm, Saturday from 8:00 am to 6:00 pm, and Sunday from 9:00 am to 5:00 pm. It is closed for special events and on major holidays.

Membership Services are located in 2R204 (x3161).

Office of Student Life

The Office of Student Life works with the CSI Association, the Student Government, the Program Development Committee, the Office of Pluralism and Diversity, and the Campus Center to assist and advise CSI students involved in over fifty clubs and organizations in developing activities that provide a rich co-curricular and extracurricular campus life. It is located in 1C201 (x3088).

Faculty are encouraged to serve as advisors to the student clubs and organizations.

Supplies

The stock room periodically distributes up-to-date supply catalogs to department offices. Department secretaries requisition necessary items. Supplies are delivered to department offices only.

Varsity Sports

CSI has ten varsity athletic teams, five men's and five women's: men's and women's basketball, swimming, and tennis; men's baseball and soccer; women's softball and volleyball.

Schedules of games played at home and away are available in 1R204N (x3160) or on the CSI Webpage: www.csi.cuny.edu.

Index

Items are located in the sections listed; you may return to the bookmark on the left side and click on the section you want

Absence: full-time faculty, 3a; part-time faculty, 5a; students, 3a
Academic advisement, 3c
Academic calendar, 3a, 5a, 7
Academic freedom, 1b, 2a
Accidents, 7
Accreditation, 1b
Acquisitions (library), 1b
Administration, 1b
Admissions: Office of Recruitment and Admissions, 3c, 7
Adults Returning to College (ARC), 1b
Affirmative action, 2a
Alcohol, 2a
Annual leave, 4
Appointment: full-time faculty, 2a; part-time faculty, 5a
ARC (Adults Returning to College), 1b
Archives and special collections, 1b
Astrophysical Observatory, (building), 7
Athletics, 7
Attendance: full-time faculty, 3a; part-time faculty, 5b; students, 3a
Automatic teller machine, 7
Biological and Chemical Sciences (building), 7
Black box theater, 1b, 7
Bookstore, 6
Bulletin boards, 7
Bursar, Office of, 7
Bus service: campus buses, 7; public buses, 7
Bylaws of The City University of New York Board of Trustees, 1b, 2a, 3a, 3b, 4,5a

Cafés: Park, 7, Library, 7
Campus, 6
Campus buses, 7
Campus Center (building), 1b, 6,7
Career Placement, Office of, 7
Catalogs, undergraduate and graduate, 7
Center for Applied Biomedicine and Biotechnology, 1b
Center for the Arts (building), 1b, 7
Center for Developmental Neuroscience and Developmental Disabilities, 1b
Center for Environmental Science, 1b
Center for Excellence in Learning Technology, 1b, 6
Center for International Service, 1b

Cheating, 3a
Child care, 1b
Children's Center, 1b
City University of New York (CUNY), 1a; governance, 1b
Classroom assignments, 3a
Class rosters, 3a
Club hours, 6, 7
CLUE (College Life Unit Experience), 7
College Council, 1b
College property, 2a
Commencement, 3c
Committees, 3c
Computers: for faculty, 6; for students, 6
Continuing Education and Business Development, 1b
Conversion days, 7
Counseling: Academic and Personal, 2a, 7; Adults Returning to College (ARC), 1b; Career, 1b; Employee Assistance Program, 2a, 7; Small Business Development Center, 1b
Course codes, 7
CSI Bulletin, 7
CSI webpage, 7
Cultural events, 7
CUNY Center for Applied Biomedicine and Biotechnology, 1b
CUNY Multimedia Regional Center for the Deaf and Hard of Hearing, 1b
CUNY/ACT Basic Skills Tests in Reading and Writing, 7
CUNY Mathematics Skills Assessment Test, 7
CUNY Proficiency Examination, 7
Curriculum, 1b
Custodial assistance, 7
Deaf and Hard of Hearing: CUNY Multimedia Regional Center, 1b, 3a; Resource Center, 3a, 7
Dean's list, 7
Departments, 1b
Dining services, 7
Disability Services, 1b, 2a, 7
Discovery Center, 1b
Divisional newsletters, 7
Divisions: Humanities and Social Sciences, 1b; Science and Technology, 1b
Drugs, 2a
Duplicating, 6
E-mail: for faculty, 6; for students, 6
Emergency closings, 7
Employee Assistance Program, 2a, 7
Evening, Summer, and Weekend Sessions, 7
Experimental theater, 1b, 7
Faculty lounge, 1b

Faculty and staff development, 3b
Faculty responsibilities: full-time, 3a; part-time, 5a
FAX machines, 6
Fellowship leaves: half-pay, 3b; full-pay, 3b
Fifteen-week semester, 3a
Final examinations, 3a
Financial Aid, Office of, 7
Fire safety, 7
Fringe benefits, 4
Full-time faculty: appointment, 2a; promotion, 2a; reappointment, 2a; tenure, 2a
Gallery 1b, 7
General information, 7
General Faculty, 1b
Governance: College Council, 1b; General Faculty, 1b
Grades, 3a
Grade appeals, 3a
Graduate Center teaching, 3a
Grants and Research, Office of, 3b
Health Center, 7
Heating, ventilation, and air conditioning, 7
Honors College: CSI, 1b; CUNY, 1b
Humanities and Social Sciences, division of, 1a
Identification cards, 7
Illness, 7
Independent study, 3a
Instructional Support Services, 1b, 3a
Interlibrary loans, 1b
International programs, 1b
Jury duty, 7
Keys, 7
Laboratory safety, 7
Leaves: fellowship leaves, 3b; scholar incentive awards, 3b; other leaves, 3b
Library: acquisitions, 1b; archives and special collections, 1b; building, 1b; circulation, 1b; contributions, 1b; interlibrary loans, 1b; library committee, 1b; library instruction, 1b; professional reassignments for librarians, 3b; reference services, 1b; reserve books and materials, 1b
Library Café, 7
Lounge, faculty, 1b
Lost and found, 7
Mail, 7
Maintenance, 7
Max-Kahn Memorandum, 2b
Media Center, 1b, 6
Minutes of the Board of Higher Education Meeting of December 18 1967, 2b
Mission and goals, 1a
Multiple positions, 4

Network, 1b
Occupational safety and health, 7
Office hours: full-time faculty, 3a; part-time faculty, 5a
Office of Information Technology, 6
Ombudsperson, 7
Orientation: library, 1b; new students, 7
Park Café, 7
Parking, 7
Part-time faculty: appointment and reappointment, 5b; peer teaching observations, 5b; sick leave, 5b; workload, 5b
Pay periods: full-time faculty, 4; part-time faculty, 5b
Peer teaching observations: full-time faculty, 2b; part-time faculty, 5b
Personnel actions, full-time faculty: appointment, 2b; promotion, 2b; reappointment, 2b; tenure, 2b
Personnel actions, part-time faculty: appointment, 5b; reappointment, 5b
Personnel records, 4, 5b
Persons with disabilities, 1b, 2a, 3a, 6, 7
Placement examinations, 7
Plagiarism and cheating, 3a
Pluralism and diversity, 1b, 2a, 7
Policies and procedures, 2a
Presidential fellowships, 3b
Press relations, 7
Professional Staff Congress, 1a
Promotion, full-time faculty, 2a
Public buses, 7
Public Safety, Office of, 7
Reappointment: full-time faculty, 2b; part-time faculty, 5b
Reassigned time for research, 3b
Reassigned time for faculty with external grants, 3b
Reassignments (professional).for librarians, 3b
Records: faculty (personnel), 4, 5a, 5b; student, 3a, 3c, 6
Recruitment, student, 3c; Recruitment and Admissions, Office of, 3c, 7
Reference services (library), 1b
Registrar, Office of, 3a, 7
Registration by telephone, 7
Remedial courses, 7; attendance, 3a
Research awards: PSC/CUNY, 3b; fellowship leaves at full pay, 3b; presidential fellowships, 3b; reassigned time for research, 3b; summer research stipends, 3b; reassigned time for faculty establishing research facilities, 3b; reassigned time for faculty with external grants, 3b; professional reassignments for librarians, 3b
Research centers: CUNY Center for Applied Biomedicine and Biotechnology, 1b; Center for Developmental Neuroscience and Developmental Disabilities, 1b; Center for Environmental Science, 1b
Research, publication, creative work, and grant applications, 3b

Reserve books and materials, 1b
Room (class) assignments, 3a
Room reservations, 7
Rosters, class, 3a
Safety: fire, 7; laboratory, 7; occupational; 7; public, 7
Schedule of Classes, 3a, 7
Scheduling policies, 3a, 5a
Scheduling practices, 3a, 5a
Scholar Incentive Awards, 3b, 4
Scholarships, 1b,7
Science and Technology, division of, 1b
SEEK, 1b
Semesters, 3a
Services, 6
Sexual harassment, 2a
Shipping and receiving, 7
Sick leave: full-time faculty, 4; part-time faculty, 5b
Small Business Development Center, 1b
Smoking, 2a, 7
Special programs: ARC (Adults Returning to college), 1b; Continuing Education and Business Development, 1b; CUNY Multimedia Regional Center for the Deaf and Hard of Hearing, 1b; Discovery Center, 1b; Honors College, 1b; Instructional Support Services, 1b; International programs, 1b; Network, 1b; SEEK, 1b; Small Business Development Center, 1b
Sports, 7
Sports and Recreation Center: building, 1b; memberships, 7
Statement of the Board of Higher Education on Academic Personnel Practice in The City University of New York (1975), 2a
Student absences, 3a, 5a
Student discipline, 3a, 5a
Student evaluation of teaching, 3a, 5a
Student Life, Office of, 7
Student privacy, 3a, 5a
Student recruitment, 3ab
Students, 1b
Study abroad, 1b
Summer research stipends, 3b
Supplies, 7
Syllabi, 3a, 5a
Teaching evaluations, 3a, 5a
Teaching: full-time faculty, 3a; part-time faculty, 5a
Telephone registration, 7
Telephones, 6
Tenure, 2b
Tests (CUNY): CUNY/ACT Basic Skills Tests in Reading and Writing, 7; CUNY Mathematics Skills Assessment Test, 7; CUNY Proficiency Examination, 7

Theaters: experimental (black box), 1b, 7; Williamson, 1b, 7
Travel, 3b
Tutoring centers, 1b, 3a
University Faculty Senate, 1a
Varsity sports, 7
Williamson Theatre, 1b, 7
Workload: full-time faculty, 3a, 3b; part-time faculty, 5b