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Welcome to the College

Welcome to the College of Staten Island as a member of the Adjunct Faculty. This handbook is designed to help you navigate the teaching experience at the College and to let you know about the many resources available to you. The College of Staten Island is committed to offering a full range of services and technology in an effort to make your teaching experience successful and rewarding.

This handbook is organized so that adjunct faculty members can gain an overview of the mission, vision, and values of the College of Staten Island, gain an understanding of the physical campus and its teaching calendar, and review the fundamentals of teaching a class at the College of Staten Island. College policies and procedures are listed, as are the basics of employment at the College, general services, emergency procedures, and student services.

Within each category of information are links to the College of Staten Island website. These links will provide you with the most up-to-date information about the College. In addition to this resource a full time Faculty Handbook\(^1\), revised in 2011, is available on the College’s website and contains additional information.

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\(^1\) For an update to the information on faculty qualifications, written after the most recent version of the Faculty Handbook, see the CUNY Code of Practice Instructional Staff Titles: Title Descriptions and Minimum Qualifications: [http://www.cuny.edu/about/administration/offices/ohrm/policies-procedures/CodeofPracticeTitleDescriptionsandQualificationsFINAL9_4_2012_linked.pdf](http://www.cuny.edu/about/administration/offices/ohrm/policies-procedures/CodeofPracticeTitleDescriptionsandQualificationsFINAL9_4_2012_linked.pdf)
Message from the Provost

Dear Colleague:

I am very pleased to present to our College community the first edition of our Adjunct Faculty Handbook. This electronic resource is designed to provide source material to aid our strong and vibrant community of adjunct instructors to navigate through various levels of the College bureaucracy. The Handbook attempts to collect policies of the College of Staten Island that are relevant to teaching, curriculum, grading, student life, human resources, reappointment, promotion and the mission and values of this institution. I am confident that it will help our adjuncts as they contribute to the pedagogy and life at the College. It is meant to be a living document and given its electronic format I believe it will undergo continuous modification. Your input and suggestions will be very helpful in ensuring its evolution and that it remains up to date and relevant.

The writing and compilation of this Adjunct Handbook reflect input from many sectors of the College Community. The development of the Handbook was initiated at the suggestion of the then Associate Provost for institutional Effectiveness, Susan Holak, with the support of the then Provost and Vice President for Academic Affairs, William Fritz. Dr. Holak worked together with Anita Romano on the format and content of the Handbook. Last Fall, Special Assistant to the Provost Christine Flynn Saulnier accepted responsibility for completing the task. The Handbook was reviewed by departmental chairs, who consulted with adjunct faculty to ensure accuracy and completeness. Finally College Counsel, Kathleen Galvez made sure the information in the Handbook reflected the Contract and College Governance. As Provost I am grateful to all individuals who participated in this project and hope we have developed a resource that will be valuable to our adjunct faculty.

Dr. Fred Naider
August 2013
The College of Staten Island

The College of Staten Island is a four-year, senior college of The City University of New York that offers exceptional opportunities to all of its students. Programs in the liberal arts and sciences and professional studies lead to associate's and bachelor's degrees. The master's degree is awarded in professional fields and liberal arts and sciences disciplines. The College offers a doctorate in Physical Therapy and participates in doctoral programs of The City University Graduate School and University Center in Biology, Chemistry, Computer Science, Nursing, and Physics.

A broad general education is assured through requirements that allow students to explore a range of fields of knowledge and acquire educational breadth in mathematics, the sciences, social sciences, arts, and humanities. Requirements for the bachelor's degree provide a disciplined and cumulative program of study in a major field of inquiry. Enrollment in baccalaureate programs requires freshman admission standards consonant with those of CUNY senior colleges. Enrollment in associate's degree programs is open to all students with a high school diploma or the equivalent.

The College of Staten Island is one of seven campuses that participate in the Macaulay Honors College of CUNY. Students accepted into this highly competitive program complete their degree requirements, including honors in their chosen major, at the College of Staten Island. Special seminars, research opportunities, and co-curricular activities are challenging and enriching elements of the program. The Macaulay Honors College at the College of Staten Island is designed for a limited number of students who have demonstrated a well-developed commitment to learning and who intend to continue their education in graduate and/or professional schools. Students who have earned, or expect to earn, a high school academic diploma with an average of at least 90 with competitive SAT or ACT scores are eligible to apply for admission.

The academic year follows a two-semester pattern, with separate summer and winter sessions. Classes are scheduled days, evenings, and weekends. The College has an extensive Continuing Education program and offers off-campus courses with and without credit.

History of the College

The College of Staten Island was founded in 1976 through the union of two existing colleges—Staten Island Community College and Richmond College. Staten Island Community College, the first community college in the University, opened in 1955. Richmond College, an upper-division college that offered undergraduate and graduate degrees to students who had successfully completed the first two years of college study elsewhere, was founded in 1965. The merger of these two colleges resulted in the only public four-year institution of higher learning on Staten Island.
The Campus

Completed in 1994, the 204-acre campus of the College of Staten Island, City University of New York is the largest site for a college in New York City. Set in a park-like landscape, the campus is centrally located on Staten Island on the site of the former Willowbrook State School. Mature trees and woodlands, flowering trees and ornamental plantings, fields and outdoor athletic facilities, the great lawn, sculpture, and seating areas create a suburban oasis in an urban setting.

Fourteen renovated neo-Georgian buildings serve as classrooms, laboratories, and offices. The academic buildings house 300 classrooms, laboratories and instructional spaces, study lounges, department and program offices, and faculty offices.

North and South Academic Quadrangles are connected by the Alumni Walk, with the Library and Campus Center as focal points. The Center for the Arts is located midway between the Quadrangles at the fountain plaza. The Sports and Recreation Center and the athletic fields are located near the main entrance at the north of the campus.

For an aerial view and additional details about the campus please visit About the Campus.

Map of Campus

Mission, Vision, & Values

Mission

Grounded in the Liberal Arts tradition, the College of Staten Island is committed to the highest standards in teaching, research, and scholarship. Drawing on the rich heritage of The City University of New York that has provided access to excellence in higher education since 1847, the College of Staten Island offers that same opportunity in New York City’s Borough of Staten Island. The College is dedicated to helping its students fulfill their creative, aesthetic, and educational aspirations through competitive and rigorous undergraduate, graduate, and professional programs. We embrace the strength of our diversity, foster civic mindedness, and nurture responsible citizens for our city, country, and the world.

Vision

The College of Staten Island will enhance the quality of its student-centered programs, research, scholarship, and creative works. The College will provide models for initiatives on technology, community, and our environment, as well as effective integration of programs, projects, and methodologies. CSI will develop a richer array of rigorous undergraduate and graduate degree offerings to better meet students’ educational and professional aspirations. The College of Staten Island will expand its role in The Graduate Center and other cross-campus activities of The City
University of New York. We will become an even more vibrant center of intellectual and cultural exchange. The College will be strengthened by increasing its ability to serve a diverse campus community. Through these accomplishments, the College of Staten Island will achieve greater regional, national and international recognition.

Values and Fundamental Principles

Our campus community values:

Each Student
We nurture each student’s intellectual growth, curiosity, and excitement in order to prepare students to function in a complex and dynamic world.

Excellence in Research and Teaching
We set and meet high expectations in our academic programs through innovative and effective teaching, scholarship, and research. We strive to promote engagement among students and faculty.

Experiential Learning
We believe it is essential to provide transformational curricular and co-curricular opportunities, such as service learning, study abroad, leadership development, undergraduate research and scholarship, and internships.

Resourcefulness
We take pride in our work ethic, our ability to solve problems, and our stewardship of resources.

Community Engagement
We actively work to instill the value of civic participation and are proud of our leadership role for Staten Island and beyond. We foster partnerships to address public issues and encourage involvement in community affairs.

Our fundamental principles:

Diversity
Drawing from the richness of our diverse community, we incorporate multiple approaches to developing and encouraging the inclusion of various world views, cultures, and experiences into the fabric of our institution.

Respect
In our relationships with each other, we insist on mutual respect and thoughtful dialogue. We provide forums for the exchange of ideas informed by the techniques of critical analysis and the traditions of scholarly discourse.

Integrity
We uphold the highest standards of honesty and fairness in our interactions with each other.
Institutional Strategic Directions

Strategic Direction 1
Develop a richer array of rigorous undergraduate and graduate degree programs that meet students’ educational and professional aspirations.

Strategic Direction 2
Enhance the quality and recognition of research, scholarship, and creative works for faculty and students.

Strategic Direction 3
Become a more vibrant center of intellectual and cultural exchange through community partnerships.

Strategic Direction 4
Strengthen and increase our ability to serve a diverse campus community.

Strategic Direction 5
Position the College to achieve greater regional, national and international recognition through advancement and fund raising activities.

Strategic Direction 6
Examine the College’s current and possible future uses of technology for a wide range of purposes.

Academic Information

Academic Schools, Divisions, and Departments

The College of Staten Island offers a wide variety of majors in the liberal arts and sciences. Academic Departments at the College are grouped into Divisions and Schools. The Division of Humanities and Social Sciences, the Division of Science and Technology, the School of Business, and the School of Education. Additional Departments are in the process of being developed.

Contact information for Academic Departments, Chairpersons and their Assistants is listed on the College website.

The Division of Humanities and Social Sciences includes the following departments:

- English
- History
- Media Culture
- Performing and Creative Arts
- Philosophy
- Political Science and Global Affairs
- Psychology
- Sociology, Anthropology and Social Work
- World Languages and Literatures
The Division of Humanities and Social Sciences also includes the following *Interdisciplinary Programs*:

**Degree Programs**
- African American Studies
- American Studies
- International Studies
- Master of Arts in Liberal Studies (MALS)
- Science, Letters and Society (SLS)
- Women, Gender and Sexuality Studies (WGS)

**Certificate Programs**
- Autism Studies
- Latin American, Caribbean, and Latina/o Studies

**Minor**
- Disabilities Studies

*The Division of Science and Technology* includes the following departments:

- **Biology**
- **Chemistry**
- **Computer Science**
- **Engineering Science and Physics**
- **Library**
- **Mathematics**
- **Nursing**
- **Physical Therapy**

The Division of Science and Technology also includes the following *Interdisciplinary Programs*:

- Environmental Science
- Medical Technology
- Neuroscience

*The School of Business includes the following departments*:

- Economics
- Financing and Accounting
- Management
- Marketing

*The School of Education includes the following departments*:

- Curriculum and Instruction
- Education Studies
Faculty Center for Professional Development

Mission

The Faculty Center for Professional Development at the College of Staten Island exists to serve all faculty -- full-time and part-time, current and retired -- by promoting innovation, professional development and community. The Center, through its staff, website, programs, and facilities, is a resource dedicated to supporting faculty and addressing their varied career needs related to teaching, research, scholarship, and self-development. Following the traditions established by precursor entities, the Center for Excellence in Learning Technologies (CELT) and the Center for Teaching and Learning (CTL), the Faculty Center for Professional Development provides leadership, training and ongoing support for media, instructional technology and pedagogy across the disciplines and in traditional, web-enhanced, hybrid and fully asynchronous online courses. It offers a dedicated space for faculty development workshops, informal contacts among faculty across a broad spectrum of activities, and facilities for individual teaching and research.

Location and Amenities

The Faculty Center for Professional Development consists of two rooms, the main Faculty Center Lounge (1L-202), and the Blackboard Help Center (1L-208). The Faculty Center Lounge is a 'Faculty only' space where individuals can enjoy a tranquil atmosphere where they can meet with colleagues, utilize the work and conference space, or simply relax. The Blackboard Help Center is a 'mixed use' space providing access to computers, printers, scanners, and other amenities to Faculty and Staff to outline, design, create, and implement course materials for use on Blackboard. The Help Center also serves as a help desk where students, faculty, and staff can go for Blackboard assistance.

Faculty Center Lounge and Blackboard Help Center Hours
Faculty Center Staff
Faculty Center Calendar of Professional Development Workshops and Special Events
Faculty Center News and Opportunities
CUNY Connections
Blackboard@csi.cuny.edu

Course Descriptions and Degree Requirements

The College of Staten Island’s Undergraduate Catalog and Graduate Catalog provide information that includes course listings and degree requirements.

Academic Calendar

The College of Staten Island Academic Calendar provides details about the start and end dates to each semester, dates the college is closed and other dates relevant to classroom teaching. Please
note that final exams for certain courses are administered as a departmental exam. The dates of these exams are listed on the Academic Calendar as well.

**Academic Advisement**

The Center for Advising and Academic Success maintains an up-to-date listing of their services and links to many resources. This includes [four year sample academic plans](#) for majors.

**Getting Started at the College of Staten Island**

**Important College Offices and Services**

Please visit the following link for the office locations and telephone numbers for important services on campus:

[Campus Information Xchange – Important Offices at the College of Staten Island](#)

**Travel and Directions to the College of Staten Island**

The College of Staten Island is accessible by automobile, bus, and ferry shuttle.

*By Automobile*

From the Staten Island Expressway (Interstate 278) Traveling westbound on the Staten Island Expressway from the Verrazano-Narrows Bridge, take the Victory Boulevard Exit (#10). At Victory Boulevard, turn left and continue under the Expressway; turn left into the campus at the first traffic light.

Traveling eastbound on the Staten Island Expressway, take the Victory Boulevard Exit (#8) and turn left onto Victory Boulevard; turn right at the traffic light to enter the campus.

*By Bus*

s62/s92
The S62 operates between the Ferry and Travis, and stops within the campus front gate. The S92 follows the S62 route on Victory Boulevard, with limited stops.

s61/s91
The S61 travels between the Ferry and the Staten Island Mall via Forest Hill Road, with a stop near the back gate to the campus.

The S91 follows the same route as the S61 with service weekdays during peak commuting hours.

s93
The S93 runs limited service Monday-Friday between 86th Street and 4th Avenue R subway station in Brooklyn and the College.

s53
The S53 runs from the Bay Ridge section of Brooklyn, accessible to the R subway at 95th Street and 4th Avenue, via Clove Road on Staten Island to Port Richmond. You can transfer for the S62/S92 or S61/S91 at the intersection of Clove Road and Victory Boulevard.
Express Bus x10/x11
The x10 provides service between the College and Manhattan. It runs from 3rd Avenue and 57th Street to Victory Boulevard weekdays and Saturdays. The schedule is set to accommodate Staten Island commuters; however, the services to the campus are convenient for many College of Staten Island students, faculty, and staff. The fare is $5.50 for the express bus.

Staten Island Ferry and Ferry Shuttle

Ferry
The Staten Island Ferry offers passengers free travel to Manhattan and runs 24 hours a day, 7 days a week. Several train lines in Manhattan converge at the Manhattan Whitehall Ferry Terminal, including the 4/5/R/1 lines.

College of Staten Island Ferry Shuttle
The College of Staten Island provides a FREE non-stop shuttle bus from the St. George Ferry Terminal to the College during those hours when the College is open. The shuttle is free for faculty and students with valid ID, and for guests. Pickup at the College of Staten Island is in front of Building 2A at the Ferry Shuttle Shelter. At the Ferry, pickup is inside the Ferry Terminal at Bus Station North. Construction at the Ferry can alter the pickup and drop off location. For current information, visit the Shuttle page. If you need additional information regarding the Shuttle Bus, please call Operational Services at 718-982-3220.

On-campus Travel

Loop Bus
The College of Staten Island Loop Bus provides continuous service throughout the campus. During peak times, the bus runs every ten minutes. Off-peak, the bus runs every 20 minutes. There is no bus service when the campus is closed. Please visit the web page for links to the Loop Bus Calendar and Schedule.

All bus schedules can be found in the public areas on campus (Public Safety, Library, Registrar, Cafeteria, etc.) if you would like one mailed to you please contact Operational Services at x3220. Bus Schedules are posted monthly at all campus bus stops.

Disability Bus Service
Service is provided for College of Staten Island ridership that normally cannot use the services provided by the loop bus due to some form of disability. This service is provided to any student, faculty or staff requiring the service on days when classes are in session. Unlike the loop bus, which runs on a time table, this service is provided on a per-call basis. When in need of the
service and if the hours are between 8:30 AM and 5:30 PM please call Operational Services at x3220 to have the bus dispatched to your location. At times before or after normal business hours, please call Campus Safety office at x2112 to have the bus dispatched to you.

CUNYfirst

In 2013, the CUNYfirst system was implemented at the College of Staten Island. Already introduced in our Human Resources department, CUNYfirst at the College of Staten Island changed the way that students register for classes and pay their bills, and that faculty members view class rosters, verify enrollment and post their grades. It is also designed to streamline other administrative, day-to-day aspects of life at the College.

Information and documentation can be found at the College’s CUNYfirst page. The first step is to claim your account and receive your User ID and set your password.

Claim Your Account
URL: https://home.cunyfirst.cuny.edu
Select “First Time User”
End of process assigns your CUNY ID or emplid. This 8 digit number is used to identify you in the CUNYfirst system. It replaces the use of Social Security numbers.

Log into CUNYfirst:
URL: https://home.cunyfirst.cuny.edu
Select “HR/ CAMPUS SOLUTIONS”

You have access to 3 areas of Self Service:
- Advisor Center
- Advisee Student Center
- Faculty Self-Service Center

Advisor Center:
- View Academic Progress To Date
- Maintain Service Indicators (stops) & Student Groups (program codes) data
- Search for Classes
- Add and Swap Classes when a student needs assistance
  Select: Self-Service > Advisor Center > My Advisees

CUNY Advisor Tabs
- My advisees – students to whom you are linked
- Student center – advisee’s schedule, preferred sections in shopping cart
- General info – service indicators and impacts, membership to student groups
- Transfer credit – courses and equated credits, test credits, exemptions
- Academics – career, program, term summary
Advisee Student Center:

Select: **Self-Service > Advisor Center > Advisee Student Center**

On the left, there are two sections.

- **Academics** – Underneath the student’s name on the top left is the Academics section. Here you see the student’s current schedule, links to future plans and a dropdown menu to review the student’s academic history.
- **Personal Information** – In the bottom left section, personal contact information displays with links to Demographics and Emergency Contacts.

On the right, there is a stack of four sections.

- **Holds** – Current service indicators and links to those details.
- **To Do List** – Outstanding items/requirements checklist.
- **Enrollment Dates** – the details link shows the date, time and approved academic load.
- **Advisor** – Contact details.
The Faculty Center is a self-service component that provides instructors a single entry point from which to begin navigation to instructor-related transactions.

- Within the Faculty Center, Faculty are able to:
  - view their teaching schedule in both a grid and calendar format;
  - view and enter instructional materials for their assigned classes;
  - view their exam schedule in both a grid and calendar format;
  - view their class roster and send notifications to students on the roster;
  - submit the Verification of Attendance Roster;
  - View their grade roster; as well as enter and submit grades online.

All online CUNYfirst documentation can be found at:
http://www.cuny.edu/about/administration/offices/CIS/CUNYfirst/training/facultyadvisors/faculty.html

Employment and Adjunct Compensation

**Human Resources and Personnel Action Forms (PAFs)**

PAFs are completed by the departments each semester. The hiring department at the College will complete a Personnel Action Form (PAF) for each semester of adjunct employment. PAF submission dates vary slightly each year, so it is important to check the dates, as announced by the Human Resources Office. Approximate dates are as follows: for Fall teaching- approximately the third week of June, 2013; for Winter teaching- approximately the third week of November; for Spring teaching – approximately the first week of December; for Summer teaching – approximately the end of April or beginning of May.

New Adjunct hires receive an Employee New Hire Packet from the College’s Office of Human Resources. The packet contains forms which must be completed to process your employment.

Adjunct Faculty may be eligible for basic health insurance via the Professional Staff Congress-CUNY. For details please visit the PSC CUNY Adjuncts Your Rights Your Benefits page.

**Pay Schedules and Procedures:**

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 2A-105 (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.

*Teaching adjuncts* are paid in 8 increments for the fall and spring semesters, one payment for the winter session and in 5 increments for summer sessions. A *pay period schedule* is sent out by the College’s Office of Human Resources each semester.

**Adjunct Pay rate**

Please visit this website for the most recent *salary schedule* set by the union contract for all CUNY titles in the Professional Staff Congress’s bargaining unit: [PSC-CUNY Contract](#)

*Non-Teaching Adjunct faculty* must submit *timesheets* on a bi-weekly basis.

[Non-teaching Adjunct Pay Date Schedule](#)

**Sick Leave**

Section 14.8 of the Agreement between the City University of New York and the Professional Staff Congress (Generally referred to as “the contract”) says:

“Effective August 25, 2006, adjunct classroom teachers, teachers on multiple position assignments employed for a course, non-teaching adjuncts including full-time instructional staff on non-teaching multiple position assignments and adjunct College Laboratory Technicians including full-time instructional staff in adjunct college laboratory multiple position assignments may be excused for personal illness or personal emergencies including religious observance, death in the immediate family or similar personal needs which cannot be postponed for a period of 1/15 of the total number of clock hours in the particular session or semester. Request for such leave, where possible, must be made in advance, in writing. If it is not possible to make such a request in advance, the department chairperson or supervisor should be informed as soon as possible. The reason provided must be satisfactory to the chairperson or supervisor.”

Departments report absences to the Office of Human Resources. Adjustments to pay are not necessarily made immediately after the period in which absences above maximum excused 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; these are hours designated by the College for club meetings. Rescheduled classes must be approved by department chairs.
Time Off for Religious Observance

Section 14.8 of the CUNY/PSC agreement says:

Adjunct classroom teachers and teachers on multiple position assignments employed for a course may be excused for personal illness or personal emergencies including religious observance, death in the immediate family or similar personal needs which cannot be postponed for a period of 1/15 of the total number of clock hours in the particular session or semester. Request for such leave, where possible, must be made in advance, in writing. If it is not possible to make such a request in advance, the department chairperson should be informed as soon as possible. The reason provided must be satisfactory to the chairperson. Effective August 25, 2006, adjunct classroom teachers, teachers on multiple position assignments employed for a course, non-teaching adjuncts including full-time instructional staff on non-teaching multiple position assignments and adjunct College Laboratory Technicians including full-time instructional staff in adjunct college laboratory multiple position assignments may be excused for personal illness or personal emergencies including religious observance, death in the immediate family or similar personal needs which cannot be postponed for a period of 1/15 of the total number of clock hours in the particular session or semester. Request for such leave, where possible, must be made in advance, in writing. If it is not possible to make such a request in advance, the department chairperson or supervisor should be informed as soon as possible. The reason provided must be satisfactory to the chairperson or supervisor.

Appointment and Reappointment of Part-Time Faculty

Part-time faculty are initially appointed by department appointments committees, subject to the ratification of the College Personnel and Budget Committee (P&B).

Part-time faculty are reappointed or not reappointed by department appointments committees, subject to the ratification of P&B. Letters of reappointment and non-reappointment are sent by the Senior Vice President for Academic Affairs as the designee of the President. Appointment is conditional upon sufficient registration, changes in the curriculum, and financial ability. The PSC-CUNY contract says the following in Section 10.1 (a) 3:

“Persons in adjunct titles hired on a semester basis shall receive such notice on or before December 1 in the Fall semester or May 1 in the Spring semester. Such notification of appointment shall be subject to sufficiency of registration and changes in curriculum which shall be communicated to the employee as soon as they are known to the appropriate college authorities.

An employee who has served as an adjunct in the same department of the college for not fewer than six (6) consecutive semesters (exclusive of summer sessions) during the three (3) year period immediately preceding the appointment, to whom the college intends to offer another appointment, shall be notified on or about May 15 of appointment for both the following Fall and Spring semester. Such notification of appointment shall be subject to sufficiency of registration and changes in curriculum in each semester, which shall be communicated to the employee as soon as they are known to the appropriate college authorities. Such notification shall also be subject
to all other conditions of employment including, but not limited to, the workload provisions of Article 15.2.”

Parking Decal and Identification Card

Parking Decal

College policy requires that all employees who park on campus must register their vehicle with the Office of Parking Services (Building 3A Room 106) and display a valid College of Staten Island Parking Decal. For details on how to purchase a decal please and answers to frequently asked questions about parking please see the Parking Decals page.

Identification cards

Members of the adjunct faculty are required to have a valid, updated college identification card on their person while on campus. Staff and faculty will need an ID card to gain access to staff and faculty parking areas and to buildings during off hours or when keys are issued. New adjunct faculty members receive a letter from the College of Staten Island Human Resources Office confirming their employment status at the college. Adjuncts must bring this letter to the Auxiliary Services Office in Building 3A, Room 106 to receive an identification card. Identification cards must be validated each semester by the hiring department. There is no charge for the first identification card issued, but if a replacement card is needed there will be a nominal fee. Please see the DolphinCard page for additional information about current and future uses for this multiuse identification card.

Technology

Email

All new employee email accounts are processed through the Office of Human Resources. Adjunct faculty receive an email account once the new hire paperwork is submitted.

Email accounts can be accessed via the College Web URL.

For information on accessing your email – username and password
Note: your initial password is your 6-digit date of birth in the format MMDDYYYY

Instructions on how to use your email account can be found here.

College Email policy: Faculty, staff, and students are expected to read e-mail sent to their official College email accounts regularly to keep abreast of important College information.

Here is the Help Desk, Support, and Training page.

Blackboard
Blackboard (Bb) is a course management software tool that allows faculty to add resources which students can access online. PowerPoint, Captivate, video, audio, animation, and other applications are created outside of Blackboard and added into Blackboard courses for students, to enhance teaching and learning efforts.

Some examples of how Bb technology may enhance teaching and learning:

1) Multiple Learning Styles: Blackboard (Bb) can allow you to provide multiple content formats (text, images, sound, audio, animations, graphs, etc.), which allows for students to find material based on their preferred learning style.

2) Repetition: Bb provides an area to place information about the course, assignments and exams in multiple locations. In the Syllabus a list of Student Learning Outcomes should be available. Repeating these Student Learning Outcomes within the assignment or content areas will direct the student through a learning path.

3) Online Content: You can provide materials online to allow students to review (syllabus, lectures, links, etc.) information on their own schedule. Access to PowerPoint presentations, old exam questions, homework answers, etc., can provide students with study tools that will improve their grades.

4) Games: Who said education can’t be fun? Play Jeopardy, Who Wants to be a Millionaire or provide crossword puzzles for students to use in Bb or in class.

5) **SafeAssign**: “**SafeAssign™** is a plagiarism prevention service, offered by Blackboard to its Blackboard Learning System Enterprise, Vista Enterprise and CE Enterprise clients. This service helps educators prevent plagiarism by detecting unoriginal content in student papers. In addition to acting as a plagiarism deterrent, it also has features designed to aid in educating students about plagiarism and importance of proper attribution of any borrowed content.”

**Blackboard Help Center** 1L-208 (718-982-4007) **College of Staten Island Blackboard Administrator**

*Blackboard Workshops*

Training sessions for Blackboard at the College of Staten Island can be found on the [calendar](#) for the Faculty Center for Professional Development

**Computers**

Adjunct faculty have access to computers in their departments.

**The Faculty Center for Professional Development**, located in 1L-202 provides adjunct faculty with access to a limited number of laptops.

The **Blackboard Help Center**, located in 1L-109A is a 'mixed use' space providing access to computers, printers, scanners, and other amenities to Faculty and Staff to outline, design, create, and implement course materials for use in Blackboard. The Help Center also serves as a help desk where Students, and Faculty and Staff can go for Blackboard help and assistance.
Computer Account

The College’s Office of Technology Systems provides each new adjunct with a login ID and password once it is notified of a new hire. Computer access information is provided directly to the hiring department at the College. In case of difficulties accessing your computer account please contact the College of Staten Island Help Desk: 718.982.3695 or HELP (4357).

Software Availability

Visit the Faculty and Staff page of the CUNY website and select CUNY e MALL to see what software is available to you for discount or free. To register for a new account you will need your CUNY email address.

WIFI on campus

For information on WIFI access available to faculty, staff and students on campus, visit the Office of Technology wireless page.

Technology Support for Classrooms and Labs

The College of Staten Island’s Office of Information Technology administers 20 general purpose computer laboratories and over 30 specialized computing laboratories in conjunction with academic departments. The microcomputers, approximately 2,500 on campus, are connected through a high-speed local area network.

Please visit the Office of Technology Systems for more information about:

- Email
- Help, Support, and Training,
- Labs and Facilities
- Voice and Video
- Internet and Web Support
- Network Connections
- Security and Policies

Your Department

Desks

Desk space for adjunct faculty varies by department and space limitations. Some departments provide for a shared office with desk space for adjunct faculty. Work space is also available in the Faculty Center for Professional Development. The center is located in 1L-202.
Duplicating

Copying 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 support staff. Only College of Staten Island-related materials are to be duplicated in departments or by Reprographics. Reprographics is located in 1M-205, (718) 982-3238.

Adjunct faculty should be familiar with copyright laws as they apply to duplicating printed material for educational use. See Appendix K.

Scanners

Most academic departments have scanners available. Check with the support staff on rules of use.

FAX Machines

Fax machines are available in department offices. They should be used only for professional, College of Staten Island, and CUNY business.

Telephones

Adjunct faculty has access to telephones in their departments. The College of Staten Island telephone directory can be accessed through the College webpage at http://www.csi.cuny.edu/facultystaff/tel_email.html

CUNY Policies and Contract Rules

CUNY Ethics Rules

Faculty are prohibited from accepting gifts, including from students, from accepting honoraria from people or entities doing business with CUNY, or from doing anything against CUNY’s best interests. According to CUNY policy, “Your first loyalty and duty must be to CUNY.” See Appendix R – CUNY Ethics Rules for details. Sample letters for returning gifts to students or others, see http://www.cuny.edu/about/administration/offices/la/ethics/nogifts.html.

Also see the policy on CUNY Faculty and Expert Testimony or Other Services for information about The Public Officers Law that governs the ethical behavior of all CUNY employees http://www.cuny.edu/about/administration/offices/la/ethics/facultyandexperttestimony.html and provides details about penalties for violations along with the caution: “Ignorance of the law is no excuse.” Faculty who unsure about a course of action should consult with the College ethics officer or the CUNY Office of the General Counsel (“OGC”) for further guidance. The ethics
officer for the College of Staten Island is Kathy Galvez, Esq. Kathleen.galvez@csi.cuny.edu (718-982-2355).

**Peer Teaching Observations**

Full-time faculty observe part-time faculty teaching a class at least once a semester. Section 18.2 a), b), c) and d) of the CUNY/PSC Agreement details procedures for observations. See Article 18 of the PSC–CUNY contract. Department chairs schedule post-observation conferences for part-time faculty to review written observation reports. Observation reports and post-observation conference memoranda, initialed 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.

**Professional Integrity**

Please visit the following page for information on the University’s Conflict of Interest Policy. As with any policy, ignorance is not considered a valid reason for failing to adhere to the requirements. CUNY Conflict of Interest Policy

**Workload**

Section 15.2 of the Agreement between The City University of New York and the Professional Staff Congress/CUNY specifies that during each semester of the academic year the workload of a person in an Adjunct title, excluding Graduate Assistants, cannot exceed nine classroom contact hours at a single unit of CUNY. An adjunct faculty member may, however, teach a maximum of one course of not more than six classroom hours during a semester at another unit of CUNY. See the PSC–CUNY contract. Before the start of each semester, an adjunct completes a workload form reporting total projected workload at the College of Staten Island and any other college in CUNY. If you work in two departments you must complete an adjunct reporting form for each department, reporting all courses at the College of Staten Island and elsewhere within CUNY.

**Teaching Your Course**

**Syllabus**

Syllabus – the syllabus provides an overview of your course. A copy of the syllabus must be provided to each student in the course and to your department.

*From the College of Staten Island Faculty Handbook:*

Instructors must provide an electronic copy of a syllabus for each course they teach, prior to the first day of the semester, submitted to: syllabi@csi.cuny.edu. Instructors should also place on file
in their departments current syllabi for each course they teach, prior to the first day of the semester.

Content for a syllabus must include the following, at minimum:

- Instructor’s name and contact information
- Title of the course
- Course and section number
- Semester, year, day, time, and location(s) of the course
- Office and hours, if appropriate
- Course description as approved by relevant curriculum committees and listed in the undergraduate or graduate catalog
- Measurable course outcomes: the knowledge, skills, and competencies that students are expected to demonstrate at the end of the semester
- Required texts and instructional materials including ISBN, title and author’s name
- Instructor’s criteria for grading and evaluation, including number of tests, other required assignments, and the weight given to each in calculating final grades
- Instructor’s attendance policy and its relation to grades

Optional items include:

- Schedule with dates for topics to be covered, readings students should have completed, and assignments.
- Instructor’s expectations for students’ conduct and performance

Statement on Students with Disabilities

The following sample syllabus statement is suggested in the CUNY Faculty Guide to Teaching College Students with Disabilities. “Qualified students with disabilities will be provided reasonable academic accommodations if determined eligible by the [Center for Student Accessibility]. Prior to granting disability accommodations in this course, the instructor must receive written verification of student’s eligibility from the Center for Student Accessibility, which is located in 1P-101. It is the student’s responsibility to initiate contact with the Center for Student Accessibility staff and to follow the established procedures for having the accommodation notice sent to the instructor.”

CUNY’s Academic Integrity Policy (departments may have policies on whether specific language, a substantial portion of the policy, or a link to the academic integrity policy is required) http://www.cuny.edu/about/info/policies/academic-integrity.pdf

Academic Integrity, Plagiarism and Cheating

The College of Staten Island’s statement on academic integrity (excerpted from the College Catalog) is the following:

“Integrity is fundamental to the academic enterprise. It is violated by such acts as borrowing or purchasing assignments (including but not limited to term papers, essays, and 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 sources from which one derives one's ideas, statements, terms, and data, including Internet sources, 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 a lower grade or failure in a course and in disciplinary actions with penalties such as suspension or dismissal from the College.”

More information on the CUNY policy, including numerous examples, can be found in the CUNY academic integrity policy and procedure statement.

Faculty should be aware that the College provides access to SafeAssign. “SafeAssign™ is a plagiarism prevention service, offered by Blackboard…This service helps educators prevent plagiarism by detecting unoriginal content in student papers. In addition to acting as a plagiarism deterrent, it also has features designed to aid in educating students about plagiarism and importance of proper attribution of any borrowed content.” [http://wiki.safeassign.com/display/SAFE/About+SafeAssign](http://wiki.safeassign.com/display/SAFE/About+SafeAssign)

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 1A-305 (718) 982-2440. Allegations of cheating should be referred to the Office of the Vice President for Student Affairs, located in 1A-301 (718) 982-2335. A Faculty Report Form For Incidents of Academic Dishonesty is available online.

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

Textbooks

Adjunct faculty should consult with their department regarding textbook selection. In some cases the department will designate the textbook to be used for the course; in other cases it is up to the discretion of the faculty member teaching the course. If ordering through the campus bookstore, all faculty are urged to place orders for course materials with sufficient lead time to enable the bookstore to confirm the availability of the requested materials, and when appropriate, the availability of used textbooks or alternate digital formats.

Bookstore

The Bookstore is located on the first and second floors of the Campus Center, 1C (718) 982-3030. Forms for ordering textbooks through the bookstore can be obtained from department support staff 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.
Placing course materials on reserve at the Library

Faculty may request that required reading for their courses be placed on reserve. Reserve materials are circulated for two-hour loan and restricted to in-library use to better ensure student access. Faculty members may place items on reserve by completing the form online or submitting a print version of the form to the library Circulation Desk. Questions about placing items on reserve should be directed to the library Circulation Desk at 718.982.4011.

Effective July 1, 2009, the New York State Education Law (Article 15-C, the “Textbook Access Act”) prohibits demanding or receiving any payment for adopting specific course materials. Faculty may receive sample copies, instructor’s copies or instructional material, but these materials may not be sold.

Classroom Assignments

Classes must meet in the rooms in which they are scheduled. Room changes can be authorized only by the Office of the Registrar and are rarely available, given the very limited number of classrooms at the College. To view your room assignment please visit the online Course and Room Assignment page. It is advisable to check this site shortly before your class begins in the event there has been a room change.

Keys

The keys to your classroom will be requested by the department. Adjunct faculty must pick up keys by signing for them in person at Public Safety, Building 2A, Room 108. You may call (718) 982-2110 or (718) 982-2112 to check whether the keys are available to be picked up. There is a $3.00 charge for the replacement of each lost key.

Problems with the classroom

If you discover that there is a problem with your classroom such as heating, cleanliness, etc. you can call Assistant Vice President for Campus Planning and Facilities Management at x3209 or request that your department put in a work order to have the problem corrected.

Student Roster

At the beginning of the semester, instructors receive rosters from their departments, 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 registration properly, or registered late. These students should be asked to show their tuition bill to the instructor. If they are registered for the correct section their names will appear on the final grade sheet. If they are registered for an incorrect section, or not registered at all, then they must be referred to the Office of the Registrar, located in Building 2A, Room 107.
Verification of Attendance Rosters is a system designed to allow instructors to submit roster information for the students who are attending the sections they are teaching. This is different from the college attendance policy, discussed below, that limits the number of allowable absences. Verification of Attendance Rosters is the mechanism through which a college certifies to the Federal Government that the money invested in student financial aid is actually going to a student who is enrolled in, and has begun attending a course. Verification of Attendance Rosters (formerly called verification of enrollment) is done in CUNYfirst. Failing to verify that a student has begun attending a class in which the student is enrolled can result in irretrievable loss of financial aid. What you will be verifying is that the student is enrolled and began attending. Again, this is not meant to capture how regularly students attend.

The students in your course are at risk of losing their financial aid if you do not act quickly when the Verification of Attendance Rosters period is announced. When you get the announcement near the beginning of the semester (generally in the 3rd or 4th week) please go to CUNYfirst right away and verify that the students who are listed on your rosters are enrolled in, and have begun attending your course(s). It only takes a minute and the College cannot continue to operate within Federal regulations without your verification for each student and for each course that you teach. If you have the same student in multiple courses, you must verify that student on multiple attendance rosters.

To utilize this system you will be directed to CUNYfirst and asked to log on; see CUNYfirst information, beginning on page 11 of this handbook.

Please keep in mind how important this is to every student who receives financial aid, and to the College.

College attendance policy

The College has different attendance policies for regular courses and remedial courses.

• Regular Courses: A student who is absent for more than 15 percent of the class hours in the semester will be assigned a grade of WU (withdrew unofficially), subject to the discretion of the instructor. 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. A student who does not attend a course at all will be assigned a grade of WN (never attended).

• Remedial Courses: (all remedial courses in reading, writing, mathematics, and in English as a Second Language): A student who is absent seven or more 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 four or more hours (in a course meeting three hours a week) will receive a grade of WU (withdrew unofficially), unless excused by the instructor. A student who does not attend a course at all will be assigned a grade of WN (never attended).

Both policies give instructors discretion to permit fewer or more absences. Some instructors enforce strict attendance policies; others are more liberal, believing that the consequences of
frequent absences are low grades. Instructors whose policy differs from the College’s policies should include their attendance requirements in their syllabi and explain the policies at the beginning of the course.

The College of Staten Island encourages instructors to enforce strict attendance policies. *New York State Education Law* Section 5, Article 224-a (Religious accommodations for students) 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, which details the provisions of this law.

**Faculty Absence or Lateness**

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 teaching in the evenings or on weekends should call the Office of Evening, Summer, and Weekend Sessions (718) 982-2155 in the event of absence or lateness.

**How long is a class hour?**

A class hour is 50 minutes. A four hour class meets for 200 minutes. A three hour class meets for 150 minutes. Break time is not counted as part of the hour. Thus, a four hour class with three 10-minute breaks would end three hours and fifty minutes, or 230 minutes, after it began.

**Cancelling a Class and Substitute Instructors**

Instructors may not cancel classes without department authorization. Substitute instructors to cover classes for absent faculty can be authorized only by department chairs.

**Student Discipline**

Should a student become disruptive, a private conference is the preferred means of resolution. If disruptive behavior continues, instructors should report it to the Office of the Vice President for Student Affairs, located in Building 1A, Room 301 (718) 982-2335. See Appendix I of the faculty handbook for a memorandum from the Vice President for Student Affairs 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.

Faculty members are frequently the first persons able to identify students who are in distress. Students often perceive faculty as persons to go to for support and advice. The Office of Student
Affairs also coordinates the Campus Assessment Referral and Evaluation System (CARES) the purpose of which is to provide a systematic response to students whose behavior is disruptive or may be dangerous to themselves or others. The CARES team can be reached by completing an online reporting form or by phoning any of the following individuals:

Assistant Vice President for Student Affairs  
Room 1A, Room 301  718-982-2335

Counseling Center  
Room 1A, Room 109  718-982-2391

Health and Wellness Services  
Room 1C, Room 112  718-982-3129

Center for Student Accessibility  
Room 1P, Room 101  718-982-2510

Public Safety (Emergencies)  
Room 2A, Room 108  718-982-2116

*Records*

During the semester, instructors are responsible for maintaining records for each class they teach which 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. Faculty enter their grades online through their CUNYfirst self-service account (see CUNYfirst, page 11) and must make sure to finalize the process so that the grades are submitted to the Registrar. Grades in the review stage or incomplete grade rosters cannot be submitted. Please also see Guidelines for the implementation of the student records access policy and the Federal Family Educational Rights and Privacy Act (FERPA).

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 staff; they are kept for five years in the respective departments.

*Office Hours*

Adjunct faculty who are assigned a teaching workload of six or more contact hours at the College are paid for one additional hour per week for professional assignments such as office hours, professional development, participation in campus activities, and training as determined by department.
Student Evaluation of Instruction

Student Evaluation of Instruction will be conducted entirely online as of the fall, 2013 semester. Information elicited by these forms, after they have been processed by the Office of Institutional Research and Assessment, is reported to instructors and to department chairs in summary form. Results of these evaluations are factored into re-hiring decisions by the college.

Student Complaints

Procedures for handling student complaints about faculty conduct in academic settings can be found online. The Introduction reads as follows: “The University and its Colleges have a variety of procedures for dealing with student-related issues, including grade appeals, academic integrity violations, student discipline, disclosure of student records, student elections, sexual harassment complaints, disability accommodations, and discrimination. One area not generally covered by other procedures concerns student complaints about faculty conduct in the classroom or other formal academic settings. The University respects the academic freedom of the faculty and will not interfere with it as it relates to the content or style of teaching activities. Indeed, academic freedom is and should be of paramount importance. At the same time the University recognizes its responsibility to provide students with a procedure for addressing complaints about faculty treatment of students that are not protected by academic freedom and are not covered by other procedures. Examples might include incompetent or inefficient service, neglect of duty, physical or mental incapacity and conduct unbecoming a member of the staff.”

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 instructors assign take-home final examinations, students have until the fifteenth week to return them. When instructors assign term papers or other assignments in place of a final examination, they are expected to be available to receive and discuss the assignments during the fifteenth week at times specified to students and to department chairs.

Grading System

Please see the description below for an explanation of the grading system at the College of Staten Island.

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). Please note as of Fall 2009 the *WN symbol indicates withdrawal, non-attendance; it is a non-punitive action. Midterm grades are required in 100-level courses; they are due on the dates listed each semester in the
Schedule of Classes. Midterm grades are submitted via a grading sheet which is distributed via the department. Instructors must submit the completed sheets to the Registrar’s office in Building 2A, Room107.

Students with an excessive number of absences and students with grades of D or F in 200- or lower-level courses receive midterm warnings. Students receiving a warning are expected to consult their course instructor; they should be encouraged to consult their faculty adviser as well.

Midterm Warning letters are mailed to students. These letters include students’ mid-term grades, opportunity for academic support and counseling; as well as the last day to officially withdraw from a course without permission of the instructor and chairperson.

Final grades are due within forty-eight 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 forty-eight hours after the last meeting of classes. As noted above in Records, faculty enter their grades online through their CUNYfirst self-service account (see CUNYfirst, page 11) and must make sure to finalize the process so that the grades are submitted to the Registrar. Grades in the review stage or incomplete grade rosters cannot be submitted.

Please be advised:

The Family Educational Rights and Privacy Act of 1974 (FERPA) regulations require paper posting of grades be done only with the written permission of the student; permission should be collected and archived by the instructor. Please be aware this method of posting is subject to auditing, can be questioned under FERPA, and is open to student complaint. Tools such as CUNYfirst, where grades can be posted electronically through a secured network, with students seeing only their own grades, allow for increased privacy and are FERPA compliant.

Chairpersons are encouraged to set grade posting policies that reflect their entire department rather than leaving the decision to the discretion of a faculty member. If you have any questions, please contact the Registrar.

A brief explanation of the grades receiving no quality points follows:
<table>
<thead>
<tr>
<th>Grade Identification</th>
<th>Quality Points/ per Credit</th>
<th>W</th>
<th>Withdraw with no penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.0</td>
<td>WA Administrative Withdrawal</td>
</tr>
<tr>
<td>A-</td>
<td></td>
<td>3.7</td>
<td>WN Never Attended</td>
</tr>
<tr>
<td>B+</td>
<td>Good</td>
<td>3.3</td>
<td>*W Never Attended</td>
</tr>
<tr>
<td>B</td>
<td></td>
<td>3.0</td>
<td>N</td>
</tr>
<tr>
<td>B-</td>
<td></td>
<td>2.7</td>
<td>WA Withdraw Unofficially (counts as failure)</td>
</tr>
<tr>
<td>C+</td>
<td>Satisfactory</td>
<td>2.3</td>
<td>INC Incomplete (temporary grade)</td>
</tr>
<tr>
<td>C</td>
<td></td>
<td>2.0</td>
<td>AU Auditor</td>
</tr>
<tr>
<td>D</td>
<td>Passing</td>
<td>1.0</td>
<td>Z No grade submitted by instructor</td>
</tr>
<tr>
<td>F</td>
<td>Failing/unsuccesful completion</td>
<td>0.0</td>
<td>PEN Grade Pending</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td></td>
<td>FIN Failure (changed from Incomplete)</td>
</tr>
</tbody>
</table>

**F** No credit is received for a course in which the student is assigned a grade of F. If a student wishes to receive credit for the course, it must be repeated with a passing grade; however, the F remains on the transcript (see section on Repeating Courses).

**P** Course requirements have been satisfied. This grade is used only for specially designated courses and for courses taken at another college for which a student receives advanced standing.

**W** Students may withdraw without academic penalty from any course up to the end of the ninth week of the semester (see College calendar for date); a grade of W will be assigned. After that date, students may petition the instructor and the chairperson for permission to withdraw until the last day of classes. Consult the Office of the Registrar for the procedures to be followed when withdrawing from a course. If these procedures are not followed, students may receive a penalty grade of WU. In cases of illness, students may apply to the Medical Office for a medical withdrawal. Under no circumstances will a W be assigned after the last day of classes without positive action by the Committee on Course and Standing or its designee.

**WA** Students not in compliance with the New York State immunization requirement receive the grade of WA. This grade carries no academic penalty.

**WN** Never Attended. No credit is received for a course in which this grade is assigned; it is equivalent to a grade of F.

*WN* Never Attended. This grade carries no academic penalty.

**WU** An unofficial withdrawal results in a grade of WU. No credit is received for a course in which this grade is assigned; it is equivalent to a grade of F.

**INC** The grade INC is a temporary grade assigned when, in the instructor's judgment, course requirements are not completed for valid reasons. Recipients of INC are required to complete all assignments before the end of classes during the succeeding semester.
Students should not register a second time for a course in which an INC is given. Rather, arrangements should be made with the instructor to complete the remaining work. If a student registers again for a course in which an INC was awarded, the INC will become a FIN and the course will appear a second time on the student's transcript with the grade earned.

**FIN** If a grade of INC is not changed before the last day of classes of the succeeding semester, it will automatically be changed to a grade of FIN. If the required work is not completed for continuing valid reasons, the course instructor may grant an extension. Such extensions shall not exceed a period of more than two years beyond the original due date of the uncompleted work.

**AUD** Students may audit courses for which they are registered by presenting a written statement to the Registrar declaring their status as auditors within the first three weeks of the semester. This statement must be countersigned by the instructor of the course. No credit is received for an audited course.

**Z** An administrative symbol assigned when no grade has been submitted by the instructor.

**PEN** The pending grade is used in the first semester of a two-semester course.

### Grade Appeals

Students wishing to appeal a grade other than WU or FIN must do so within 60 school days, excepting summer session, following the end of the semester. Appeals must be submitted in writing to the chairperson of the department in which the course was offered. Upon receipt of the appeal, the chairperson shall direct the student to discuss the issue with the instructor who assigned the grade. If the issue remains unresolved, the student may request a review by the Department Committee on Grade Appeals.

This Committee on Grade Appeals shall review all information presented by the student and shall meet with the instructor. The committee shall render a decision within 30 days after the student requested the grade review by the committee because the student and instructor had not resolved the matter. If the committee upholds the appeal by a vote of 3-0, the chairperson shall change the grade to reflect the decision of the committee. If the committee does not uphold the student, there is no further appeal within the College.

In all deliberations on grade appeals, the burden shall be on the student to prove that a violation of the College's regulations occurred or that the instructor's own stated criteria for grading, which shall have been enunciated at the beginning of the semester, have not been followed. Students needing advice on the procedure may consult an academic and personal counselor.

Students wishing to have a WU or a FIN grade changed to a grade of W must file a written petition supported by documentation to the Committee on Course and Standing.

In the event that a student’s grade will be changed, please follow the [Grade Change Guidelines](#).
Media Services

Media Services provides audio-visual support for classroom use, as well as student viewing facilities in the Library. The office manages and makes accessible the College's collection of videotapes, DVDs, and other media. The Media Distribution System, using fiber-optic technology, serves a large number of classrooms equipped with LCD projectors, plasma monitors, and Smart Classroom technology. Media Services also operates the Videoconferencing Lab, manages the Student Laptop Loan Program, and oversees the Center for Excellence in Learning Technology (CELT), which assists faculty in using technology to promote better learning. It is located in the Library (Building 1L), Room 201. To reserve DVDs call 718-982-4035.

Overtallies

An overtally is permission to enroll in a course that is filled to capacity. Each academic department sets its own policy on overtallies, based on a host of factors. Individual faculty members do not determine overtally policy. Please check with your department chairperson about what the policy is, keeping in mind that, if you teach in more than one department, policies are likely to vary and you need to follow the rules of the relevant department.

Waivers

A department chair, or in some cases, a program director, can approve a waiver of a pre- or co-requisite for a course.

Emergencies and Public Safety

Emergency Phone Numbers

- College of Staten Island Public Safety - x2111
- NYPD / FDNY / EMS-AMBULANCE / HAZMAT Emergency – 911
- NON-EMERGENCY – 311
- Environmental Health & Safety 718-982-2078

The Office of Public Safety provides a guide on how to handle emergencies and a listing of emergency and helpline/hotline phone numbers.
College of Staten Island Public Safety

For a comprehensive list of Public Safety guidelines and services please visit the public safety website.

CUNY Alert

CUNY Alert is an emergency notification system that enables the College of Staten Island to advise students, faculty, and staff of an emergency (a severe snowstorm or violent person on campus, for example), and provide timely information to protect lives and minimize campus disruption. CUNY has worked with the State Emergency Management Office to utilize the State’s all-hazards alert and notification system, NY-Alert, for use by the CUNY campuses. Visit CUNY Alert at the College of Staten Island for step-by-step instructions on how to sign up.

Campus Closings

Faculty/Student Escort Patrol Service

To ensure additional safety after dark, during evening classes, the Office of Public Safety provides uniformed escorts to parking lots, buildings, classrooms, and public transportation facilities.

Anyone wishing to use the escort service should:

- Use any lobby phone and call x2116 or from your cell phone dial 718-982-2116.
- Provide the Public Safety Office with your location and the destination of your requested escort.
Locked Door

If you find your classroom or the adjunct office is locked unexpectedly, please contact Public Safety at x2110 or x2111.

College of Staten Island Governance – Adjunct Participation

Faculty Senate

Two members of the adjunct faculty serve on the Faculty Senate. They are elected by other members of the adjunct faculty, and serve one-year terms.

The Faculty Senate: Establishment and Purpose

The Faculty Senate shall be responsible for the principal academic policy decisions of the College including admissions criteria, academic programs, degree requirements, and graduation requirements. The faculty consists of all full-time members of the instructional staff serving in the titles of professor, associate professor, assistant professor, instructor, and lecturer. Recommendations from the Faculty Senate regarding educational matters shall be forwarded to the College Council for information and to the Administration for action and/or implementation. A quorum shall consist of more than half of the voting membership. Seats for which vacancies exist shall not count for the purpose of computing a quorum.

a. Membership

(1) Chairs of academic departments, and one representative elected by each department, to serve for three-year terms.
(2) Five full-time faculty members from each division holding appointments in academic departments excluding those in titles in the Executive Compensation Plan elected at large to serve for three staggered year terms.

The two divisions² are:
Division of Humanities and Social Sciences: Business; Education; English/Speech/World Literature; History; Media Culture; Modern Languages; Performing & Creative Arts; Political Science, Economics, and Philosophy; Psychology; Sociology, Anthropology, and Social Work; Student Services.
Division of Science and Technology: Biology; Chemistry; Computer Science; Engineering Science and Physics; Library; Mathematics; Nursing.
When new departments are established they shall be assigned to a division or if abolished, removed therefrom.
(3) Two employees serving full-time in titles in the College Laboratory Technician series elected by all full-time employees serving in titles in the College Laboratory Technician series to serve for three-year terms.

² The college is in the process of revising the Bylaws to address recent and ongoing changes in academic structure, including the new Schools of Business and Education and several new departments.
(4) Two adjunct faculty members elected by the adjunct faculty for one-year terms. All adjunct members of the instructional staff are eligible to serve as representatives of the adjunct staff provided they remain active members of the staff, and do not hold full-time titles at the College.

(5) The President, the Chief Academic Officer, and the two divisional Deans.

b. Eligibility and Timing of Elections

(1) Elections for departmental representatives shall coincide with elections for Chairpersons.

(2) At large elections shall occur in May of the preceding academic year.

(3) Faculty on visiting or substitute lines and faculty on retirement leave are ineligible to vote or hold office.

(4) A member of the faculty who has received a notice of non-reappointment or submitted a resignation shall not be eligible to participate in the election procedure.

For further information about the Faculty Senate please visit the College of Staten Island Governance Plan listed under Policies and Procedures in this handbook.

http://www.csi.cuny.edu/privacy/governance.pdf

Academic Freedom

The City University of New York subscribes to the American Association of University Professors 1940 Statement of Principles on Academic Freedom, and the College of Staten Island respects academic freedom for faculty and students as well as freedom in their personal lives for all individuals in the campus community.

Student Services

Career and Scholarship Center

The Career and Scholarship Center offers a full range of career planning and job search skill development to assist students in achieving the ultimate goal of full time employment in their respective fields of interest.

Counseling Center

The College Counseling Center provides individual and group counseling for students of the College of Staten Island. It offers personal and academic counseling services. Students are given the opportunity to explore issues that can help them achieve success.
**Student computers**

There are open computer labs available for students to use daily, from early morning until late evening. These labs are equipped with the software that students need to do their assignments. Programs include MS Office, Visual Studio, Multisim, Minitab, Matlab, Visio, among others. The open labs are in Building 1L, Room 212, Building 3N, Room 217, and Building 1C, Room 213. Students can use the labs to do their homework, research, surf the Internet, or check their email. All rooms are staffed by College Assistants, who are there to assist faculty, staff, and students. The labs have equipment that assists students with disabilities, including DA compliant furniture and software such as Jaws and Dragon. All computers are upgraded on a regular schedule.

In addition to the open labs, there are computers available in the lobbies of Buildings 1S, 2S, 3S, 4S, 5S, 1N, 2N, 3N, 4N, and 5N, and in the Building1L Cybercafé, the Building1C Campus Center, and the Building1R Sports and Recreation Center. These stations have the same software as those in the teaching and open labs, which allow students to work on class assignments.

The Library has computers located on all three floors for student use. The Digital Learning Lab is a specially designed room meant for library instruction.

See also the Labs and Facilities page.

**Health and Wellness**

The mission of the College’s Health and Wellness services is to enhance students’ ability to participate in the educational process by providing quality health care and promoting wellness and responsible lifestyle choices. “We strive to work with students to facilitate retention, reduce health disparities, and enhance lifelong health and wellness. Care, treatment and records are confidential.”

**Health Center**

The Health Center is located in Building 1C, Room 112 and can be reached at 718-982-3045. Hours are Monday, Tuesday, and Friday 9:00am - 5:00pm; Wednesday and Thursday 9:00am – 7:00pm. Please note the Health Center will close at 5:00pm when there are no classes in session.

**Wellness**

The college offers a Peer Drop-In Center that is located in Building 1C, Room 111 and can be reached by phone at 718.982.3113 and by email at wellness@csi.cuny.edu. Wellness Center hours are Monday - Thursday 9:00am - 5:00pm.
Students with Disabilities

The College of Staten Island Center for Student Accessibility facilitates reasonable accommodations for students with documented disabilities to ensure equal access to academic and co-curricular programming in compliance with the Americans with Disabilities Act. Through robust student support programming, comprehensive services, and a commitment to student learning, staff members work toward creating an environment that fosters empowered students who will realize their potential in a higher education setting.

Tutoring/Writing Centers

The College of Staten Island offers tutoring assistance in a wide variety of academic subjects. Please review the online pdf for details on tutoring services offered.

General Services

Library

The College of Staten Island Library is located on the South side of campus in Building 1L. The Library assists students in becoming information competent, critical thinkers, and life-long learners. Toward this end, the Library provides quality information resources, instructional services, and research facilities that foster curriculum-based student-centered teaching and learning. The Library’s collection consists of books, e-books, journal subscriptions, electronic journals and resources, films and videos, sound recordings, and archival materials. The link to the Library can be found at the bottom of the College’s main page. For a complete list of faculty services please visit Faculty Services.

ATM

Automatic Teller Machines (ATM) are located in the Campus Center, Building 1C. The machines are made available to the college community through a contract with Richmond County Savings Bank. The ATM’s are connected with NYCE, MasterCard, Visa, Discover, Quest, Plus, and American Express networks. A Citibank ATM is available in 1L near the Cyber Café.

Housekeeping

For any questions or concerns about housekeeping, including bathroom supplies and conditions, Please contact the Assistant Vice President for Campus Planning and Facilities Management at x3209.
**Lost and Found**

Found property can be turned over to any uniformed officer or brought into the Office of Public Safety in Building 2A, Room 108 or to the satellite office in the 1L Lobby, next to the turnstiles.

Inquiries about lost property should be made at the Office of Public Safety or by phone, x2116. All lost articles will be kept for a period of at least 60 days. At the end of the 60 day period, if ownership cannot be established, and the article is unclaimed, it may be claimed by the finder of the article. Useful articles of clothing left unclaimed will be donated to local charitable organizations.

**Dining and Vending**

**Dining**

The Office Of Dining Services offers members of the college community an opportunity to experience a wide variety of food offerings from a number of service areas across campus. The [Campus Center Cafeteria](#), the [Park Café](#), [Bits and Bytes Cyber Cafe at the College of Staten Island Library](#) and the [Food Carte at the College of Staten Island Center for the Arts](#), provide students, faculty, staff, and visitors numerous options.

**Vending**

Vending Services are provided 24/7 through a combination of snack and beverage machines placed throughout the campus. Current locations include the Campus Center, Library, North Administration, South Administration and the Sports & Recreation Center as well as several buildings in the North & South Quads.

**Counseling Services for CUNY Adjunct Faculty members and their Families**

CUNY offers its employees a benefit to help balance personal and professional responsibilities. The CUNY Work/Life Program is a voluntary, confidential and free program which offers a wide range of information and support to employees and their families. It includes traditional counseling for stress, family problems and substance abuse as well as many additional services such as referrals for child and elder care, financial services to help with budgeting, referrals for legal services and much more. These and other services are available to all CUNY employees and their families free of charge by simply calling (800) 833-8707 for a consultation. A work/life counselor will assess your needs and clarify your options, so that you or your family member can make informed choices.

The University is offering this new program through [Corporate Counseling Associates, Inc.](#) (CCA) CUNY pays the entire cost, so you and your family can speak with a counselor, access information and use any of the services without paying a fee. However, if you require a referral
outside of the program for specialized assistance or long-term counseling, there may be a charge for those services. Please be assured that all employee contact with the program is strictly confidential, and no one at CUNY will ever know that you or a member of your family called or met with a work/life counselor.

CCA’s team of experienced, professional work/life counselors are available 24/7.

**Sports and Recreational Activities**

Office: Sports and Recreation Center Building 1R, Room 204
The Sports and Recreation Center houses a full range of facilities and equipment for individual and team sports and games: a gymnasium with seating capacity for 1,200 spectators, an auxiliary gymnasium, two fitness rooms, racquetball courts, and a 25-meter pool. Outdoor facilities include a track, tennis courts, and ball fields. On a membership basis, faculty, staff, alumni, and the general public also have access to the facilities. Faculty are eligible for a discount membership for themselves and family members.

In closing –

Once again, welcome to the College of Staten Island. We hope this handbook provides you with the information that you need to make your participation in our community a success. We are pleased to have you as part of the College community.
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Appendix B – College of Staten Island Governance Plan
Appendix C – 2002-2007 CUNY/PSC Agreement
Appendix D – Minutes of Board of Higher Education Meeting & Max-Kahn Memorandum
Appendix E – Statement of the Board of Higher Education on Academic Personnel Practice
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