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May 2011

Dear Members of the Faculty:

I would like to take this opportunity to thank you for your dedicated service to the College of Staten Island and our students. For those who are new to the College, I extend to you a very warm, “Welcome to CSI.”

At the core of the College’s Mission is our commitment to achieving student academic excellence through the highest standards of faculty teaching, research and scholarship. CSI’s Faculty Handbook serves as a valuable resource to assist you in carrying out these professional responsibilities in furtherance of the College’s Mission.

In addition to providing important information about the College’s structure and operations, the Faculty Handbook also contains comprehensive information concerning the College’s policies, procedures, and employment practices that pertain to your membership in our accomplished academic community. Please take the time to review the Handbook thoroughly and maintain it for your future reference.

On behalf of the entire College community, I wish you a productive and fulfilling career at the College of Staten Island.

Sincerely,

Tomás D. Morales, PhD
President
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 senior 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 William E. Macaulay Honors College at CUNY, the doctorate-granting Graduate School and University Center, the City University of New York School of Law, CUNY Graduate School of Journalism, and the Sophie Davis School of Biomedical Education. 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 six delegates representing full-time faculty, and one representing part-time faculty. 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. http://www.psc-cuny.org 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 October 2007-October 2010 -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
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.
Academic Divisions and Departments
Interrelationships among 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; History; Media Culture; Modern Languages; Performing and Creative Arts; Political Science, Economics, and Philosophy; Psychology; and Sociology, Anthropology, and Social Work. Departments in the Division of Science and Technology are Biology, Chemistry, Computer Science, Engineering Science and Physics, Mathematics, Nursing, and Physical Therapy. The Library is represented in the Division of Science and Technology. Department chairs, elected by department faculty and approved by the President 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 chair of the department of the Library is 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 fourteen interdisciplinary programs.

Eight are affiliated with the Division of Humanities and Social Sciences: African-American Studies; American Studies; Caribbean, Latin American, and Latino/a Studies; Disability Studies; International Studies; Modern China Studies; Women, Gender, and Sexuality Studies; and the master’s program in Liberal Studies.

Three are affiliated with the Division of Science and Technology: Biochemistry, Electrical Engineering Technology, and Applied Mathematics.

Science, Letters, and Society, which is the major required of students seeking certification in Early Childhood and Childhood Education, Environmental Science, and Neuroscience are affiliated with both Divisions.

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

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.
Specialized accreditations include:

- The program in Computer Science is accredited by the Accreditation Board for Engineering and Technology (ABET) - a specialized accrediting agency recognized by the Council for Higher Education, which includes the Computing Science Accreditation Board (CSAB).
- CSI's Education Department is accredited by the National Council for Accreditation of Teacher Education (NCATE).
- The program in Engineering Science is accredited by the Engineering Accreditation Commission of ABET, Inc. (EAC/ABET)
- The program in Electrical Engineering Technology is accredited by the Technology Accreditation Commission of ABET, Inc. (TAC/ABET)
- The A.A.S., B.S., M.S. and all certificate programs in Nursing are accredited by the National League for Nursing Education and the New York State Department of Education.
- The Chemistry department is accredited by the American Chemical Society and has been since 2005.
- The program in Physical Therapy is accredited by the Commission on Accreditation in Physical Therapy Education, American Physical Therapy Association.
- The program in Social Work has entered the accreditation process with the Council on Social Work Education.

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. The President’s 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 that 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 - Quality child care and early childhood education programs are provided for children of CSI students while they attend classes, work, participate in other school-related activities or while taking some personal time. The Center, with approximately 11,000 square feet of indoor space, includes administrative offices, four classrooms accommodating six age groups, a kitchen and a multi-purpose room. The Center is attached to the Sports and Recreation Center and has outdoor playground facilities. The programs offered include an Infant/Toddler program, a Preschool program and a Department of Education sponsored Universal Prekindergarten program accommodating approximately 130 children per semester. The Children's Center also serves as a site for course-required student observations and fieldwork for Education and Psychology majors as well as for other class-related observations.

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 diversity of cultures within the United States and beyond. Requirements for Bachelor degrees provide a cumulative and disciplined program of study in major fields of inquiry. Requirements for Associate 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 Undergraduate Curriculum Committee, the General Education Curriculum Committee, the Graduate Studies Curriculum Committee, and the Faculty Senate. 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
Faculty governance is defined 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 Faculty Senate. The Bylaws, the Governance Plan, and The City University of New York Manual of General Policy are available in department offices, in the Library, and online.
College Council
The College Council shall be responsible for the general interests of the college community; for the preservation of academic freedom; for committees which it supervises; for the convocation of the whole community in town meetings; for debate and recommendations on college organization, institutional planning and budget; and to receive and respond to information regarding larger educational and political issues affecting the College and University.

Faculty Senate
The Faculty Senate of the College is “responsible for the principal academic policy decisions of the College including admissions criteria, academic programs, degree requirements and graduation requirements.” The membership of the Faculty Senate is made up of chairs of the academic departments, elected representatives from the departments and the two divisions, representatives of CLTs and adjuncts, the President, the Provost and the two divisional deans. The Senate has an Executive Committee with a Chair, Vice Chair, Secretary and a member elected at-large who, among other responsibilities, prepare the agenda for the monthly meetings, and consult with the Chief Academic officer and other academic officials and review curriculum proposals. The Senate has the following other committees: General Education, Undergraduate Curriculum, Graduate Studies, Course and Standing, Library and Research. (See Governance Plan, Section 2)

Library
The library has a faculty of thirteen librarians, four professional technical staff, and over sixty 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 through online, satellite, and fiber-optic technology. At this writing, the library's collection consists of approximately 244,000 books, 110,000 e-books, 45,000 e-journals, 179 databases, 250 print journal titles (with an extensive journal backfile in microform), and newspaper subscriptions. The Library also maintains a collection of current textbooks that have been purchased with funds from the CSI Student Government and the CUNY Financial Aid Initiative; 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, subject research guides provide quick access to a selection of the Library’s 179 databases. Internet access to web-based materials is also available to students and faculty from remote locations via the Library’s homepage.

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, DVDs, and electronic resources for purchase; suggestions may be sent to the Acquisitions Librarian via campus mail, e-mail, or fax (x4002). A book request form is available on the library’s homepage at http://www.library.csi.cuny.edu/bookrequest/. Request for online subscriptions, which are annual commitments, must have the approval of the department’s chairperson. Purchases that directly support the curriculum receive the highest priority, inasmuch as funds are limited. The Acquisitions Librarian’s office is located in 1L-107C (x4026).

Archives and Special Collections
The Archives & Special Collections collects, preserves, and makes available primary and secondary materials that document the history of the College of Staten Island and of Staten Island.

- The Archives’ focus is the history of the College and includes records of the activities of the administration, academic departments, faculty, staff, students and related organizations of the College of Staten Island and its predecessor institutions.

- The Special Collections concentrates on the history of Staten Island political culture and public policy discourse, especially in the period since consolidation with New York City in 1898.

The unit supports effective teaching and learning through training students to conduct research using primary source materials, partnering with faculty members to create assignments using primary source materials, and hosting internships for students wanting to explore archival work as a career option, or interested in archival theory and practice.

The unit engages the public through programs and lectures, Web-based and physical exhibitions, and cooperative projects with other Staten Island historical repositories, sharing knowledge of archival and library practice and technology to promote preservation and access to Staten Island materials.

Circulating Material
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 1A-401 (x2365). Gifts of books and other materials are accepted when appropriate.

Interlibrary Loans
The library arranges interlibrary loans of books and articles for faculty and students. Requests should be made via interlibrary loan website from the homepage (www.library.csi.cuny.edu/ill).
Fees may be assessed for requests that can be filled only by institutions that charge for document delivery. The Office is located in 1L-106 (x4014).

Library Committee
The Library Committee of the Faculty Senate serves as advisory to the Chief Librarian. A faculty member is elected in each department to serve for three-year terms. Meetings are held once a semester and chaired by the Chief Librarian.

Library Instruction
Librarians offer students, in-partnership with classroom faculty, information literacy skills required to locate, evaluate, and use information effectively. Librarians also work, individually and in small groups, with faculty who want to develop skills in using electronic resources. A Digital Library Learning Lab was created in 2004, equipped with 40 workstations, to provide hands-on instruction in learning how to effectively and efficiently access the appropriate research resources needed in their disciplines.

Media Services
Media Services provides audiovisual materials and equipment for classroom instruction. It has a collection of approximately 3,000 DVDs, videocassettes and films and over 4,000 sound recordings. Laptops and LCD projectors are also available for loan to use in your classrooms. Faculty as well as students may visit Media Services to view or listen to audiovisual materials in preparation for class. Faculty may loan materials from the collection for up to three days. The Center also delivers these multi media materials as requested to smart classrooms through CSI’s local network or to traditional classrooms with portable equipment.

Faculty should verify the availability of audiovisual and multimedia materials and equipment before planning to use them in class and request them two (2) weeks in advance. Requests are made by filling out forms available in your department, calling or visiting the unit in the Library at 1L-201 (x4035). Materials will not be shown nor equipment delivered unless instructors are present.

Reference Services
Reference librarians are available at the general reference desk on the first floor at all hours that the Library is open. 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. Reference librarians are also accessible via the e-mail “Ask-a Librarian” service, instant messaging through “Chat Reference” service, or via telephone at x 4010.
Reserve Collection

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 two (2) weeks in advance of the beginning of the semester in which they are required. In addition to textbooks and articles, other materials available on reserve include geological stones, CDs, maps, and calculators.

Research Centers

CSI has seven research centers:

Center for Interdisciplinary Applied Mathematics and Computational Sciences
The Center for Interdisciplinary Applied Mathematics and Computational Sciences brings together a wide range for research faculty and students with interests in interdisciplinary applications of mathematics and computational science. The Center’s activities include the use of the campus supercomputer, faculty collaboration, grant writing, student mentoring and research, and sponsored lectures.

Center for Developmental Neuroscience and Developmental Disabilities (CDN/DD)
The Center for Developmental Neuroscience and Developmental Disabilities conducts, promotes and sponsors research, education and training in the developmental neurosciences, with special emphasis on research and educational programs in the specific field of developmental disabilities. The Center provides for collaborative efforts between College and New York State Institute for Basic Research (IBR) in offering the master’s degree in Neuroscience, Developmental Disabilities and Mental Retardation, as well as with the University’s Doctoral programs in Biology (subprogram in Neuroscience), and in Psychology (subprogram in Learning Processes). The Center provides advanced research training for graduate students.

Center for Environmental Science
The Center for Environmental Science (CES) provides support for research and policy recommendations concerning environmental problems. One of the major purposes of the Center is to define and solve environmental problems on Staten Island and its environs through research that include studies of Respiratory diseases, toxic and carcinogenic chemicals in the air, and the population at risk for lung cancer.

Discovery Institute
The Discovery Institute (DI) develops and manages multiple educational programs using interdisciplinary themes, engaging intermediate, high school students and college students in learning more actively and effectively using the Institute’s unique discovery learning system. In addition, the Institute works collaboratively with local public schools on professional development of teachers to develop new teaching strategies. The Institute’s Teaching Scholars
Program trains and places CSI students in public schools partnering with public and private institutions to serve as mentors and role models. These multiple programs are supported by the College and by grants from a variety of state, federal and private institutions.

Center for the Study of Staten Island: Staten Island Project (SIP)
The Center for the Study of Staten Island is designed to integrate the work of the college with the public affairs concerns of the people of Staten Island. To that end, it mediates and facilitates the collaboration of the College’s faculty, students and staff with governmental, civic organizations and business in order to identify and assist in finding solutions to the borough’s pressing public issues. The Center serves as an information and consultation resource to prepare citizens and leaders to make better informed decisions about public life; it fosters the development of faculty research and graduate education through engagement with the community; and it builds bridges to other public affairs institutes and local communities as a spur to innovations in public life of Staten Island.

CUNY High-Performance Computing Center (HPCC)
The CUNY High-Performance Computing Center (HPCC) is located on the CSI campus. The HPCC goals are to: support the scientific computing needs of the university faculty, student, staff, and their public and private sector partners; create opportunities for the CUNY research community to develop new partnerships with the government and private sectors; and leverage the HPCC’s capabilities to acquire additional research resources for its faculty and graduate students in existing and major new programs

Center of Engineered Polymeric Materials (CePM)
The Center of Engineered Polymeric Materials is a New York State Office of Science, Technology and Academic Research (NYSTAR) funded initiative. The Center’s mission is to conduct cutting-edge research in polymeric and nanoscale materials and to provide a conduit for the transfer of technology involving synergistic interaction among New York State industries, academic institutions and government laboratories. The University’s Doctoral program in Polymer Chemistry serves as the Center’s intellectual base.

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 2A-202 (x2180).
Continuing Education and Professional Development

The Office of Continuing Education and Professional Development 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 Office of Continuing Education and Professional Development lists fall and spring offerings; they also appear on www.csi.cuny.edu/continue. The office is located in 2A-20 (x2182).

CSTEP

The CSTEP Program is designed to increase the number of historically underrepresented and economically disadvantaged students who enroll in and complete undergraduate and graduate programs leading to professional licensure or to careers in the fields of science, technology and education at the College of Staten Island. Exposing our CSTEP students to research opportunities in technology, scientific research, and teaching will help them to view themselves as professionals. CSTEP students will in turn help to reshape the culture of the professional fields as they reach their desired career goals!

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 note taking 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 1N-115; the regular and TTY (x3124).

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.

Macaulay Honors College
The CUNY Macaulay Honors program is designed to provide an outstanding educational opportunity for academically gifted students. Special features include full financial support and access to exceptional academic and cultural activities.

The classroom experience begins with small, honors college courses taught by top faculty. Students are mentored by faculty as they progress through their major, and there is a strong emphasis on independent research.

Outside the classroom students are provided with many opportunities to participate in internships and community service related to their fields of study. They receive individualized advisement and attend pre-professional seminars and workshops.

Macaulay Honors College students receive funding for study abroad and a cultural passport which offers them access to the arts of New York City at reduced cost. Students also have the opportunity to attend dinners and workshops with leading figures from the arts, sciences, and business.

College of Staten Island University Scholars have access to the Honors College Lounge and Computer Room. They enjoy intensive advisement and staff support, as well as the camaraderie of a small group setting. This combines to provide the Honors College students with the unique benefits of belonging to an intellectually gifted, cohesive group of students within the larger University settings of CSI, Macaulay, and CUNY.

For additional information on CSI’s Honors College, please contact us at (718) 982-2222.

The Verrazano School
The Verrazano School is a selective undergraduate honors program at the College of Staten Island (CSI) that provides motivated and talented students with the highest-quality undergraduate education possible. Students choose from the full range of majors offered at CSI and received personalized assistance and guidance as they seek internships, pursue research opportunities, and prepare for careers or graduate studies. The Verrazano School provides a foundation on which students build their skills and talents, explore their interests, and create a positive, memorable, and valuable college experience.

Teacher Education Honors Academy
The Teacher Education Honors Academy’s purpose is to educate a new generation of exceptional teachers who will inspire in middle and high school students enthusiasm for science and mathematics.

Office of Academic Support Services

The Office of Academic Support works to strengthen the academic preparation of all students, with special emphasis on the preparation of first-year students. It offers the Summer and January Immersion 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 Assessment Tests. It also tutors students throughout the academic year, including summer and winter semesters and provides supplemental instruction leaders, as requested. Faculty are asked to inform students, especially first-year students, of its services. The Office is located in 1L-117 (x4221).

International Programs

The Center for International Service administers study abroad programs, provides support and assistance to foreign students and scholars, directs the English Language Institute, and coordinates international faculty development activities and overseas international projects. The Center is located in 2A-206 (x2100).

CSI offers semester study abroad programs in Nanjing, China; Thessaloniki, Greece; Florence, Rome, and Venice, Italy; Copenhagen, Denmark; and Guayaquil and Quito, Ecuador; reciprocal exchange opportunities in Japan, Ireland, France, Australia and Hong Kong as well as summer study opportunities for undergraduate and graduate students in several countries. 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. Faculty interested in developing a new faculty-led study abroad program are urged to contact the Center early in the planning stage.

On behalf of the University, the Center also manages the CUNY exchange program with Shanghai University in China and the CUNY Vietnam Projects with several institutions in that country.

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 have included the Eastern European Working Group and the Southeast Asia/Vietnam Working Group. Inquiries are welcome from faculty and staff interested in developing or joining a working group 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 join the International Resources Survey database.

The Health Careers College Core Curriculum

The HC4 program administers an academic program and support services for students affiliated with an external agency. It schedules undergraduate courses at off-campus sites and also on campus to prepare students for careers in the healthcare field. The office is located in 2A-202 (x2180).

SEEK Program

The SEEK Program (Search for Education, Elevation and Knowledge) is CSI’s educational opportunity program. It provides comprehensive support services for students who qualify based on academic and financial need. These services include: enhanced financial aid; academic, personal, and career counseling; individual and group tutorials, skills workshops and a state-of-the-art computer lab, all provided in the SEEK Learning Center; and student leadership, research, and service opportunities. Each student enrolled in SEEK (approximately 500) is assigned an individual counselor who works with them throughout the college years.

The SEEK Program is located in 1A-112 (x2415).

Small Business Development Center

The Staten Island Small Business Development Center (SBDC) was established in 1993 at CSI and is part of a nationally accredited program providing expert management and technical assistance to new entrepreneurs and existing businesses. Administered by the State University of New York (SUNY), the SBDC principal partners are the City University of New York (CUNY) and private higher educational institutions. Funding is provided by the SBA, the State of New York and host institutions.

The SBDC at the College of Staten Island provides a range of free, confidential, business advisement and management services to all demographics, including women and minorities, veterans, new immigrants and the underserved business community. The SBDC at CSI works closely with New York State economic development agencies, faculty/staff/students as well as representatives from private business to focus resources on assisting small businesses and entrepreneurs. The Center has a small staff of experienced professional counselors and a research center in Albany in support of its outreach to the Community on Staten Island. The SBDC center is located in Building 2A-300 (x2560).
STEAM

The STEAM program supports undergraduate education and research in all areas of science, technology, engineering and mathematics.

STEP

STEP is a Saturday enrichment program that services students from Staten Island and Brooklyn, in grades 7 through 12, who demonstrate a career interest in the fields of science, engineering, technology, or education. Students come to the College of Staten Island campus and engage in scientific, computer math, communication arts, and PSAT and SAT prep with an interdisciplinary learning approach. The STEP Program focuses on helping students to build self-esteem and develop positive behaviors toward learning. We believe that students will begin to understand the processes of learning science and math by encouraging them to strive and aim for good grades throughout their secondary school years. Students will then have a broader range of choices when pursuing a career.

Students

Students may enroll as candidates for degrees or as non-degree students. CSI enrolls over 13,000 undergraduate and graduate students; about 30% are enrolled part-time. CSI awards approximately 1,800 degrees a year. http://www.librarycsi.cuny.edu/oira/
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.

Office of Diversity and Compliance

It is the policy of The City University of New York and The College of Staten Island to recruit, employ, retain, promote, and provide benefits to employees and to admit and provide services for students without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender identity, marital status, legally registered domestic partnership status, disability, predisposing genetic characteristics, alienage, citizenship, military or veteran status, or status as a victim of domestic violence. Sexual harassment, a form of sex discrimination, is also prohibited.

The City University of New York, as a public university system, adheres to federal, state, and city laws and regulations regarding non-discrimination and affirmative action including among others Section 1324b of the Immigration and Nationality Act (INA), Executive Order 11246, as amended, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended, Section 402 of the Vietnam Era Veterans’ Readjustment Assistance Act of 1974, as amended, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, as amended and the Age Discrimination Act of 1975, the New York State Human Rights Law and the New York City Human Rights Law. The “protected classes,” as delineated in Executive Order 11246: (i.e. Black, Hispanic, Asian/Pacific Islander, American Indian/Alaskan Native and Women), were expanded on December 9, 1976 by the Chancellor of The City University of New York to include Italian-Americans. The U.S. Office of Management and Budget further expanded these protected classes in 2006 to include two or more races (not Hispanic or Latino) and replaced Asian/Pacific Islander, with Asian (not Hispanic or Latino) and Native Hawaiian (not Hispanic or Latino), Black was renamed as Black or African American (not Hispanic or Latino) and Hispanic was renamed Hispanic or Latino.

The Office of Diversity and Compliance is responsible for the implementation and monitoring of our compliance program. The Diversity and Compliance Officer also serves as the 504/ADA Compliance Committee Coordinator, Sexual Harassment Awareness and Intake Committee Coordinator, and Title IX Coordinator. The vice presidents, deans, directors, managers and supervisors share responsibility for ensuring our compliance with these policies and laws. The Office of Diversity and Compliance is located in the Building 1A-103 (x2250).
Drugs/Alcohol/Smoking

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

Alcohol is not permitted at student events held on campus.

Smoking is prohibited on campus property as of September 2012.

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 commonly misused drugs. It is available on the notice boards of Pegasus-mail (*A Drug-Free Campus*) and from either the Office of Human Resources, located in 1A-204 (x2370), or the Office of Legal Affairs, located in 1A-210A (x2355).

Counseling services are available for problems related to drug or alcohol related problems for faculty and staff through the Employee Assistance Program (EAP) in the Health Center, located in 1C-112 (x3042), and for students through the Health Center (x3129) and through the Office of Academic and Personal Counseling, located in 1A-104 (x2391).

College Property

Equipment purchased with tax levy or grant funds must be delivered to CSI and inventoried. The Property Manager coordinates inventories and can be reached in 2A-301 (x2080).

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 CSI Tag Numbers, a description of the equipment 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. The written approval for the removal must be forwarded to the Property Management office in 2A-301.

Persons with Disabilities

CSI and CUNY follow federal guidelines-Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990—in providing reasonable accommodations ([http://www.csi.cuny.edu/diversity_and_compliance/reasonable_accom.html](http://www.csi.cuny.edu/diversity_and_compliance/reasonable_accom.html)) 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 students’ physical and programmatic needs. This Office, along with the 504 Coordinator, the Office of Human Resources, and the Office of Diversity and Compliance may provide assistance to faculty with disabilities as well.
The Office of Diversity and Compliance is located in 1A-103 (x2250). For detailed procedures for filing complaints, see the Office of Diversity and Compliance website http://www.csi.cuny.edu/diversity_and_compliance/complaint.html.

Also see the Office of Disability Services CSI Guide for Faculty. http://www.csi.cuny.edu/disabilityservices/faculty.html

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 for students should contact the Office of Disability Services. The Office is located in 1P-101 (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 Diversity and Compliance and the Pluralism and Diversity Program work with students, faculty and staff to develop programs that address bigotry and promote pluralism and diversity. The Office of Diversity and Compliance is located in 1A-103 (x2250). The Pluralism and Diversity Program is located in the Department of New Student Orientation and CLUE in 2A-208 (x2797).

Policy Against Sexual Harassment

It is the policy of The City University of New York and the College of Staten Island (CSI) to promote a cooperative work and academic environment in which there exists mutual respect for all College students, faculty, and staff. Harassment of employees or students based upon sex is inconsistent with this objective and contrary to the University’s non-discrimination policy. Sexual harassment is illegal under Federal, State, and City laws, and will not be tolerated within the College.

Sexual harassment can occur between individuals of different sexes or of the same sex. Although sexual harassment most often exploits a relationship between individuals of unequal power (such as between a faculty member and student, supervisor and employee, or tenured and untenured faculty members), it may also occur between individuals of equal power (such as between fellow students or co-workers), or in some circumstances even where it appears that the harasser has less power than the individual harassed (for example, a student sexually harassing a faculty
member). A lack of intent to harass may be relevant to, but will not be determinative of, whether sexual harassment has occurred.

It is a violation of CSI policy for any member of the College community to engage in sexual harassment or to retaliate against any member of the University community for raising an allegation of sexual harassment, for filing a complaint alleging sexual harassment, or for participating in any proceeding to determine if sexual harassment has occurred. Contact the Office of Diversity and Compliance to report an incidence of sexual harassment, located in the 1A-103 (x2250). Or contact a member of CSI’s Sexual Harassment Awareness and Intake Committee, which can be accessed here: http://www.csi.cuny.edu/diversity_and_compliance/sexual_harassment.html

2b. Procedures

Faculty Personnel Actions

According the Governance Plan, 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. 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, 11.7-11.10, and 11.27 (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). A Certificate of Continuous Employment (CCE) is defined at Article 12 of the CUNY/PSC Agreement, Article 12.

Procedures relating to faculty appointment, reappointment, tenure, CCE and promotion appear in the following documents:

- the Bylaws of The City University of New York Board of Trustees, sections 8.9, 8.12 and sections 9.1-9.3 and 9.7-9.10 (see Appendix A);
- Sections 8.14 and 9.14 of the University Bylaws provide that “provisions in duly adopted college governance plans shall supersede any inconsistent provisions contained in [those] articles.”
- the College of Staten Island Governance Plan, Articles II-III (see Appendix B);
- the Agreement between The City University of New York and the Professional Staff Congress/CUNY, Articles 9, 10, 11, 12, 18, 19, 22 and 23 (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 the department Appointments Committee and Promotion Committee. Positive recommendations--for appointment, reappointment, tenure, and promotion--go first to the College Personnel and Budget Committee (P&B). A positive recommendation by the P&B then goes to the President of CSI, and finally, upon the President’s recommendation, to the CUNY Board of Trustees.

Negative recommendations are final unless an appeal filed by the employee is successful. 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, following a positive departmental recommendation, 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 of the Agreement between the City University of New York and the Professional Staff Congress/CUNY 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, teaching staff 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 15.1(b)); lecturers do not have a research commitment.

Faculty are expected to conform to the workload specified in the CUNY/PSC Agreement.

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. Four week Winter Session courses are also available.

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) and *WN (withdrawal, non-attendance, non-punitive)

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, 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 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 in the Office of the Registrar 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.

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 Blackboard, 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. See also Appendix N.

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 normally account for no more than eleven hours of the annual workload. Workload distribution and teaching load are negotiated among faculty, Chair and the Dean. Faculty reassigned to the Graduate Center are expected to participate fully in CSI
activities including advising students and serving on department and college committees. Service assigned at CSI should take into account service at the Graduate Center.

Independent Study

Independent study consists of an individual library, laboratory research, creative arts, or other academic project undertaken under the direct sponsorship of a full-time faculty member. Part time faculty do not supervise independent study projects. The procedures for arranging an independent study appear in the CSI undergraduate and graduate catalogs.

Academic Integrity, Plagiarism and Cheating

CSI’s statement on academic integrity (excerpted from the CSI Graduate 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 College’s policy, including numerous examples, can be found in the CSI Undergraduate Catalog (http://www.csi.cuny.edu/catalog/undergraduate/5282.htm) and in Appendix L of this manual.

Faculty should be aware that CSI provides access to Turnitin. Turnitin is a web-based plagiarism prevention tool that is designed to help students become aware of how to properly cite sources used in their research papers. It works by comparing student paper to a massive database of content from newspapers, magazines, journals and books as well as a database of current and archived pages of web content, and previously-submitted student papers. (http://www.library.csi.cuny.edu/newsletter/214-turnitin-a-useful-tool-for-preventing-plagiarism)

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 (x2440). Allegations of cheating should be referred to the Office of the Vice President for Student Affairs, located in 1A-301 (x2335). A Faculty Report Form For Incidents of Academic Dishonesty is available in Appendix M.
The sale of essays and reports is a misdemeanor under Section 213-b of the New York State Education Law.

Rosters

At the beginning of the semester, 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 tuition bill to the instructor. If they are registered for the correct section their name will appear on the final grade sheet. If they are registered for an incorrect section or not registered at all then the student must be referred to the Office of the Registrar located in building 2A-107.

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. They Instructors can secure grade books from their department secretaries or use Blackboard or other electronic grade books.

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 their respective departments.

Scheduling Policies

Scheduling classes is the responsibility of department chairs or designees 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 be on campus no fewer than three days a week; normally this coincide with the teaching schedule, and includes a minimum of three office hours a week, compatible with student, session, and college needs. Full time faculty with reassigned time are expected to be on campus at least two days a week. A department chair might approve modifications in some instances.

Adjunct faculty who are assigned a teaching workload of six or more contact hours at this 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.

Schedules, and all proposed changes to schedules, are reviewed and approved by the appropriate academic 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 available online several months before the beginning of the semester; summer-session classes appear in the spring Schedule of Classes.

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 and must be approved by the dean.

Student Absences

At the beginning of each semester faculty are required to verify the enrollment in their courses. This is different from an attendance policy. Verification of Enrollment documents student enrollment in a course for financial aid purposes. Verification of Enrollment is done online. Failing to verify that a student has attended a class can result in irretrievable loss of financial aid.

The College has different attendance policies for regular courses and for 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 will include their attendance policies in their syllabi and explain these policies at the beginning of the course.

CSI 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.

Student Discipline

Should students 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 1A-301 (x2335). See Appendix I of this 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; see the student handbook, The Gazetteer.

Faculty 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 at wwwcsi.cuny.edu/cares or by phoning any of the following individuals:

Assistant Vice President
For Student Affairs 1A 301
718-982-2335

Counseling Center
1A 109
718-982-2391
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 Institutional Research and Assessment, 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 Records Access Officer in the Office of Legal Affairs, located in 1A-210A (x2355).

See the CSI Undergraduate Catalog for the rights of students with respect to their educational records [http://www.csi.cuny.edu/catalog/undergraduate/5285.htm](http://www.csi.cuny.edu/catalog/undergraduate/5285.htm) (also see Appendix N of this handbook for CUNY Guidelines on FERPA).

Syllabi

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;
• course description as approved by relevant curriculum committees and listed in the undergraduate or graduate catalog;
• measurable course objectives: 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; departments with multi-section courses may wish to standardize this schedule.
• instructor’s expectations for students’ conduct and performance;
• 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 [Office for Disability Services]. Prior to granting disability accommodations in this course, the instructor must receive written verification of student’s eligibility from the Office of Disability Services, which is located in 1P-101. It is the student’s responsibility to initiate contact with the Office for Disability Services 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

Textbooks

Faculty are encouraged 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.

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.
Tutoring Centers

The schedule of the Office of Academic Support, which provides tutoring in all subjects at all levels, is available on the CSI webpage: [www.csi.cuny.edu](http://www.csi.cuny.edu); see the Office of Academic Support under Current Students. Other tutoring centers are:

<table>
<thead>
<tr>
<th>Tutoring Center</th>
<th>Room</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of Academic Support</td>
<td>1L-117</td>
<td>x4220</td>
</tr>
<tr>
<td>Writing Center</td>
<td>2S-216</td>
<td>x3635</td>
</tr>
<tr>
<td>Mathematics/Computer Science Tutorial Laboratories</td>
<td>1S-213/214</td>
<td>x3790</td>
</tr>
<tr>
<td>Modern Languages Tutorial Center</td>
<td>2S-114</td>
<td>x3711</td>
</tr>
<tr>
<td>Multimedia Resource Center for the Deaf</td>
<td>1N-115</td>
<td>x3341</td>
</tr>
<tr>
<td>SEEK Tutorial Learning Center</td>
<td>1A-108</td>
<td>x2412</td>
</tr>
<tr>
<td>Disabilities Services Tutoring Center/ Resource Center for the Deaf</td>
<td>1P-101</td>
<td>x2510</td>
</tr>
<tr>
<td>Biology Tutorial Center</td>
<td>1A-108</td>
<td>x3958</td>
</tr>
<tr>
<td>The Nursing Neighborhood:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resource Center</td>
<td>5S-119</td>
<td>x3827</td>
</tr>
<tr>
<td>Test Prep Center</td>
<td>5S-121</td>
<td>x3827</td>
</tr>
</tbody>
</table>
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 University Bylaws (Article XIII) and the CUNY/PSC Agreement provide 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 Sponsored Programs and Research
CSI’s Office of Sponsored Programs and Research (OSPR) assists full-time faculty in applying for grants and serves as a resource for obtaining external funding. With an experienced staff of external funding professionals, OSPR will suggest potential funding sources; prepare budgets; file required forms; interpret agency guidelines; serve as liaison with funding sources and the CUNY Research Foundation; manage administrative details; and assist in obtaining the appropriate CSI approvals, including the required pre-proposal review. The office is located in 1A-302 (x2254).

Research Integrity
The Dean of Research and Graduate Studies is the Conflicts of Interest Officer and Research Integrity Officer who can be contacted with complaints related to research (1A-211D, x 2558). See CUNY Conflict of Interest Policy, Appendix P.

Research Leaves

Fellowship Leaves
Fellowship awards are limited to instructional staff members of the permanent instructional staff. Tenured members of the permanent instructional staff, including those holding the title Lecturer with certificates of continuous employment, who have completed six years of continuous paid full-time service with the University exclusive of non-sabbatical or fellowship leave, shall be eligible for a fellowship award. Individuals in professorial titles who are on leave from the title Lecturer with a certificate of continuous employment shall be eligible for a fellowship award. Service shall include service in a school or college maintained in whole or part with City funds immediately preceding service in a college or institution under the jurisdiction of the Board of Trustees, provided that credit for such prior service shall not exceed three (3) years.

Effective August 25, 2006, Application may be made for:
- a full year leave at 80% of the bi-weekly salary rate
- a one-half year leave at 80% of the bi-weekly salary rate
- a one-half year leave at full pay
Members of the unit who receive a full-year fellowship leave may, at their option, upon written notice to the President no later than October 30 or March 30, whichever is applicable, terminate the fellowship leave after one-half year.

For other provisions relating to fellowship leaves see the CUNY/PSC Agreement, Article 25.

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 25 days 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 usually in January; new faculty in their first year of service may apply later. Check the CUNY web site for the current year’s deadline. (http://www.rfcuny.org/rfwebsite/research/content.aspx?catID=1190) For information on PSC/CUNY awards, see the Office of Sponsored Programs and Research. It is located in 1A-302 (x2254).

CSI Fellowship Leaves at Full Pay
A limited number of fellowship leaves of half-year 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.

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.

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.

Other Grants and Fellowship
For additional information about the Grant and Fellowships, contact Office of Sponsored Programs and Research, located in 1A-302 (x2254).

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 Sponsored Programs and Research for procedures and rates; it is located in 1A-302 (x 2254).

The Provost’s web site lists awards granted through the Provost’s office .
http://www.csi.cuny.edu/administration/academicaffairs/index.html

Policy and Procedures Regarding Allegations of Misconduct in Research and Similar Educational Activities
Effective July 1, 2007, The Board of Trustees approved policies and procedures to address allegations of misconduct in research. (See Appendix O Research Misconduct Policy)

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 as funds are available.

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 CSI and the community.

Academic Advisement

Advisors are expected to be conversant with CSI’s general education requirements as well as their respective majors. Full-time faculty are assigned advisees by the Office of Academic Advisement. Only students with declared majors are assigned to faculty advisors. All advisor assignments can be located in SIMS on the SUS-MAJ screen or on the student’s degree audit.

Most students are required to meet with their faculty member for advisement and to have their advising stop lifted. Students are instructed to report to their respective academic department to meet with their advisor during their assigned office hours. These meetings offer opportunities for advisors to answer questions, discuss academic issues, ascertain satisfactorily degree progress, and complete educational plans with their students.

Prior to the start of the registration period, students receive an email from the Registrar Office informing them of the beginning of the Early Advisement Period, their advisor’s name and contact information and their priority registration date. All students are encouraged to access their degree audit through Degree Works beforehand and to bring a copy of it with them to their session. This tool sorts their courses-- general education courses, majors courses, and electives--into the appropriate categories and informs them of their degree completion status. It is extremely valuable in helping both students and advisors in determining what courses must still be taken and in facilitating educational planning.

The Director of the Office of Academic Advisement coordinates faculty advising. The Office also advises all entering first semester freshman and transfer students, all students declared in the liberal arts non-science and science degrees and all undeclared students. Undeclared students may declare their majors once they have earned 12 credits, the minimum GPA needed for their desired major and have passed all required assessment tests. The Office serves as a major resource for faculty and can be contacted at x2280 or in building 1A-101.

Commencement

Full-time faculty are expected to participate in CSI’s commencement exercises on a regular basis. The academic year begins on the third day, excluding Saturday and Sunday, before August 30th, and ends on commencement day in early June.
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 expected to participate in recruitment. They should contact the Office of Recruitment and Admissions, located in 2A-401 (x2010).
4. Employment Practices for Full-time Faculty

Annual Leave (Academic Year)

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 third day, excluding Saturday and Sunday, before August 30th. 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).

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).

Financial Disclosure, Honoraria and Outside Activities

Honoraria, Outside Activities and Financial Disclosure: As State employees, faculty must meet certain State requirements to report honoraria, to seek approval for certain outside activities and depending upon annual income, to file an annual financial disclosure form. The College Ethics Officer sends periodic notifications and can be reached for questions at Extension 2355. See CUNY discussion of honoraria http://www.cuny.edu/about/administration/offices/la/ethics/honoraria.html For Financial Disclosure Forms and instructions, see http://www.nyintegrity.org/forms/ethics.html
Institutional Review Board (IRB)

Faculty proposing to undertake research involving collection and/or use of data from human subjects, will need the approval of the College’s Institutional Review Board. For information on the IRB process, contact the IRB Administrator at 6S-137, Extension 3867. Here is the link to the CUNY Human Research Protections Program Policies and Procedures (2009).


Intellectual Property

CUNY policy regarding the ownership of intellectual property is available online. It covers sponsored research, commissioned work, copyrightable work created within the scope of employment, electronically published course materials, negotiated agreements, and university media, among other things. (http://portal.cuny.edu/portal/site/cuny/index.jsp?epi-content=GENERIC&epiproxymethod=get&viewID=epiproxybanner&beanID=1338996442&epiproxyrealurl=http%3A%2F%2Fportal.cuny.edu%2Fcms%2Fid%2Fcuny%2Fdocuments%2Flevel_3_page%2F001173.htm) The policy addresses determination of ownership rights, commercialization, and distribution of income from intellectual property and more. Also see CUNY Conflict of Interest Policy, Appendix P.

Multiple Positions

For CUNY’s Statement of Policy on Multiple Positions (last revised January 24, 2011), 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 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 the Senior Vice President for Academic Affairs/Provost located in 1A304 (x2440).

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 can be picked up Wednesday afternoon after 3 pm each payroll week in 2A105 (at the Check Distribution Window). The window hours are Mon-Wed 9:30-4:15, Thursday 9:30-7:00 and
Friday 9:30-3:45. Direct deposit is available upon request; application forms may be obtained in the Office of Human Resources, 1A-204 (x2370).

Personnel Records

Records relating to employment, benefits, and leaves are kept in the Office of Human Resources, located in 1A-204 (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.

Sexual Assault, Stalking, and Domestic and Intimate Partner Violence Policy
See CUNY Sexual Assault Policy, Appendix Q.

Workplace Violence Policy
For information on the CUNY Policy against workplace violence, see CUNY Policy document http://policy.cuny.edu/text/toc/mgp/ARTICLE%20VI/Policy%206.9/

Also see Domestic Violence and the Workplace policy
http://policy.cuny.edu/pdf_source/ftm/2008/06-23.pdf#page=143
5. Part-time Faculty (Adjunct 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.

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 of Part-Time Faculty

Part-time faculty are initially appointed to academic departments 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. Appointment is conditional upon sufficient registration, changes in the curriculum, and financial ability.

CUNY Conflict of Interest Policy

For the CUNY Policy regarding conflict of interest, see Appendix P

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](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](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.”

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 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.

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 Appendix
C of this handbook. 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
See CUNY Conflict of Interest Policy, Appendix P

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. 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; see Club Hours, below. Rescheduled classes must be approved by department chairs.

Standards of Conduct for Faculty and Staff
See CUNY Conflict of Interest Policy, Appendix P

Time Off for Religious Observance

Policy: Reasonable accommodations are to be made for the religious needs of employees requesting time off for religious observance. Because The City University of New York staff encompasses a diverse multi-cultural community, it is likely that some religious observances may be less well known and requests will present opportunities to learn about the religious celebrations of many different cultures. Since a complete knowledge and potential listing of religious observances for all staff is beyond the capability of the personnel offices, it is incumbent on the employee, when requested, to provide written documentation to the College Personnel Director. The documentation from the religious group should indicate the nature, extent and duration of the religious observance which will require the employee’s absence from work.
Procedure:

Leave for religious observance may be charged against annual leave, unscheduled holiday balances, or compensatory leave balances.

Employees with no balances in the previously listed leave accrual categories may, at the discretion of the College Personnel Director, be advanced leave time to be charged against future annual leave accruals to a maximum of 3 days per year.

Requests for time off should because of business necessity be made in sufficient time prior to the observance to permit the affected department to make appropriate schedule changes. In general, approval will not be considered unless requested at least 10 working days prior to the day of religious observance.

Colleges must schedule adequate support staff to insure that the operations of all departments and services to the public are not adversely affected. In general, time off for religious observances will be granted in whole days. However, at the discretion of the College Personnel Director upon the request of an employee, the employee may be granted approval to have his/her work hours on the day(s) temporarily rescheduled. This will be considered only in instances where the employee's request is for time off of less than a full day on either a one time basis or regular basis.

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 Appendix C of this handbook. Before the start of each semester, an adjunct completes a workload form reporting total projected workload at CSI and any other college in CUNY.
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.

Faculty Center for Professional Development

The Center supports initiatives to foster and enhance teaching and learning through workshops, individual instruction and provision of human, electronic and online resources. The Center is now in the process of moving to a newly renovated space in the 1L building that will support a wide range of faculty development activities for individuals and groups.

Current projects in the Center include training and support for the Course Management System used in web-enhanced and online courses at CSI; the CSI-CUNY Hybrid Initiative, implementation of ePortfolios, evaluation of pedagogical effectiveness, technology (both hardware and software) and training to enhance teaching and learning in general education and the disciplines.

Technology Security

The CUNY Information Technology Security Procedure states that non-public University data must not be stored, transported, or taken home on portable devices of any type without specific approval of the Vice President of Administration or the equivalent at the College or in the Central Office department by the University Information Security Officer. Where approval is granted, additional password protection and encryption of data are required. The Office of Technology Systems has encryption tools available to staff and faculty to comply with the requirements of the procedure.

Those employees that have access to student/employee non-public data, through SIMS, the CSI Student Information Intranet System, the CSI MS Access Data System, CUNYfirst, or any other system containing confidential data, must not transport this data on portable devices.

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 2A-303, 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 Undergraduate Catalog, Computer User Responsibilities (also in Appendix F of this handbook).

Computers for Students

Students have access to

- three open computer labs with Windows-based PCs that run Windows XP, Vista or Windows 7, 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 for accessing the Internet;

- fifteen teaching computer labs with Windows-based PCs that run Windows XP, Vista or Windows 7 with Office.


- 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 Windows-based computers and UNIX workstations;

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 secretaries.

Only CSI-related materials are to be duplicated in departments or by Reprographics. Reprographics is located in 1M-205 (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*. Faculty are encouraged to utilize Blackboard.

E-Mail for Faculty

The Office of Information Technology (OIT) is notified by the Human Resources (HR) office when a new faculty member comes on board. OIT does not create accounts unless notified by HR via email.

E-Mail for Students

Email accounts are automatically provisioned for students once they are affiliated with the College. Upon starting classes, their email account, as well as their computer login account, have already been created. This is explained to students at orientation and their account is ready for them to use at student orientation.

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.

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 (http://www.csi.cuny.edu/facultystaff/tel_email.html).

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 1C-112 (x3045), the Office of Public Safety in 2A-208; the extension for emergencies is x2111.

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 CITIbank) is located in 1C and 1L. It accepts American Express, Discover, Exchange, MasterCard, NYCE, Plus, and Visa.

Bulletin Boards

Notices/flyers are posted on bulletin boards throughout the campus. The green kiosks in the Campus Center are the responsibility of the Office of Student Life, located in 1C-201 (x3088); notices/flyers posted on them must be stamped by that office. Other bulletin boards are reserved for administrative and department offices.

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 2A-105 (x2060).
Bus Service

Loop Buses
Loop 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 2A-208.

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

- Mon-Thur 7:00 am-11:30 pm Every ten minutes
- Fri 7:00 am-11:00 pm Every ten minutes
- Sat 7:00 am-5:30 pm Every twenty minutes
- Sun 12:00 pm – 5:30 pm Every twenty minutes

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

- Mon-Fri 8:00 am-5:30 pm every twenty minutes

Ferry Shuttle Buses
Ferry shuttle buses travel between the St. George Ferry Terminal to the Center for the Arts building 1P. Schedules are available at the Information Desk in 1C, the Library, and the Office of Public Safety, located in 2A-208.

Scheduled times can vary due to weather, traffic, and construction conditions. When classes are in session the Ferry shuttle runs as follows:

- Mon – Fri 6:50 am – 11:00 pm Every 20 minutes 3 Bus Schedule
- Mon – Fri 7:05 am – 11:00 pm Every 35 minutes 2 Bus Schedule

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

- Mon – Fri 7:05 am – 7:20 pm Every 75 minutes

Loop Buses (http://www.csi.cuny.edu/administration/ops/loopschedule.pdf) and Ferry Shuttle (http://www.csi.cuny.edu/ferryshuttle/) bus calendars and time tables are available via the college website. All suggestions and complaints should be submitted in writing to Operational Services 1M201.

Van service for persons with disabilities transports them door-to-door. It is arranged through the Office of Operational Services, located in 1M-201 (x3220), Monday through Friday between 9:00 am and 5:00 pm; and through the Office of Public Safety, located in 2A-208 (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 S93, which runs from 86th Street in Bay Ridge, Brooklyn to Victory Boulevard.

The X10, an express bus to Manhattan 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.

Career and Scholarship Center

The Center assists students and graduates with their job searches and employment goals. It also helps students with the fellowship and scholarship application process. The Center offers career coaching, online databases of available internships, résumé writing assistance, job fairs, and an on-campus interview program for students nearing graduation. It also offers mock interviews, an internship stipend program, and graduate school advisement. The Co-curricular transcript program is a newly added service available to students.

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 comprised of faculty and instructional staff, work closely with the Center when reading and ranking all applications.

Applications can be found online at www.csi.cuny.edu/career or are available in the Career and Scholarship Center, located in 1A-105.

Catalogs

CSI’s undergraduate and graduate catalogs are published yearly and can be accessed online at http://www.csi.cuny.edu/catalog/index.html.

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 1A-202 or e-mailed to the editor: terry.mares@postbox.csi.cuny.edu The deadline is Tuesday.
CSI Today

CSI Today provide up to the minute news stories about the College. http://csitoday.com/

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

During the academic semester CSI features two club hour periods each week that are reserved for “other than classroom activities.” These hours, every Wednesday from 2:30pm to 3:20pm, and every Thursday from 1:25pm to 3:20pm, are designed to increase learning opportunities by providing time for faculty, staff, and students to attend programs, hold meetings, and pursue interests that may not be strictly related to course content and classroom demands. During these periods most student clubs and organizations hold meetings. The Office of Student Life, Campus Center 1C-201, reserves classroom space during the club hours so various groups can meet on campus. 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 information, visit or call the Office of New Student Orientation /CLUE, which is located in 2A-208 (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 1A-109 (x2391). Also see CARES

Course Codes

Courses are identified by three letters (an alpha designation) and three numbers. The letters identify discipline: For example, ACC identifies Accounting; WGS identifies Women’s, Gender, and Sexuality Studies. Cross-listed courses are identified by six letters and three* numbers: CSC/ENS 446, for example, Computer Science and Engineering Science and Physics identify a course cross-listed in Computer Science and Engineering Science. Students may register for cross-listed courses under either alpha designation.- this is not entirely true; certain majors rather they register under the Program discipline – I would have departments/programs confirm.

*Please note that sometimes cross-listed courses do not share the same number. In cases like this, the course would be identified by six letters and six numbers (CSC 446/ENS 441)

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Remedial: does not satisfy general education or majors requirements</td>
</tr>
<tr>
<td>1XX</td>
<td>Introductory</td>
</tr>
<tr>
<td>2XX</td>
<td>Introductory: usually requires prerequisite or sophomore standing</td>
</tr>
<tr>
<td>3XX; 4XX</td>
<td>Advanced: has at least one pre- or co-requisite</td>
</tr>
<tr>
<td>5XX</td>
<td>Undergraduate Topics course*, independent study, internship</td>
</tr>
<tr>
<td>6XX; 7XX</td>
<td>Graduate Courses</td>
</tr>
<tr>
<td>8XX</td>
<td>Graduate topics course*, independent study</td>
</tr>
</tbody>
</table>

*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.

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day</td>
<td>1000-8899</td>
</tr>
<tr>
<td>Evening</td>
<td>9000-9899</td>
</tr>
<tr>
<td>Weekend</td>
<td>8900-8999</td>
</tr>
<tr>
<td>Off-campus</td>
<td>9900-9999</td>
</tr>
<tr>
<td>Winter</td>
<td>0500-</td>
</tr>
</tbody>
</table>

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 CFA Presents Series and the Staten Island Ballet and New York Philharmonic Ensemble 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 Campus Activity Board 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 CFA Presents Series is on the CFA Website (www.cfashows.com) and is on the CSI Bulletin; information about college, department, and student government events also appears on the Bulletin. CSI students receive 50% off on tickets and can buy $5 RUSH tickets thirty minutes prior to curtain for the CFA Presents Series. The box office extension is 2787. Most college, department, and student government events are free.

The Center has six performance spaces: the Springer Concert Hall, the Williamson Theatre, the Lab Theater (a.k.a. Black Box), the Recital Hall, the Lecture Hall, and a 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, a photography studio, a screening room, and a video production laboratory.

CUNY Tests

For details on required student testing, please visit the web site. http://www.csi.cuny.edu/testing/
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 500 or higher;
• if their mathematics score on the ACT is 21 or higher;
• if they score 75 or higher on the New York State Regents examinations in Integrated Algebra, or Geometry, or Algebra 2 & Trigonometry, and successfully completing each course in the three-course Regents sequence: Integrated Algebra; Geometry; and Algebra 2 & Trigonometry.

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 a college-level three credit course in English composition with a grade of C or better at another institution are exempt from the reading and writings exams; transfer students who have completed a college-level three credit course in Mathematics with a grade of C or better at another institution are exempt from the math skills test.

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 1A-104 (x2380).
Custodial Assistance

For information about cleaning, housekeeping, and custodial support, contact the Office of Buildings and Grounds. The office is located in 1M-203 (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 1C-002 (x3027).

Office of Disability Services

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

Emergency Closings

The President or 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 WBL 107.5 FM WLIR 1190 AM WCBS 880 AM & 101.1 FM WSIA 88.9 FM WFAS 1230 AM & 104 FM
CUNY Alert

CUNY Alert is an emergency notification system that will enable 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. Depending upon the severity of the incident, CUNY Alert messages can range from specific instructions to general warnings. These notifications will be sent to members of the campus community who have signed up for CUNY Alert. Messages can be received via cell phone (text and/or voice), land line telephone and e-mail. You must “opt in” to receive alerts, and you can choose your preferred format or formats to receive the messages.

Stay alert! Sign up today for CUNY Alert! http://www.cuny.edu/news/alert.html

How to Sign Up

To sign up for CUNY Alert at the College of Staten Island visit www.cuny.edu/alert for step-by-step instructions. You’ll be asked to provide at least one email address. You may also include a cell phone number and a provider to receive text message alerts and a phone number, either cell or land line, to receive voice alerts. You may list one phone number for each of these options, but you should be aware that the alert system will attempt to contact every number you list. Therefore, we advise that you list your preferred number for text messaging and/or your preferred number for voice messages. We suggest that you avoid using a CUNY phone number so that you can be reached at all times.

Employee Assistance Program

An Employee Assistance Program is available to faculty and staff facing concerns that affect their personal or 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 who can attend primarily 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. The Office is located in 2A-204 (x2155).
Office of Financial Aid

The Office of Financial Aid is open from Monday through Friday from 9:00 a.m. to 4:45 p.m. Advisors are available to assist current and prospective students with all aspects of financial aid application processing and funds disbursement at the College.

Financial Aid invites current and prospective students to use computers in its Student Service Center by appointment to review and file aid applications and related forms online. Appointments can be made by calling x 2601.

The office also administers the Federal Work-Study program. Students with a FWS award are placed in jobs on- and off-campus and work up to 20 hours a week around their class schedules. College faculty and administrative supervisors can request FWS student-workers at x2582. The Office of Financial Aid is located in 2A-401.

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 and Wellness Services

The CSI Health Center offers episodic treatment for acute health problems, first aid, immunizations, smoking cessation and other preventative services. The Center is staffed by nurses and health educators. Additional services, such as college-related physicals, are provided by nurse practitioners in collaboration with Staten Island University Hospital. The Health Center is open Monday from 9:00am-6:30pm, Tuesday and Friday from 9:00am-5:00pm, and Wednesday and Thursday from 9:00am to 7:00pm. It is located in 1C-112 (x3045); the TTY extension is x3315.

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 1M-203 (x3210).
The Hub

Advisors in the Hub assist students with services across a wide range of College functions. Currently, services are provided in the areas of Registrar, Student Financial Aid, Academic Advisement, Testing, College Health Center, Information Technology and more. The Hub is the place where students have their questions answered and receive assistance centrally without the inconvenience of visiting multiple offices across the campus. A 10-seat computer lab is also available for students to access web services. The Hub is located in 2A-106. The office is open Monday, Tuesday and Friday from 9am – 5pm, Wednesday, and Thursday from 9am – 8pm.

Identification Cards

To obtain a faculty or staff ID card, go to the Public Safety Office in building 2A-108 or the satellite office in the lobby of the library (1L). The hours have changed as follows:

<table>
<thead>
<tr>
<th>Location</th>
<th>Monday through Friday</th>
<th>Saturday &amp; Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>2A-108</td>
<td>9am-9pm</td>
<td>11am-3pm</td>
</tr>
<tr>
<td>1L-Lobby</td>
<td>10am-10pm</td>
<td>10am-6pm</td>
</tr>
</tbody>
</table>

Authorization letters are issued by the Office of Human Resources and a photo ID is required to obtain a CSI ID card.

Immersion Program

Immersion Programs are designed to address the developmental needs of incoming freshmen and continuing students as indicated by scores achieved on the CUNY Assessment Tests. Students who need to strengthen their skills in the areas of writing, reading and/or mathematics are given the opportunity to receive instruction in one or more basic skills areas by successfully completing intensive workshop programs. Workshops in reading, writing and mathematics are offered during the summer and January intersession. To be eligible, all students must continuously pursue any outstanding CUNY Assessment Test requirements prior to participating in a free Immersion program. For more information about eligibility criteria, please call at x4115, or visit http://www.csi.cuny.edu/oas/immersion.html

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. The director will issue an official letter requesting postponement. The Office is located in 1A-204 (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 2A-108 (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. The Laboratory Safety Officer is located in 6S-001 (x3906).

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 2A-108 (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 1M-203 (x3210); to report emergencies at other times, call x3204.

Media Relations

The Director of Communications 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. The office is located in 1A-202 (x2200).
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, 1M-201 (x3224).

Ombudsperson

An Ombudsperson, the Assistant Vice President for Student Affairs, assists students in understanding CSI policies and procedures. The Ombudsperson 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. The office is located in 1A-301 (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.

Parking Decal Fees

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students Fall &amp; Spring &amp; Summer</td>
<td>$92.00</td>
</tr>
<tr>
<td>Students Fall or Spring &amp; Summer</td>
<td>$49.00</td>
</tr>
<tr>
<td>Students Summer</td>
<td>$35.00</td>
</tr>
<tr>
<td>Students Full Academic Year Lot 6 Only (sold in person - first come first served)</td>
<td>$73.00*</td>
</tr>
<tr>
<td>Instructional Staff</td>
<td>$168.00</td>
</tr>
<tr>
<td>Teaching &amp; Non-teaching Academic Year</td>
<td>$127.00</td>
</tr>
<tr>
<td>Non-Instructional Staff Academic Year</td>
<td>$127.00</td>
</tr>
<tr>
<td>Adjuncts &amp; Graduate Assistants</td>
<td></td>
</tr>
<tr>
<td>Academic Year</td>
<td></td>
</tr>
<tr>
<td>One Semester</td>
<td>$64.00</td>
</tr>
<tr>
<td>College Assistants Academic Year</td>
<td>$97.00</td>
</tr>
</tbody>
</table>

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 1A-102 (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 2A-108 (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 1A-104 (x2380).

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 2A-108 (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 coordinates the recruitment and admission of freshmen, transfer, and graduate students through on- and off-campus activities, and on-line services. The Office handles all admission inquiries, provides pre-admission advisement, processes student applications, notifies students of admission and assists with enrollment in partnership with the other departments of the enrollment management division. The Office processes undergraduate applications in conjunction with the University Application Processing
Center (UAPC). In the case of graduate programs, the Office works with the graduate program coordinators. Recruitment and Admissions arranges interviews and tours of campus for prospective students (individuals and groups), coordinates the creation and distribution of general recruitment materials, and manages a Customer Relationship System (CRM) which contains information on prospects and inquirers. The Office collaborates with the Office of Marketing and Communications on various marketing and recruitment campaigns. The Office of Recruitment and Admissions is located in building 2A-103 (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 7:00 pm. The registration schedule is available each semester on the Registrar’s website at www.csi.cuny.edu/registrar/. The office is located in 2A-107 and 2A-110 (x2122 and 2127). Students can obtain information at x2120.

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’ fulltime 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 in 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 1A-301 (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 1M-103 (x3228).

Personal items cannot be delivered or shipped by CSI.

Smoking

CUNY and CSI prohibit smoking inside all buildings and will be prohibited on campus as of September 2012.

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 racquetball, and a swimming pool.

The Center offers group fitness classes in abdominals, aqua aerobics/aqua basics, body sculpt, cardio sculpt/cardio workout low intensity, interval workout with cardio dance, kickboxing, pilates style workout, step aerobics, tai chi, yoga and zumba.

The Center’s hours are, ordinarily, Monday through Friday from 7:00 am to 9:30 pm, Saturday from 8:00 am to 5:30 pm, and Sunday from 9:00 am to 4:30 pm. It is closed for special events and on major holidays.

Membership Services are located in 2R-204 (x3161).

Office of Student Life

The Office of Student Life serves the entire population of CSI by providing leadership development opportunities, advisement to clubs and organizations including the Campus Activities Board, and through the management of the Campus Center. The Office of Student Life sponsors annual programs including a leadership development workshop series, an annual
leadership conference, voter registration, and the publication of the student handbook. The Office is located in 1C-201.

The Gazetteer

Student Life programs provide the opportunity for students to grow emotionally, socially, and interpersonally. Students’ involvement in campus organizations and leadership development opportunities extends classroom learning into the many facets of their lives. Student Life allows students to network and form mentor relationships with CSI faculty and staff. The Student Life staff also encourages students’ personal growth by providing challenges and support as they question and clarify their values. 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 1R-204N (x3160) or on the CSI webpage: www.csidolphins.com/
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