

FACULTY HANDBOOK



PREFACE

The *Faculty Handbook* is a guide to various College policies, offices, and activities that affect faculty members. Every effort has been made to present information accurately; however, information may change. The contents of the *Faculty Handbook* do not replace or alter state and federal law or approved policies of the Board of Trustees of The City University of New York (CUNY), York College, and the contract between the Professional Staff Congress and CUNY.

This edition of the *Faculty Handbook* repeals and supersedes all previous editions. Copies of the *Faculty Handbook* and all supplements thereto are available on the York College website and in the offices of the York College president, vice presidents, college deans, and department chairs. The copy retained by the Office of the Provost is designated as the official *Faculty Handbook*. Amendments or revisions to the *Handbook* will be disseminated to faculty and posted on the York College website. Other information applicable to University academic

staff, such as employment benefits, optional insurance plans, and state and city retirement policies, is available in the York College Office of Human Resources and online.

Suggestions for improving the *Faculty Handbook* may be directed to the Office of the Provost.

CUNY Bylaws: www2.cuny.edu/about/trustees/

PSC-CUNY Contract: www.psc-cuny.org/contract/psc-cuny-contract

York College Academic Affairs: www.york.cuny.edu/academics/academic-affairs

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Chapter 1

THE CITY UNIVERSITY OF NEW YORK

1.1 Introduction to CUNY

Tracing its legacy to 1847 as the Free Academy, CUNY's mission is to provide "a quality, accessible education, regardless of background or means" (www2.cuny.edu/about/).

In 1961 The City University of New York was established, incorporating several colleges under the then Board of Higher Education. Today the governing entity is the Board of Trustees of The City University of New York, and it oversees the largest urban public university system in the United States. The chancellor is CUNY's highest ranking executive officer. For information about the current chancellor, see: www2.cuny.edu/about/administration/chancellor/office/.

In order to advance the mission of CUNY as defined by New York state education law, the University is committed to academic excellence and open access. By tradition it serves underrepresented and new populations of the City and State. One in every 31 New York City residents is presently a student at CUNY and a greater number of New Yorkers are graduates, parents, and grandchildren of its students. CUNY is the third largest university system in the country, with 6,700 full time teaching faculty, and offers undergraduate and graduate instruction to 274,000 students. An extraordinary number of alumni can be found among leaders in the arts, professions, politics, and business and many prepared for their careers by earning an associate, baccalaureate, or graduate degree from CUNY.

Students at CUNY are pursuing undergraduate, graduate, and professional degrees in 24 CUNY institutions on campuses in all five boroughs. Moreover, more than 275,000 students take adult, professional, and continuing education courses in 1,500 programs at CUNY institutions.

CUNY is composed of 11 senior colleges, 7 community colleges, and 6 Graduate, Honors, and Professional schools, including the CUNY Graduate School and University Center, the CUNY Graduate School of Journalism, the William E. Macaulay Honors College, the CUNY Graduate School of Public

Health and Health Policy, the CUNY School of Law, and the School of Professional Studies.

The University offers a variety of enrichment programs for incoming students, such as CUNY Start, as well as online baccalaureate degrees through the John Jay College of Criminal Justice and the School of Professional Studies and individualized baccalaureate degrees through the CUNY Unique and Interdisciplinary Studies Program. At York College, students can participate in College Now, the York Early College Academy, and summer immersion programs and workshops.

1.2 CUNY Board of Trustees

The governing body of CUNY is known as The Board of Trustees as per legislation enacted in 1979. The Board consists of 17 trustees: 10 appointed by the Governor and 5 appointed by the Mayor; the Chair of the University Student Senate and the Chair of the University Faculty Senate serve as members ex officio.

The Board has the general duties and powers of college and university trustees and overall jurisdiction of CUNY and its colleges and divisions. Such jurisdiction is spelled out in detail in the State Education Law (6201 through 6215; 6301 through 6308) and in the Bylaws of the Board.

The Bylaws of the Board consolidate all bylaw policy action items passed by the Board and currently in force. These Board Bylaws deal with matters including Board meetings, offices and committees of the Board, academic due process, and faculty and departmental duties. The Board Bylaws are the highest source of policy within the University and take precedence over all other University policy documents, including non-by-law policy action items.

For information about the CUNY Board of Trustees, including current members and bylaws, see www2.cuny.edu/about/trustees/the-board-of-trustees/.

Chapter 2

YORK COLLEGE

2.1 Introduction

York College was chartered in 1966 as “Alpha College,” a senior college of CUNY, and its first class entered in September 1967. In May 1968, Jamaica, Queens was selected as the college’s permanent location. Previously, York had temporary facilities in Bayside and elsewhere in Jamaica. The groundbreaking for the permanent campus took place in December 1980, and the college moved to the newly constructed Academic Core in September 1986.

York College is organized in three Schools—the School of Arts and Sciences, the School of Health Sciences and Professional Programs, and the School of Business and Information Systems. The College offers B.A. and B.S. degrees in over 40 different liberal arts, sciences, and professional majors, including English, History, Spanish, Music, Biology, Chemistry, Psychology, Physician Assistant, Aviation Management, Nursing, and Communications Technology, as well as the combined B.S./M.S. in Occupational Therapy. Students may also earn M.S. degrees in Clinical Trials Management, Pharmaceutical Science and Business, Physician Assistant, and Social Work Programs. The College is distinguished not only for offering a variety of majors and minors in almost every discipline but also for bringing professional programs in Business, Accounting, Information Systems Management, Teacher Education, Generic Nursing, Social Work, and Health Sciences to traditionally underserved populations. The College also offers certificate programs in a variety of fields, including: Mortgage Finance, Survey Research, and Spanish for Professional Purposes.

In addition to the CUNY Aviation Institute, York College is home to the Northeast Regional U.S. Food and Drug Administration Headquarters (FDA).

The College’s student population consists of approximately 8,000 students from over 121 countries who collectively speak more than 87 different languages.¹ Approximately 37 percent of York College students study part-time, and in 2015, 936 were transfer students and 1,030 were entering college for the first time. York offers a variety of scholarships, both merit and retention, through the York College Foundation, Student Government Association, and Auxiliary Enterprises, Inc.

In Fall 2016, with 188 full-time faculty and 391 part-time faculty, there was a student-to-faculty ratio of 19:1. Most full-

time faculty hold terminal degrees in their disciplines and are also recipients of many national and regional awards, receiving grants from federal, state, and local government agencies.

Since 1971, York College has conferred more than 26,000 undergraduate and graduate degrees. York students progress toward graduation at different rates. Most students combine the role of student with that of employee and/or parent which may necessitate part-time enrollment or temporary leaves from their academic pursuits.

2.1.1 Accreditation

York is accredited by the *Middle States Association of Colleges and Schools* and is a member of the *Association of Colleges and Universities of the State of New York*, the *American Association of Colleges for Teacher Education*, and the *National Council for Accreditation of Teacher Education* (NCATE). All Education Programs are registered by the *New York State Department of Education* and lead to New York State provisional certification after the written parts of the New York State Teacher Certification Examination are passed. York’s Occupational Therapy Program is accredited by the *Accreditation Council for Occupational Therapy Education* (ACOTE) of the American Occupational Therapy Association (AOTA); York’s Physician Assistant Studies Program is accredited by the *Accreditation Review Commission on Education for the Physician Assistant, Inc.*; York’s Social Work Program is accredited by the *Council on Social Work Education*; and the Nursing Program by the *National League for Nursing*. A degree in Accounting at York College includes all the educational requirements needed for the Uniform Certified Public Accountant Examination.

2.1.2 Location and Facilities

At the heart of the 50-acre York College campus is the Academic Core, which houses classrooms, lecture halls, laboratories, art studios, the library, computer facilities, academic and administrative offices, as well as dining facilities. On adjacent blocks are located the 1,500-seat Milton G. Bassin Performing Arts Center, the Health and Physical Education facility, which includes a gymnasium and swimming pool, Classroom and Science Buildings, Athletic Fields, and the East and South Parking Fields. Other facilities on the College site include the Federal Food and Drug Administration building and the Queens High School for the Sciences at York College.

¹ For data about the College’s student population, see the York College *Fact Book*, which is updated by the Office of Institutional Research. <https://www.york.cuny.edu/president/institutional-effectiveness/institutional-research/fact-book-1>

2.1.3 Intercollegiate Athletics and Recreation

Athletics Mission

York College places equal importance on the goals and objectives of competition and spectatorship and fosters an atmosphere of collegiality and a “love and enjoyment of the sport,” not merely competition for the extrinsic award. The York College *Cardinals* are guided by the principles of mutual respect and discipline and are challenged to achieve as individuals and members of their respective teams. To this end, the college places greatest emphasis on in-region, regular-season competition and CUNYAC championship. At no time do the goals and objectives of competition outweigh student athletes’ physical, mental, and emotional well-being.

York College embraces the philosophy of Division III competition and honors academics first and athletics second. Student athletes are encouraged to be scholar-athletes as evidenced by the academic good standing requirement of the college, which exceeds the minimum grade point average for graduation and applies to all athletes regardless of curriculum level.

About Athletics

York College, home of the *Cardinals*, competes in National Collegiate Athletic Association (NCAA) Division III competition and is part of the City University of New York Athletic Conference (CUNYAC). The *Cardinals* are also a member of the Eastern College Athletic Conference (ECAC). To date, they have captured 31 CUNYAC Championships, with the most, totaling seven, coming from Men’s Outdoor Track. In 2010, York took home five conference titles, the most in the college’s history for one season.

York College offers 17 varsity sports:

Men’s Sports: Basketball, Cross Country, Indoor and Outdoor Track and Field, Soccer, Swimming, Tennis, Volleyball

Women’s Sports: Basketball, Cross Country, Indoor and Outdoor Track and Field, Soccer, Softball, Swimming, Tennis, Volleyball

To be eligible to participate in intercollegiate athletics, a student must:

1. Meet the admissions requirements of the college.
2. Be a full-time matriculated student carrying at least 12 degree credits (or equated credits).
3. Meet the minimum requirements for good academic standing and making reasonable progress toward a degree.
4. Comply with NCAA Division III rules and regulations, as well as meeting conference eligibility requirements.

Student-athletes are eligible to compete for four seasons of intercollegiate competition in any one sport, spanning 10 full-time semesters (15 quarters) of college attendance.

Sports Medicine coverage is provided to all York College athletes by the Athletic Trainer (AT) or certified Athletic Trainer. The AT acts in conjunction with the Office of Public Safety in case of emergency or injury.

Facilities

York College offers numerous athletic facilities on its campus including:

- 2,500-person capacity Gymnasium
- Heated locker rooms
- Indoor Track
- Fitness Center and Weight Room
- Six-lane heated Swimming Pool
- Six-lane Outdoor Track
- Six Tennis Courts
- Turf Soccer Field
- Athletic Field with Throwing Cages

For further information, see:

- www.york.cuny.edu/academics/departments/health-physical-education/student-resources/intercollegiate-athletics
- yorkathletics.com
- facebook.com/yorkathletics
- youtube.com/yorkathletics
- Twitter/ Instagram: @yorkcardinals

Recreation

The following facilities are available to all students, faculty, staff, and alumni of York College during specified hours. Recreation schedules are available prior to the start of each semester and can be obtained at the Recreation and Intramural Office in HPE Room P109B or online at yorkathletics.com.

- Gymnasium
- Indoor Track
- Fitness Center
- Multi-Purpose Room
- Swimming Pool
- Outdoor Field
- Tennis Courts (seasonal)

Recreation Rules

1. Valid York ID must be presented to Recreation staff in order to use the recreational facilities. ID will be held until completion of workout.
2. Proper attire must be worn at all times: Gymnasium—tee shirt, shorts, or sweatpants and sneakers. Swimming Pool—Nylon or Lycra swimsuits only (no basketball shorts or cut-offs).
3. No outside food or drink is permitted in the recreation facilities.
4. Lockers are available on the lower levels and are for daily-use only.
5. Clothes are to be changed in community locker rooms only, or faculty locker rooms as assigned.
6. Personal belongings, such as coats, bags, books etc. are not permitted to be left in the recreational spaces.
7. All participants must adhere to York College’s code of conduct.

Intramurals

The York College Athletic Department hosts a wide range of athletic intramural events, all of which are co-ed, throughout the academic year. These activities and events are designed for the participation, recreation, and enjoyment of the entire campus community, including faculty, staff, undergraduate and graduate students. It is our goal to actively promote college community engagement through health and recreational activities, which include but are not limited to the following:

- Table Tennis
- Badminton
- Basketball
- Volleyball
- Flag Football
- Soccer
- Run For Fun Race
- Ultimate Frisbee
- Dodgeball

For further information, see: www.york.cuny.edu/academics/departments/health-physical-education/student-resources/intercollegiate-athletics

2.2 Organization of York College

2.2.1 York College Mission and Core Values

Mission

York College enriches lives and enables students to grow as passionate, engaged learners with the confidence to realize their intellectual and human potential as individuals and global citizens.

Core Values

INTEGRITY

York College/CUNY embraces integrity as a central value in all aspects of its engagement including teaching, learning, research and service; Integrity will emerge from committed, continuing and rigorous evaluation of all college policies, procedures and processes.

DIVERSITY

York College values cultivating a climate of acceptance, mutual respect and appreciation of unique differences across the human spectrum.

INTELLECTUAL DISCOVERY & CREATIVITY

York College values providing an intellectual environment where students and faculty will take ownership for and responsibility to excel in academic inquiry, creativity, scholarship, research, interdisciplinary collaboration and professional growth.

INTENTIONAL INTERACTIONS

York College creates opportunities for productive and creative intentional interactions among the various groups of the college to foster a small college atmosphere.

SELF-REFLECTION & ACCOUNTABILITY

Each member of the York Community, on an ongoing basis, will reassess their effectiveness, identify challenges, create a plan to meet the challenges, and improve decision-making and institutional effectiveness.

CIVIC ENGAGEMENT

Each member of the York College community assumes personal responsibility and awareness of our respective communities and strives to serve the common good.

2.2.2 York College Vision

York College's hallmark academic programs in liberal arts and sciences will be recognized as centers of excellence within CUNY, attracting and graduating some of the best and most highly motivated students from New York City and the greater New York area. We will be the first choice for prospective CUNY students interested in the health professions, allied health sciences, and business, including aviation management. York College will also establish itself as a model for enabling first generation college students to earn an undergraduate degree, and will fulfill students' individual academic goals while preparing them for graduate education and the competitive marketplace.

Students are at the center of their own learning at York College. We offer multiple opportunities for student engagement, inquiry and research-based scholarship, and experiential learning. York maintains a vibrant campus where students actively participate in extra-curricular programs and collaborate with faculty and academic peers whose backgrounds are distinctly different from their own. The College has a dynamic student life with athletic and visual/performing arts programs, special interest clubs and social organizations where students develop enduring relationships and refine interpersonal skills.

The College will enable faculty and students to pursue their highest goals and foster their development as individuals and professionals. York College will be an attractive place to work, which will draw highly qualified candidates for its academic, executive, professional and administrative positions. The multicultural nature of our sustainable academic and social environments enriches the collegiate experience for all students, faculty and staff.

York College will be a magnetizing institution within the Queens community where students and graduates are mobilized as advocates/participants in continuous civic engagement. Our strong alumni network supports our programs, serves as ambassadors and donates time, talent and capital to advance our mission. Our Continuing and Professional Education function attracts students, graduates, individuals and professionals in pursuit of continued personal and professional development. Our business outreach activities engage the business community to strengthen our town-grown relationships.

2.2.3 Organization and Governance

York College is governed by a college senate comprised of elected representatives of the faculty, the student body, and

the administration. Thus faculty, students, and administrative staff participate in College governance, which is conducted according to procedures outlined in the Bylaws of CUNY and in the York College Charter (see Appendix A) as approved by the Board of Trustees of CUNY. The York College Senate is the chief legislative body of the College. Reporting to the Senate are various standing college committees which oversee such matters as curriculum and academic standards. In addition, ad hoc committees are formed as needed.

The Standing College Committees are:

Committee on Academic Policy and Standards
 Committee on Campus Environment and Facilities
 Committee on College Curriculum
 Committee on Elections
 Committee on Governance
 Committee on Instruction and Professional Development
 Committee on Library and Technology
 Committee on Resources

The York College charter (<https://www.york.cuny.edu/senate/charter/charter-2015>) details the membership, functions, procedures, meeting times, and accountability for these Standing College Committees. Faculty membership of the standing committees is pre-determined and solicited through the York College Senate and then voted on by the Faculty Caucus, which is comprised of faculty members who serve as representatives on the York College Senate. Department Chairs can guide faculty in relation to committee service.

2.2.4 The Administrative Offices at York College

The Administrative Offices at York College relate to each other in terms of reporting as illustrated in the following organizational charts, which are updated each October, February, and June by the Office of Institutional Effectiveness:

President's Division (<https://www.york.cuny.edu/file-repository/org-chart-president2019s-division.pdf/view>);

Student Development Division (<https://www.york.cuny.edu/file-repository/org-chart-student-development-division.pdf/view>);

Administrative Affairs Division (<https://www.york.cuny.edu/file-repository/org-chart-administrative-affairs-division.pdf/view>);

Institutional Advancement Division (<https://www.york.cuny.edu/file-repository/org-chart-advancement-division/view>);

Academic Affairs Division (<https://www.york.cuny.edu/file-repository/org-chart-academic-affairs-division.pdf/view>).

Office of the President

According to the CUNY Board of Trustees Bylaws—Section 11.5 THE PRESIDENT, with respect to his/her educational unit shall:

- a. Have the affirmative responsibility of conserving and enhancing the educational standards and general academic excellence of the college under his/her jurisdiction. Such

responsibility shall include but not be limited to the duty to recommend to the board for appointment, promotion, and the granting of tenure only those persons who he/she is reasonably certain will contribute to the improvement of academic excellence at the college. These recommendations shall be consistent with the immediate and long range objectives of the college.

- b. Have the power (1) to remove a department chairperson in accordance with section 9.1c; and (2) to initiate recommendations for appointment in a department to a professional title in accordance with section 9.6a.
- c. Be an advisor and executive agent of the board and have the immediate supervision with full discretionary power to carry into effect the bylaws, resolutions, and policies of the board, the lawful resolutions of any of its committees, and the policies, programs and lawful resolutions of the several faculties and students where appropriate.
- d. Exercise general superintendence over the concerns, offices, employees, and students of his/her college: prepare and implement the college master plan.
- e. Act as chairperson of the faculty, faculty council and the committee on faculty personnel and budget, and of equivalent bodies as established.
- f. Attend meetings of the board and advise on all matters related to educational policy and practice.
- g. Transmit to the board the recommendations of his/her faculty or faculty council on matters of curriculum and other matters falling under faculty jurisdiction.
- h. Consult with the appropriate departmental and faculty committees on matters of appointments, reappointments, and promotions; take student evaluations into account in making recommendations thereon; present to the board his/her recommendations thereon; notify the appropriate faculty committees of his/her recommendations to the board.
- i. Be responsible for the presentation to the chancellor of tentative annual budgets.
- j. Be responsible for the presentation to the chancellor for submission to the board of communications from faculties, officers, employees, and students together with any advice and recommendations of his/her own concerning the subject of such recommendations and communications.
- k. Between meetings of the board, be authorized in an emergency to fill temporary vacancies in the instructional staff below the rank of professor in accordance with the method of appointment herein provided and to make such administrative arrangements and appointments as cannot well await the action of the board or its appropriate committee.
- l. Be responsible for assuring the necessary departmental and administrative tentative annual budgets are initiated and submitted.
- m. Report biennially to the board, on or before December thirty-first, concerning the affairs of his/her college during the preceding academic years.

- n. Live in a residence provided for him/her by the board.
- o. Have such additional specific duties as the board shall designate.
- p. Qualifications: He/she shall have an outstanding reputation as an educational administrator; personal qualities conducive to success as a leader of scholars and teachers; and as an executive.

Division of Academic Affairs

The Office of Academic Affairs, under the leadership of the Provost and Senior Vice President for Academic Affairs, is responsible for the implementation and quality of academic programs. This entails overseeing the work of academic deans, department chairs, and the Chief Librarian. The Provost is also responsible for the Honors and Undergraduate Research Programs, and several academic support units, including the Registrar's Office, the Center for Teaching, Learning and Educational Technologies, Student Academic Services, and the Collaborative Learning Center.

The Provost serves as the President's deputy and performs special assignments as requested. They serve as Chief Executive Officer of the College in the President's absence. Specific duties include the following:

1. Advise the President on matters of curriculum and academic personnel policy.
2. Serve on the President's Cabinet.
3. Serve on and chair (in the President's absence) the College-wide Personnel and Budget Committee.
4. Serve as academic resource to the President's Labor Relations designee.
5. Serve as immediate supervisor of department chairs.
6. Review, assign, and/or reassign teaching position distributions among the departments and disciplines.
7. Evaluate personnel assigned to the Office of Academic Affairs.

Division of Student Development

The Office of Student Development, under the leadership of its vice-president, is to complement the academic and service functions of the college by providing an environment in which community is developed. Within this community, students are encouraged to contribute responsibly to the college and society. Programs sponsored by the division integrate students into college life and enhance their total development with particular emphasis on intellectual, ethical, social, career, emotional, and personal development.

Division of Administrative Affairs

The Division of Administrative Affairs is under the leadership of the Chief Operating Officer (COO)/Vice President of Administration and Finance. The Division includes the following areas: Budget and Planning, Human Resources, Information Systems, Facilities and Planning Operations, Enrollment Management, Economic and Workforce Development, and Public Safety. The Vice President (or designee) serves as an Officer of the College's Related Entities (which includes the York College Foundation, the York College Auxiliary Enterprises and the York College

Association), and is the College's liaison for fiscal affairs to the Central Administration and external organizations.

Division of Institutional Advancement

The Division of Institutional Advancement supports, encourages, and promotes York College's academic mission and vision by securing resources for current operations and capital projects; marketing the institution to targeted audiences and publics; and enhancing relationships with the region's business, nonprofit and civic communities.

To fulfill its mission, Institutional Advancement solicits and receives gifts and pledges of money and other property, both real and personal; by outright gift; by planned gift arrangements; and by bequest. Institutional Advancement is the primary channel for all gifts to the College from all private sources.

Office of Institutional Effectiveness and Strategic Planning

The mission of the Office of Institutional Effectiveness is to lead, coordinate, and support initiatives and projects related to planning, assessing, examining, and reporting in support of the mission and strategic goals of York College. The Office promotes a commitment to excellence and continuous improvement through oversight of assessment, regional accreditation, accountability and strategic planning functions.

Specific responsibilities include:

- Supporting college-wide strategic planning and coordinating systematic monitoring of progress on strategic goals
- Coordinating a system of college-wide assessment and supporting the assessment activities of York College assessment committees and academic and administrative units
- Liaison activities with the regional accreditor Middle States Commission on Higher Education
- Coordinating a systematic process of assuring the quality of academic programs through the oversight and support of accreditation activities and academic program review.

The Office of Institutional Effectiveness consists of the following offices:

- The Office of Institutional Research
- Institutional Assessment
- Liaison to Middle States Commission on Higher Education

2.3 Organization and Duties of Departments at York College

Departmental organization and duties are determined by the Bylaws of the CUNY Board of Trustees.

Each department, subject to the approval of the faculty or faculty council, where existent, and subject to the provisions of other sections of these bylaws, shall have control of the educational policies of the department through the vote of all

of its members who have faculty rank or faculty status; and if the department so desires, it may enfranchise persons in visiting professorial titles and other members who have been appointed on an annual salary basis for a first or second year of full-time service to vote on departmental matters except for the election of department chairpersons, departmental committee on personnel and budget, or departmental committee on appointments. Each department shall cooperate with related departments and with college agencies in general in the development of college-wide interests.

The executive officer of the department shall be the department chairperson who shall be a professor, associate professor or assistant professor elected by secret ballot for a term of three years, except as provided below, by a majority vote of all the members of the instructional staff of the department who have faculty rank. Proxy or mail voting shall not be permitted. The department chairperson must be tenured or have been approved by the board for tenure at the time of his/her election, except in departments less than seven years old. Such elections shall be subject to the subsequent approval of the president and the board. The present system of staggered departmental elections shall be continued. The successors of department chairpersons shall be elected during the first full week in May at the expiration of the respective terms of office to take office as of July first of the year in which they are elected and at the three year intervals thereafter. Vacancies shall be filled by election for the unexpired term. Notwithstanding anything in the foregoing to the contrary, in the library department, the president of the college shall from time to time recommend a member of the department to the board for designation as chairperson.

In any case where the president does not approve the election of a department chairperson, or at such other time as the interests of the college may require the removal of a chairperson and the appointment of a new one, he/she shall confer with the department and thereafter shall report to the board any subsequent action by the department with respect thereto, together with his/her own recommendation for a chairperson. The recommendation by the president to the board for the designation of the department chairperson should take place only after careful consideration by the president of the qualifications of those selected by the respective departments. The president shall base his/her recommendation on the capacity of the individual selected to act effectively as the departmental administrator and spokesperson and as a participant in the formation, development, and interpretation of college-wide interest and policy.

Where there are less than three tenured professors, associate professors, and assistant professors in a department, the president may, except where the department has been in existence for less than seven years, after consultation with the departmental faculty, recommend the appointment of a chairperson to the board from among the members of the department holding professorial rank. Where the department chairperson is recommended by the president pursuant to this subdivision, subdivision "c" of this section, or subdivision "a" of section 9.6, the chairperson need not be tenured.

There shall be in each department a department committee on personnel and budget, consisting of the department chairperson and where possible, of four other members who must have faculty rank. The number of members of faculty rank shall not affect provisions for student membership, if the college governance plan so provides. Four of the faculty members of the committee must be tenured, except if the department has fewer than four tenured faculty members. The department chairperson shall be the chairperson of the committee. The four faculty members shall be elected by a majority vote of those persons in the department having faculty rank. Election shall be held at the same time that the department chairperson is elected. A vacancy in the office of the chairperson prior to expiration of his/her term when such vacancy necessitates an election for a new chairperson shall not affect the term of the committee.

Each department may name such other committees as it chooses and shall have the fullest measure of autonomy consistent with the maintenance of general educational policy.

2.3.1 Procedures for Department Committees

Each department committee shall keep minutes of its proceedings conforming insofar as is practicable to *Robert's Rules of Order, Revised*. It is the responsibility of the department chairperson, except as specified below, to circulate the minutes of each departmental committee to all members of the department.

The actions of the appropriate committee concerned with instructional staff appointments, reappointments, reappointments with tenure, and promotion shall be by secret ballot, and the result of the balloting shall be duly recorded in its minutes. All records of the proceedings with respect to a candidate shall be filed in the candidate's administration file, available only to the committees and individuals responsible for the review and recommendation of appointments, promotion, and tenure. It shall be the duty and responsibility of the department chairperson to communicate to the candidate the action of the committee, but no reason shall be assigned for a negative recommendation. The affirmative recommendations of the committee shall be submitted by the department chairperson to the president and appropriate college committee on personnel and budget in accordance with procedures set forth in the bylaws of the board.

2.3.2 Duties of Department Chair

The department chairperson shall be the executive officer of his/her department and shall carry out the department's policies, as well as those of the faculty and the board which are related to it. He/she shall:

1. Be responsible for departmental records.
2. Assign courses to and arrange programs of instructional staff members of the department.
3. Initiate policy and action concerning the recruitment of faculty and other departmental affairs subject to the

powers delegated by these bylaws to the staff of the department in regard to educational policy, and to the appropriate departmental committees in the matter of promotions and appointments.

4. Represent the department before the faculty council or faculty senate, the faculty, and the board.
5. Preside at meetings of the department.
6. Be responsible for the work of the department's committee on appointments or the department's committee on personnel and budget which he/she chairs.
7. Prepare the tentative departmental budget, subject to the approval by the department's committee on appointments or the department's committee on personnel and budget.
8. Transmit the tentative departmental budget to the president with his/her own recommendations.
9. Arrange for careful observation and guidance of the department's instructional staff members.
10. Make a full report to the president and to the college committee on faculty personnel and budget of the action taken by the department committee on personnel and budget or department committee on appointments when recommending an appointee for tenure on the following:
 - a. Teaching qualifications and classroom work.
 - b. Relationship of the appointee with his/her students and colleagues.
 - c. Appointee's professional and creative work.
11. Hold an annual evaluation conference with every member of the department after observation and prepare a memorandum thereof.
12. Generally supervise and administer the department.

Each library, where size makes it practicable, shall constitute an instructional department of the college. The chairperson thereof shall be designated by the president. Such chairperson, in addition to the duties of department chairperson as enumerated in paragraph "a" of this section, shall be charged with the administration of the library facilities of his/her college and shall perform such other duties as the president may assign. Such chairperson is hereby authorized to use the additional title of "chief librarian."

Where student personnel services are constituted an instructional department of the college, the dean of students shall be the department chairperson.

2.4 Academic Freedom and Shared Governance

Academic freedom and shared governance are long-established and living principles at York College/CUNY. The University cherishes the free exchange of ideas, diversity of thought, joint decision making, and individuals' assumption of responsibility.

Academic freedom at York College is anchored by the 1940 Statement of Principles of the American Association of University Professors whose purpose was to promote pub-

lic understanding and support of academic freedom and tenure in institutions of higher education (www.aaup.org/report/1940-statement-principles-academic-freedom-and-tenure). Academic freedom is fundamental to the central values and purposes of a university, which in turn protects freedom of inquiry and speech, and the common good. The common good depends upon the search for truth and its free exposition.

Academic freedom applies to both teaching and research. Freedom in research is crucial to the advancement of truth. Academic freedom in teaching is fundamental for the protection of the rights of the teacher and of the student. It carries with it duties correlative with rights. In this context tenure is a means to certain ends, specifically: (1) Freedom of teaching and research and of extramural activities, and (2) A sufficient degree of economic security. Hence tenure is indispensable to the success of an institution in fulfilling its obligations to its students and to society.

Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the Institution. Also teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of appointment.

Further college or university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As a person of learning and an educational officer, faculty should remember that the public may judge their profession and this institution by their utterances. Hence faculty should at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that they are not institutional spokespersons where appropriate.

York College/CUNY believes in the widely accepted principles of shared governance. Therefore, the University recognizes that the faculty has primary responsibility for such fundamental areas as curriculum, subject matter and methods of instruction, research, faculty status, and those aspects of student life which relate to the educational process. York College/CUNY also endorses a consultative process by which academic decisions are made through a joint effort of faculty and administrators and with the cooperation and support of the affected faculty constituency.

The President's authority derives from the Bylaws of the Board of Trustees of CUNY. As the chief executive officer of York College, the President is largely responsible for the maintenance of existing institutional resources and the creation of new ones; has ultimate managerial responsibility for a large number of nonacademic activities; and by the nature of the office is the chief spokesperson for York College. In these and other areas

the President's task is to plan, organize, direct, and represent. In these functions, the President welcomes the general support of the faculty. York College/CUNY recognizes that the faculty should be consulted with respect to such matters as long-range plans for the institution, the allocation and use of fiscal and physical resources, and the selection of academic officers.

York College/CUNY acknowledges that true faculty participation in the governance of academic affairs requires good

faith on the part of both faculty and administration and a genuine commitment by both to a program of shared governance.²

² This policy draws from the 1940 "Statement of Principles" of the American Association of University Professors and the 1966 "Statement on Government of Colleges and Universities" jointly formulated by the American Association of University Professors, the American Council on Education, and the American Association of Governing Boards of Universities and Colleges.

Chapter 3

FACULTY PERSONNEL MATTERS

3.1 Introduction

Offering a diverse curriculum that utilizes faculty-guided research projects, York College provides a rich academic environment that prepares its students to excel in all areas of life. York College students have the opportunity to choose a major from a wide variety of Liberal Arts and Sciences, all of which are designed to provide the depth and breadth of knowledge necessary to pursue a full range of interests. Additionally, students may apply for entry into professional programs, such as Nursing, Teacher Education, and others.

The information in this chapter is largely taken verbatim from *The Manual of General Policy* (MGP), a reference guide that summarizes the Bylaws and action items of the CUNY Board of Trustees (<http://www2.cuny.edu/about/trustees/the-board-of-trustees/>).

The MGP includes non-bylaw policies passed by the CUNY Board of Trustees that are currently in force. In a small number of cases, materials from other sources have been incorporated into the MGP due to their importance. It should be noted that the MGP is not a legal authority; in all cases requiring a legal authority, the text of the Board of Trustees Minutes or other originals document(s) should be consulted.

3.2 Definition of Faculty Rank

The presidents, vice presidents, deans, associate and assistant deans, the business managers and all persons who are employed full-time on an annual salary basis in titles on the permanent instructional staff, except college laboratory technicians, shall have faculty rank. All persons having faculty rank shall have the right to vote both in the faculty of which they are members and in their respective departments provided, however, that they have not received notice of non-reappointment, or submitted a resignation (Bylaws, Article VIII, Section 8.1, page 8.1). A person with faculty rank who is retiring shall retain his/her voting rights during his/her last year of service.

3.3 Definition of Faculty Status

Persons employed in the titles of instructor or lecturer (full-time) who have been reappointed on an annual salary basis for a third or later year of continuous full-time service shall have faculty status. All persons having faculty status shall have such

voting rights as they are entitled, provided, however, that they have not received notice of non-reappointment, or submitted a resignation. A person with faculty status who is retiring shall retain his/her voting rights during his/her last year of service.

3.4 The Faculty at York College

The faculty shall consist of all persons having faculty rank or faculty status and such other individual members of the instructional staff as the faculty may add because of their educational responsibilities.

3.4.1 Reassigned Time

Faculty may receive reassigned time from the Provost to work on special administrative projects. Reassigned time, which is funded by various College, University, and external sources, is counted as part of a faculty member's class contact hours. Reassigned time is granted to faculty members serving as department chairs and in some other college-wide administrative roles.

3.5 Committee on Faculty Personnel and Budget

There shall be in each college a college-wide committee on faculty personnel and budget (P&B) or equivalent committee. The chairperson of this committee shall be the president. The members of the committee shall be administrative representatives designated by the president and the departmental chairpersons. There are also departmental P&B committees which include Department chairs and four other (usually tenured) faculty members.

This committee shall receive from several departments all recommendations for appointments to the instructional staff, reappointments thereto, with or without tenure, and promotions; it shall recommend action thereon to the president. If the recommendations are adverse to the person concerned and if he/she considers himself/herself aggrieved within the terms and conditions of an existing collective negotiation agreement, he/she may avail himself/herself of the grievance procedures set forth in said agreement. All decisions made by the college-wide P&B are advisory to the President who is the final arbiter. The president shall consider such recommendations in making his/her recommendations on such matters to the board.

3.5.1 Procedure for College Committees on Faculty Personnel and Budget

Each committee concerned with instructional staff appointments, reappointments with tenure, and promotions shall keep minutes of its proceedings conforming insofar as is practicable to *Robert's Rules of Order, Revised*. The actions of the committee shall be by secret ballot and the results of the balloting shall be duly recorded in its minutes. All records of the proceedings with respect to a candidate shall be filed in the candidate's administration file, available only to the committees and balloting individuals responsible for the review and recommendation of appointments, reappointments, promotions, and tenure. It shall be the duty and responsibility of the president, or his/her designee, to communicate to the candidate the action of the committee but no reason shall be assigned for a negative recommendation. The affirmative recommendation of the committee shall be submitted to the president in accordance with the procedures set forth in the bylaws of the board.

3.6 York College Guidelines on Reappointment, Tenure and Promotion

3.6.1 Introduction

These Guidelines clarify the requirements for and process involving reappointment, tenure, and promotion at York College. Generally, candidates are required to provide evidence—as opposed to assertion—of quality teaching, research/creative work, and service, with demonstration that such performance is improved over time. As well, *Memoranda of Evaluations* by Department Chairs must be evaluative not descriptive. These Guidelines should be read in conjunction with relevant Operational and Submission Guidelines, which identify annual time-tables.

Generally, these Guidelines pertain to the following:

- College Laboratory Technicians, Instructors, Lecturers, Assistant Professors, Associate Professors, Professors, Distinguished Lecturers and Clinical Professors³ seeking Annual Reappointment;
- College Laboratory Technicians seeking tenure;
- Lecturers seeking the Certificate of Continuous Employment;
- Assistant Professors, Associate Professors, and Professors seeking Tenure;
- Assistant Professors seeking promotion to the rank of Associate Professor; and
- Associate Professors seeking promotion to the rank of Professor.

The evaluation process involves the use of two main instruments: *Reappointment and Promotion Applications*, and *Portfo-*

lios, as outlined below. Various required materials are submitted online. To this end, faculty seeking reappointment, with or without tenure, need to submit documentation in common electronic file formats, such as MS Word, Adobe PDF, and JPEG. A current online CV is also part of the entire application package.

In order to upload materials, update the online Curriculum Vitae (CV), and enhance the CV through commentary, faculty need to log in on the College website and proceed to their CV area. Instructions about online submission of materials can be found at: www.york.cuny.edu/academics/academic-affairs/faculty-resources/p-b-information/online-reapplication-process

Some information will have to be submitted by the department chair, as outlined in the *P&B Online Actions Grid*, which indicates the items that are to be uploaded by faculty and those that are to be uploaded by the chair. It is available at: www.york.cuny.edu/academics/academic-affairs/faculty-resources/p-b-information/online-actions-grid/view

Materials that are intended to be part of a Portfolio but that are bulky, or cannot be made available in common electronic file formats, or that exceed the available space in the online submission, may be deposited in the Office of Academic Affairs (2H07).

Instruments for Existing and New Faculty Instructors⁴ and Assistant/Associate/Professors

APPOINTMENT	INSTRUMENT	YEARS OF SERVICE
Initial appointment	CV and application	0
First reappointment	Reappointment Application	1
Second Reappointment	Reappointment Application	2
Third Reappointment	Portfolio	3
Fourth Reappointment	Reappointment Application	4
Fifth Reappointment	Reappointment Application	5
Sixth Reappointment	Reappointment Application	6
Seventh Reappointment (tenure)	Portfolio and three external evaluations	7

Instruments for Lecturers⁵

APPOINTMENT	INSTRUMENT	YEARS OF SERVICE
Initial appointment	CV and application	0
First reappointment	Reappointment Application	1
Second Reappointment	Reappointment Application	2
Third Reappointment	Portfolio	3
Fourth Reappointment	Reappointment Application	4
Fifth Reappointment (CCE) ⁶	Portfolio	5

Instruments for College Laboratory Technicians

APPOINTMENT	INSTRUMENT	YEARS OF SERVICE
Initial appointment	Resume and application	0
First reappointment	CLT Performance Evaluation	1
Second Reappointment	CLT Performance Evaluation	2
Third Reappointment	CLT Performance Evaluation	3
Fourth Reappointment	CLT Performance Evaluation	4
Fifth Reappointment (CCE)	CLT performance Evaluation	5

³ Distinguished Lecturers and Clinical Professors are non-tenure bearing positions and subject to limitations and other conditions as indicated in CUNY Board of Trustees Bylaws and the PSC-CUNY Collective Bargaining Agreement.

⁴ Instructors are expected to complete their terminal degree within 5 years of hire.

⁵ The reference here does not relate to Distinguished Lecturers.

⁶ This reference relates to Lecturers only.

3.6.2 Reappointment Application

The Reappointment Application is the instrument to be used in reappointment years when the Portfolio is not required. However, departments are free to require the preparation of Portfolios for internal departmental purposes.

The Reappointment Application will comprise the following:

1. A Candidate's Letter of no more than two pages, double spaced, with a 12-point font and 1-inch margins, addressed to the President. The Letter addresses four questions:
 - a. What was the nature and value/scope of the teaching, scholarship/creative work, and service during the year under review? The Letters for Instructors and Lecturers will focus on teaching and service.
 - b. What was new or different in the relevant areas (teaching, scholarship, and service) between the year under review and the previous year?
 - c. What is contemplated in the relevant areas for the forthcoming year?
 - d. How have the experiences over the past year led to plans for improving or facilitating teaching, research, and service (as appropriate) in future years?
2. An Enhanced Curriculum Vitae (online version).
3. The Memorandum of Evaluation.

Dean's Pre-tenure Review

In the Spring of his/her third year as an untenured tenure-track faculty member, the faculty member's appropriate Dean shall review the personnel file, following the annual evaluation conducted pursuant to the PSC/CUNY collective bargaining agreement. Thereafter, the Dean shall meet with the chairperson of the faculty member's department to discuss the faculty member's progress. After that meeting, the Dean shall prepare a memorandum to the department chairperson regarding the faculty member's progress towards tenure and setting forth recommendations for any additional guidance.

The memorandum shall be provided to the faculty member and discussed with him/her by the department chairperson and/or the Dean (the faculty member may express his/her preference in this regard). Following this meeting, the Dean may, where appropriate, attach an addendum to the memorandum based on the Dean's participation in the meeting or the department chairperson's report of the meeting to the Dean. The faculty member shall be asked to initial both the memorandum and the addendum before they are placed into his/her file. The faculty member has the right to include in his/her personnel file any comments he or she has concerning the Dean's memorandum.

CLT Instrument

The CLT Evaluation will serve as the instrument for annual reappointments.

3.6.3 Promotion Application

The Promotion Application for faculty includes the following:

1. All faculty seeking promotion from Assistant Professor

to Associate Professor and from Associate Professor to Professor shall prepare Portfolios.

2. All faculty seeking promotion from Assistant Professor to Associate Professor and from Associate Professor to Professor shall participate in external peer evaluation, as described below.
3. The external evaluation is external to York College and will entail peer evaluation of scholarship and service. There shall be three peer evaluators, to be selected by the Department Chair in consultation with the School Dean and with input by the faculty candidate. Of the three external reviews only one may be from another CUNY Senior College and none shall be from a CUNY Community College. Each evaluator will be sent the CV and a sample of the scholarship/creative work of the candidate by the Chair, and all evaluators will be sent the same material. In a case where the candidate is a Department Chair, the consultation will be held with the appropriate School Dean and the evaluation invitation will be issued by the Dean. All external evaluations will be submitted by the Department Chair (except where the Chair is the candidate) and will become part of the candidate's online Portfolio. The external evaluations are confidential documents and will not be made available to candidates either during or after the promotion process. In cases where the candidate for promotion is a Department Chair, the School Dean shall provide guidance in the overall process.
4. In cases where a faculty member is seeking promotion AND tenure during the same year, the same three peer evaluations shall serve for both purposes, and the evaluators will be informed accordingly.

3.6.4 Tenure Application

The Application for reappointment with tenure will include the following:

1. All faculty seeking reappointment with tenure shall prepare Portfolios.
2. All faculty seeking reappointment with tenure shall participate in external peer evaluation, as described below.
3. The external evaluation will be external to York College and will entail peer evaluation of scholarship and service. There shall be three peer evaluators, to be selected by the Department Chair in consultation with the School Dean and with input by the faculty candidate. Of the three external reviews only one may be from another CUNY Senior College and none shall be from a CUNY Community College. Each evaluator will be sent the CV and a sample of the scholarship/creative work of the candidate by the Chair, and all evaluators will be sent the same material. In a case where the candidate is a Chair, the consultation will be held with the appropriate School Dean and the Provost, and the evaluation invitation will be issued by the Dean. All external evaluations will be submitted by the Department Chair (except where the Chair is the candidate) and will become part of the

candidate's online Portfolio. The external evaluations are confidential documents and will not be made available to candidates either during or after the promotion process. In cases where a candidate for promotion is a Department Chair, the School Dean shall provide guidance in the overall process.

4. In cases where a faculty member is seeking tenure AND promotion during the same year, the same three peer evaluations shall serve for both purposes, and the evaluators will be informed accordingly.

3.6.5 Professional Portfolio Guidelines and Checklist

The Professional Portfolio is designed to allow candidates to more fully describe their professional activities to the College P&B, which is considering their application. It should include the following elements:

1. **A Candidate's Letter** (Up to 3 Pages)
A candidate's letter should be no more than three pages, double spaced, with a 12-point font and 1-inch margins, addressed to the President. The Letter addresses four questions:
 - a. What was the nature and value/scope of the teaching, scholarship/creative work, and service during the year under review?
 - b. What was new or different in the relevant areas (teaching, scholarship, and service) between the year under review and the previous year?
 - c. What is contemplated in the relevant areas for the forthcoming year?
 - d. How have the experiences over the past year led to plans for improving or facilitating teaching, research, and service (as appropriate) in future years?
2. **Curriculum Vitae** (Online Version)
If Curriculum Vitae are enhanced, comments should be very brief and not a complete narrative. Faculty can create an enhanced CV by adding comments to specific items in their online CV. In order to update the online CV, faculty need to log into the College website and proceed to their CV area. Instructions about online submission of materials can be found at: www.york.cuny.edu/academics/academic-affairs/faculty-resources/p-b-information/online-reapplication-process
3. **The Memorandum of Evaluation** (MOE prepared by Department Chair)
The Memorandum of Evaluation will be uploaded by the Department Chair after being appropriately prepared and signed by both faculty and Chair.
4. **Classroom Observations & Conferences**
Classroom observations by faculty peers and notes from follow-up conferences for the last two semesters need to be included. For promotion, tenure, and third year review additional samples may be added.

5. Student Evaluations of Teaching Effectiveness

Student Evaluations of Teaching Effectiveness for the last two semesters need to be included and will be uploaded by the Department Chair. For promotion, tenure, and third year review additional samples may be added if necessary.

6. Publications and Other Scholarly Work

Publications/work in progress as established; e.g. peer reviewed journals, books. For third year review, tenure, and promotion, it is advisable to frame this scholarly work in the Letter to the President and/or the enhanced CV. Copies of publications and other scholarly works should be uploaded to the P&B online page in a commonly available electronic file format (e.g., PDF or JPEG). Bulky materials, materials that cannot be made available in common electronic file formats, or that go beyond the available space in the online submission may be deposited in the Office of Academic Affairs (2H07).

7. External Peer Evaluation for Scholarship (only for candidates applying for tenure or promotion)

There shall be three external peer evaluators to be selected by the Department Chair in consultation with the Academic Dean and with the input of the faculty candidate, each of whom will be sent the CV and a sample of the scholarship/creative work of the candidate by the Department Chair. In a case where a candidate is a Department Chair the consultation will be held with the Academic Dean and the Provost, and the evaluation invitation will be issued by an Academic Dean. All three external evaluations will be submitted by the Department Chair and become part of the candidate's online portfolio.

Recommendations:

- Letters should not be written by a friend, co-author, dissertation supervisor(s) or co-PI.
- Acquaintance through conferences, panels, and submissions of articles or book chapters is acceptable and thus external review letters can be submitted in those cases.

8. Appendix (Not Mandatory)

Additional material considered relevant for the Portfolio.

Preparation and Presentation of the Portfolio

Unless stated otherwise, the individual faculty member is responsible for the contents and uploading of their Portfolio. The following restrictions must be adhered to:

- The Portfolio and other pertinent application materials are to be submitted online by the deadlines established. Department and College P&B members will gain access to these materials prior to their respective meetings.
- The Portfolio should reflect the faculty member's more current and relevant work, and avoid a proliferation of samples and evidence, which are rendered meaningless by their bulk.
- In general, information about hobbies or pastimes with no direct bearing on a candidate's professional duties must be excluded.

York College Portfolio Checklist for Assistant Professors (3rd Year Reappointment)

Date		
Name		
Department and Discipline		
School		
Date of Hire		
Current Rank		
Personnel Action		Reappointment 3rd year

	Checklist
1. Candidate's Letter	
2. Curriculum Vitae (online version)	
3. The Memorandum of Evaluation (MoE)	
4. Classroom Observations & Conferences (Two last available semesters. Additional samples may be included for third year review).	
5. Student Evaluations of Teaching Effectiveness (Two last available semesters. Additional samples may be included for third year review).	
6. Samples of publications and other scholarly work, which are explained in Letter to the President and/or the enhanced CV.	
7. Appendix: Optional	

York College Portfolio Checklist for Assistant/Associate Professors (Promotion/Tenure)

Date		
Name		
Department and Discipline		
School		
Date of Hire		
Current Rank		
Personnel Action	Tenure (7 years)	
Promotion	Associate Professor	Full Professor

	Checklist
1. Candidate's Letter	
2. Curriculum Vitae (online version)	
3. The Memorandum of Evaluation (MoE)	
4. Classroom Observations & Conferences (Two last available semesters. Additional samples may be included for tenure and promotion).	
5. Student Evaluations of Teaching Effectiveness (Two last available semesters. Additional samples may be included for tenure and promotion).	
6. Samples of publications and other scholarly work, which are explained in Letter to the President and/or the enhanced CV.	
7. External Peer Evaluation for Scholarship: For candidates applying for tenure or promotion.	
Letter 1	
Letter 2	
Letter 3	
8. Appendix: Optional	

York College Portfolio Checklist for Lecturers

Date	
Name	
Department and Discipline	
School	
Date of Hire	
Current Rank	
Personnel Action	CCE (5 years)

	Checklist
1. Candidate's Letter	
2. Curriculum Vitae (online version)	
3. The Memorandum of Evaluation (MoE)	
4. Classroom Observations & Conferences (Two last available semesters. Additional samples may be included for CCE).	
5. Student Evaluations of Teaching Effectiveness (Two last available semesters. Additional samples may be included for CCE).	
6. Samples of publications and other scholarly work, which are explained in Letter to the President and/or the enhanced CV.	
7. Appendix: Optional	

3.6.6 Mentoring and Professional Development

The effectiveness of these Guidelines and the professional maturation of faculty will be enhanced with the adoption of the following:

1. Mentoring:

- College-wide, new faculty participate in the York College Prof 101 professional development seminar. This is a year-long seminar orienting new faculty to academe, The City University of New York, and York College.
- In Departments, Chairs arrange for new faculty to be mentored in relation to department and college practices and procedures, research and scholarship, and department, college and professional service. This mentoring does not have to be limited to the department or the college, and it may entail having more than one mentor for the faculty involved.

- The mentoring arrangements can be formal or informal as the chair and the faculty wish, but the Chair will keep a record of the name(s) of the mentor(s) and provide the name(s) to the School Dean or the Provost by the end of April of each year. The Chair also will discuss the mentoring progress as part of the annual evaluation discussion with the relevant faculty.

2. Professional Development Plans:

- Each new tenure-track faculty will prepare a Professional Development Plan (PDP) during their first year of appointment, with refinement during the fourth year of appointment. The PDP will be a maximum of three pages and will outline the faculty member's proposed professional trajectory for the ensuing three years in relation to teaching and curriculum development, research and scholarship, and department, college, or professional service. The PDP will pay

attention to discrete outcomes the faculty hope to achieve and the related time-table.

- b. The PDP will be prepared in consultation with the relevant mentor(s) and the Department Chair. It will be submitted to the Chair and the School Dean by the end of March in the case of faculty appointed the prior August (fall appointments) and by the end of November in the case of faculty appointed in January (Spring appointments.)
- c. PDPs may also be prepared by veteran faculty who plan to apply for promotion, or by faculty who are not on the tenure-track.

3.6.7 Implementation

These Guidelines are subject to the approval of the President of York College and may be modified, as needed, by the President, in consultation with the Personnel and Budget Committee of York College.

3.6.8 Tie Votes

A tie vote in a case affecting an appointment, a reappointment, or a promotion shall be considered as a failure of the motion to prevail. Tie votes in the election of a department chairperson, representation on personnel and budget departmental committees, committees on appointments, faculty council, or on the faculty senate shall be resolved by action of the president.

Grievance

Where a person is adversely affected by a decision of the department, or the college, or of any committee thereof, and he/she considers himself/herself aggrieved within the terms and conditions of an existing collective negotiation agreement, he/she may avail himself/herself of the procedures set forth in said agreement.

3.6.9 Appeals Procedure

1. Should a member of the instructional staff receive notice of a negative decision regarding reappointment, tenure, a Certificate of Continuous Employment (CCE) or promotion by his/her department personnel and budget (P&B) committee, a written request to the President for an appeal (with a copy to the College's Labor Designee) to the College-wide P&B Committee may be submitted by (1) the affected faculty member, or (2) a member of the department P&B committee who wishes to submit a minority recommendation.

The request for an appeal to the College-wide P&B should be forwarded in writing to the President's Office within 14 working days of the notification from the department chairperson of the negative decision. Should this time lapse, no later request for appeal will be granted. The date of the appeal to the College-wide P&B Committee will be scheduled within 7 working days and the instructional staff member must advance his/her portfolio and any other

documents to the Office of Academic Affairs so that Committee members are provided with advance notice of the appeal so as to permit time for a review of the record.

2. Should a member of the instructional staff receive notice of a negative recommendation by the College-wide P&B committee, and the President's concurrence, and wishes to appeal directly to the President, a written request for an appeal should be sent to the Office of President (with a copy to the College's Labor Designee) within 14 working days of the notification. Should this time lapse, no later request for appeal will be granted. When the appointment is scheduled the instructional staff member in question will be able to bring along a Supervisor, Chairperson, or other colleague from the department, exclusive of the PSC representatives.
3. During the direct appeal, the instructional staff member is provided an opportunity to present to the President additional supporting documentation that he/she may not have previously included in his/her personnel file or Professional Portfolio, and/or to expand upon information previously provided. Appeals are usually scheduled for one hour, providing ample time for the instructional staff member's presentation, for the President's preliminary review of additional supporting documentation, and for the President to raise any questions he/she may have. The President may ask the Provost or a designee from the Office of Academic Affairs to be present at the appeal.

The President will render a written decision within 120 calendar days after the submission on appeal is complete.

4. Should the appeal be successful, the instructional staff member will be so notified. The President's written decision will indicate his/her intention to make an affirmative recommendation to the CUNY Board of Trustees; this correspondence may also include additional guidance offered by the President.
5. Should the appeal **not** be successful, written notification will be provided. In accordance with Article 9.10 of the *PSC/CUNY Agreement*, the instructional staff member may, within 10 calendar days, excluding Saturdays, Sundays, and legal holidays, after receipt of said notice, submit a written request to the President for a statement of his/her reasons for the denial of the appeal. The President shall provide within 10 calendar days, excluding Saturdays, Sundays, and legal holidays a written statement of the reason(s) for denial to the affected employee.
6. Should the President determine **not** to recommend the reappointment or promotion of a faculty member who received **an affirmative recommendation from the College-wide P&B committee**, the faculty member will be so notified. In accordance with Article 9.9 of the *PSC/CUNY Agreement*, the faculty member may, within 10 calendar days, excluding Saturdays, Sundays, and legal holidays, after receipt of said notice submit to the president a signed request for a statement of the reasons for his/her decision. The President shall provide within 10 calendar days, excluding Saturdays, Sundays and legal

holidays a written statement of the reason(s) for denial to the affected employee. While the faculty member may still request an appeal directly to the President of his/her decision (see item #3), the President will not be required to provide a second reasons statement.

For more information or questions about this process, contact the Executive Director of Human Resources: www.york.cuny.edu/administrative/human-resources

3.7. Academic Leaves

3.7.1 Fellowship Awards

Tenured members of the permanent instructional staff, including those holding the title Lecturer with certificates of continuous employment (CCE), who have completed six years of continuous paid full-time service, exclusive of non-sabbatical or fellowship leave since the previous fellowship leave (if any), are eligible for fellowship leave. Untenured faculty and untenured CLTs may have a fellowship leave in one circumstance: If they have an underlying appointment as a Lecturer with a CCE.

Applications may be for one of three types of fellowship leaves: (1) a full year leave at 80% of the bi-weekly salary rate, (2) one-half year at 80% of the bi-weekly salary rate or (3) one-half year at full pay.

Fellowship leave is granted for the sole purpose of research (including study and related travel), the improvement of teaching, and/or creative work in literature or the arts. (Note: For employees appointed before July 1, 1965 only – fellowship leave may also be approved for the purpose of educational travel and restoration of health).

Applications for fellowship leave should first be submitted to the Office of Human Resources to ensure they are in compliance with eligibility rules and regulations. After eligibility is verified, the candidate should submit the application to the Department Chairperson for consideration by the appropriate department committee. If approved, the application is sent to the College-wide Personnel and Budget Committee for review and recommendation to the President. If the President approves, the application is forwarded through the Chancellor to the Board of Trustees for approval via the Chancellor's University Report.

The following should be noted regarding an employee's salary during fellowship leave:

1. During the fellowship leave period, salaries are paid by regular bi-weekly paycheck.
2. An employee on fellowship leave for the fall and spring semester will receive the same percentage rate of his/her regular pay during the months of July and August.
3. An employee on a fellowship leave that is only for the fall semester will receive full vacation pay for the month of July. The annual leave period in the month of August will be paid at the same percentage rate of his/her regular pay received during the fall semester fellowship leave.

4. An employee on a fellowship leave that is only for the spring semester will be paid during the month of July at the same percentage rate of his/her regular pay during the spring semester fellowship leave. He/she will receive full vacation pay during the annual leave period in the month of August.

During the period of fellowship leave employees are required to:

1. engage in the activities as specified in the approved application for leave;
2. adhere to the guidelines in the Statement of Policy on Multiple Positions, which generally prohibits employment during a fellowship leave. (Note: for the purposes of the Multiple Position Policy, a fellowship leave award will cover periods within the boundaries of the academic year, and does not include the period of the annual summer leave.)

Upon return from fellowship leave employees are required to:

1. work for one full year before going out on retirement;
2. submit a report in a format appropriate to the discipline re the work that was accomplished during the sabbatical. The time frame for the report to be submitted is March 15 for those returning in the Spring semester and December 31 for those returning in the Fall semester. The report should be submitted to the Department Chair, with a copy to Human Resources for filing, and to the Office of the Provost for placing on a Spring College-wide P&B agenda for acceptance. When scheduled, the relevant Department chair will present the contents to the College-wide P&B.

The CUNY Board of Trustees may terminate the fellowship leave of any person found to be in violation of the terms specified in the approved application for leave. Parties failing to return to full-time employment at York College following sabbatical leave or failing to file the required reports may be required to repay the salaries received while on leave.

Employees who are granted a full-year fellowship leave at 80% bi-weekly salary may, at their option, end the fellowship leave after one-half year. Written notice to the President is required by October 30th to cancel a Spring leave and March 30th to cancel a Fall leave. Once the second half of a leave is cancelled, a claim cannot be made to take the second half of the leave at a later date. Additionally, cancelling the second half of a leave does not reduce the time period or other qualifications required for consideration for a subsequent fellowship leave.

The Fellowship Application form may be downloaded from the York College Human Resources web pages: www.york.cuny.edu/administrative/human-resources/policies/administrative-human-resources-policies-fl-formfinal-pdf/view

3.7.2 Scholar Incentive Awards

Scholar Incentive Awards of not less than one semester nor more than one year are intended to promote bona fide, documented scholarly research. Full-time faculty in professorial titles, instructors, and lecturers who have completed at least one year of continuous paid full-time service with the University are eligible for a Scholar Incentive Award. A candidate

shall be eligible for a subsequent Scholar Incentive Award after six years of creditable service with the University since the completion of the last Scholar Incentive Award. A Scholar Incentive Award may not be held concurrently with a Fellowship Leave. Supporting documentation—evidence of outside funding or support, or a minimum of two letters supporting the project, solicited by the College from experts outside the institution—must accompany an application for this leave. A scholar may be compensated for up to 25 percent of her or his salary, but the total amount of the award plus outside support may not exceed 100 percent of the faculty member's salary.

(**NOTE:** If a Scholar Incentive Award is immediately preceded by full-time continuous service creditable for tenure or a Certificate of Continuous Employment or Fellowship Award and immediately followed by such full-time continuous service, the period of creditable service immediately preceding the Scholar Incentive Award shall be counted in computing the years of service required for granting of tenure, Certificate of Continuous Employment or Fellowship Award.)

Scholar Incentive Awards cannot be held simultaneously with fellowship leave. Scholar Incentive Awards may not be used to meet degree, study, or service requirements, or for professional, personal or career purposes.

Applications for Scholar Incentive Awards should be submitted to the Office of Human Resources for review and to ensure compliance with eligibility rules and regulations. The application should then be submitted to the Department Chairperson for consideration by the appropriate department committee. If approved, the application is sent to the College-wide Personnel and Budget Committee for review and recommendation to the President. If the President approves, the application is forwarded through the Chancellor to the Board of Trustees for approval via the Chancellor's University Report.

The following should be noted regarding an employee's salary when taking a scholar incentive award:

1. During the leave period, salaries are paid by regular bi-weekly paycheck.
2. An employee on a scholar incentive award leave for the fall and spring semester will receive the same percentage rate of his/her regular pay during the months of July and August.
3. An employee on a scholar incentive award leave that is only for the fall semester will receive full vacation pay for the month of July. The annual leave period in the month of August will be paid at the same percentage rate of his/her regular pay received during the fall semester scholar incentive award leave.
4. An employee on a scholar incentive award leave that is only for the spring semester will be paid during the month of July at the same percentage rate of his/her regular pay during the spring semester scholar incentive award leave. He/she will receive full vacation pay during the annual leave period in the month of August.

During the period of scholar incentive award leave employees are required to:

1. engage in the activities as specified in the approved application for leave;
2. adhere to the guidelines in the Statement of Policy on Multiple Positions. (Note: for the purposes of the Multiple Position Policy, a scholar incentive award leave will cover periods within the boundaries of the academic year, and do not include the period of the annual summer leave.)

The Scholar Incentive Award form may be downloaded from the York College Human Resources web pages: www.york.cuny.edu/administrative/human-resources/policies/administrative-human-resources-policies-sia-formfinal-pdf/view

3.7.3 Special Leave of Absence Without Pay

Tenured faculty members and tenured staff in the College Laboratory Technician series are eligible for special leaves of absence without pay. Special leaves of absence without pay are available for study, research and scholarship, creative projects, and public service of reasonable duration, but not for the purpose of accepting administrative or other potentially permanent employment elsewhere. Special leaves of absence are approved for one year at a time.

Following are the four types of special leaves of absence without pay:

- Special Leave with increment credit, without retirement credit
- Special Leave with increment credit, with retirement credit
- Special Leave without increment credit, with retirement credit
- Special Leave without increment credit without retirement credit

A special leave without pay of more than one year will not be credited for the purpose of movement within the salary schedule. The President may recommend such credit, however, subject to the approval by the Board of Trustees, if the leave is being taken for a project of academic, scholarly or public importance that brings honor and recognition to the College.

TIAA-CREF and TRS members on leave without pay are not eligible for retirement credit while on leave.

Employees on unpaid leaves are not covered by the University's health and welfare benefits once they are off the University payroll. Continuation of benefits is available on a self-pay basis for a limited period of time. Contact Human Resources for more information.

The Special Leave of Absence Without Pay form may be downloaded from the York College Human Resources web pages: www.york.cuny.edu/administrative/human-resources/policies/administrative-human-resources-policies-special-leave-w-outpay-formfinal-pdf/view

3.7.4 Partial Leave of Absence with Partial Pay

Full-time faculty in professorial titles, instructors, or lecturers are eligible for partial leaves of absence with partial pay. Both tenured and non-tenured faculty are eligible. Partial leaves of

absence with partial pay are approved for one year at a time and are granted in rare and unusual circumstances. The leave must have an academic purpose and be of mutual benefit to the faculty member and the College. A partial leave relieves a faculty member only of teaching; other recognized faculty responsibilities, such as committee service, remain in force.

A partial leave of absence does not count toward the service requirement for a fellowship leave or a scholar incentive award. The period preceding and following the leave will be counted.

For non-tenured persons in tenurable titles and uncertificated lecturers, partial leaves constitute a break in service. An instructor who receives a partial leave with partial pay is not eligible for a CCE under Article 12.6 of the PSC/CUNY collective bargaining agreement.

During a partial leave of absence with partial pay, salary is reduced during the leave by the same percentage as the faculty member's teaching workload is reduced. Persons on a partial leave with partial pay receive a movement within the salary schedule.

A faculty member does not earn credit toward a fellowship leave while on partial leave.

The Partial Leave of Absence With Partial Pay form may be downloaded from the York College Human Resources web pages: www.york.cuny.edu/administrative/human-resources/policies/administrative-human-resources-policies-plwithp-form-pdf/view

3.7.5 Library Reassignment Leaves

Library faculty may apply for up to five weeks of paid leave between September 1 and August 31 of a given year for the purpose of research, scholarly writing, and other recognized professional activities that enhance their contribution to the University.

The Professional Reassignment Leave in the Libraries form may be downloaded from the York College Human Resources web pages: www.york.cuny.edu/administrative/human-resources/policies/administrative-human-resources-policies-libraryreassignmentform-final-pdf/view

3.7.6 Non-Academic Faculty Leaves

Nonacademic leaves are administered by the Office of Human Resources. Faculty members are advised to contact the Office of Human Resources for information on any of the leaves described below.

- Temporary Disability Leave
- Family Medical Leave (FMLA)
<http://www.cuny.edu/about/administration/offices/ohrm/reports-forms/fmla-leave-policy.html>
- Paid Parental Leave
<http://www.psc-cuny.org/updated-paid-parental-leave-agreement>
- Special Leave for Child Care
- Retirement Leave (Travia)
<http://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/hr/benefits/Travia-Form-3-9-16.pdf>

- Annual Leave and holidays
- Jury duty
- Military Leave

3.8 The Professional Staff Congress

The Professional Staff Congress of CUNY (PSC-CUNY) represents the faculty and instructional staff of CUNY in all areas of collective bargaining, class grievances, and periodic discussion with the College and CUNY Administration as mandated by the contract: www.psc-cuny.org/contract

Recognition:

The PSC-CUNY is recognized as representing persons in the following titles:

- Full Time Faculty
- Part Time Faculty
- Higher Education Officers
- College Laboratory Technicians

For more information or questions about representation, contact the York College chapter chair: www.psc-cuny.org/about-us/who-we-are/chapters or another PSC-CUNY officer: www.psc-cuny.org/about-us/who-we-are

3.8.1 Contract, Rights, and Grievances

Enforcing the contract and protecting each member's rights is one of the most important functions of the union. The vehicle for enforcement is the contract's grievance machinery.

The union invests a large portion of its resources in this effort and assumes responsibility for carrying it out. Its effectiveness, however, is influenced by the cooperation of an informed membership.

Any member who has a question about or believes his or her contract rights have been violated should immediately contact York College's grievance counselor. Chapter officers are elected annually. For a current list, see: www.psc-cuny.org/who-we-are/grievance-counselors

3.8.2 Welfare Fund

The PSC-CUNY Welfare Fund exists to provide specific benefits to its members. All personnel covered by the contract participate in this fund. The Fund is primarily concerned with health benefits—medical, dental, and optical. It also provides life insurance and the options to subscribe to long term care insurance, extended disability insurance, and catastrophic illness insurance. For an overview of benefits, see www.psc-cuny.org/benefits

3.8.3 Adjunct Faculty

A part of the instructional program of York College is carried out by adjunct or part-time faculty. Use of adjunct faculty per-

mits flexibility in staffing and thereby accommodates changes in enrollment patterns among disciplines without major effects on full-time staffing. Adjunct faculty hold the same qualifications as full-time faculty. Their instructional activities are under the supervision of department chairs and their course offerings are integral parts of the disciplines' educational programs.

Because a significant number of adjuncts have been at the College for a long time, many students do not distinguish between full-time and part-time faculty, and when it comes to collegiality and academic respect, the faculty do not either.

Many departments welcome adjunct faculty to department meetings and allow them to vote on all matters except those that require full-time and/or tenure status according to the Bylaws. Similarly, adjunct faculty are encouraged to participate in departmental committee discussions although they are not financially compensated for their time. Office space at the College is limited, so adjunct faculty often share desk space, usually with counterparts who meet their classes on different schedules.

PSC-CUNY addresses issues concerning adjunct needs and strives to ensure rights and expand benefits. Generally, under the contract, adjunct faculty are paid for an additional office hour if they have six class contact hours (usually two courses). For more information, see www.psc-cuny.org/benefits/part-time-rights-benefits.

Regarding payment for teaching, adjuncts should ask their Department Chair for the scheduled dates that paychecks will be available for the semester, which is issued by the Office of Human Resources.

3.8.4 Professional Evaluations

The evaluation of professional activities of all employees in a public institution of higher education is essential to the maintenance of academic and professional standards of excellence. The purpose of professional evaluations shall be to encourage the improvement of individual professional performance and to provide a basis for decisions on reappointment, tenure, and promotions. An evaluation of professional activities is based on total professional performance. Written evaluations shall be on file for all employees.

1. Evaluation of a member of the teaching faculty shall be based on total academic performance, with special attention to teaching effectiveness, including, but not limited to such elements as:
 - classroom instruction and related activities
 - administrative assignments
 - research (except for Lecturers and Clinical Professors)
 - scholarly writing
 - departmental, college, and university assignments
 - student guidance
 - course and curricula development
 - creative works in an individual's discipline
 - public and professional activities in field of specialty

2. The Classroom Teaching Observation is one factor in the total evaluation of academic performance of the teaching staff. At least once during each academic semester, non-tenured and non-certificated members of the teaching staff shall be observed for a full classroom period, as defined by the York College Registrar (50min). The classroom observation shall take place during any scheduled class during the first 10 weeks of a semester.

The instructor shall be given no less than 24 hours of prior notice of observation. Tenured and certificated members of the teaching staff may be observed once each semester. The Department Chair can request an observation of every member of his/her Department's instructional staff.

Samples of the *Classroom Observation Report* and the *Post-Observation Conference Memorandum* forms are available upon request from Department Chairs.

Each department member (Faculty, higher education officers, and College Laboratory Technicians) other than tenured full professors will have an evaluation conference with the department chairperson or his/her designated representative (P&B member or discipline coordinator) at least once a year. Tenured full professors may be evaluated at their request or the Department chair request. At the conference, the employee's total academic performance and professional progress for that year and cumulatively to date shall be reviewed. Following this conference, the chairperson or the assigned member of the committee shall prepare a record of the discussion in memorandum form for inclusion in the employee's personal file. Within ten (10) working days after the conference, a copy of the memorandum shall be given to the employee. The memorandum of evaluation should state in no uncertain terms the overall evaluation as satisfactory or unsatisfactory.

3.9 University Faculty Senate

There shall be a university faculty senate, responsible, subject to the board, for the formulation of policy relating to the academic status, role, rights, and freedoms of the faculty, university level educational and instructional matters, and research and scholarly activities of university-wide import. The powers and duties of the university faculty senate shall not extend to areas or interests which fall exclusively within the domain of the faculty councils of the constituent units of the university. Consistent with the powers of the board in accordance with the education law and the bylaws of the board, the university faculty senate shall make its own bylaws providing for the election of its own officers, the establishment of its own rules and procedures for the election of senators, for its internal administration and for such other matters as is necessary for its continuing operations.

For more information, see: www1.cuny.edu/sites/cunyufs/

Chapter 4

INSTRUCTIONAL POLICIES AND SUPPORT SERVICES

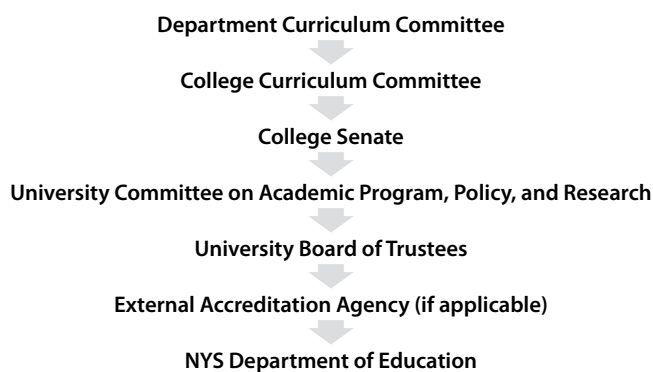
4.1 Curriculum

4.1.1 Preparation of New Academic Programs

If faculty members see the need to prepare a new academic program, including articulation agreements with other CUNY colleges, they should consult the *Faculty Handbook for the Creation of New Academic Programs*, which can be accessed at: www2.cuny.edu/academics/academic-programs/academic-program-resources/faculty-handbook-for-the-creation-of-new-academic-programs/

4.1.2 Changing and Adding to the College Curriculum

Curriculum is the substance around which teaching and learning take place in the College. By PSC contract, University bylaws, and College charter, faculty oversee the design and delivery of curriculum. Curriculum is created and modified through the development of proposals, most of which originate within academic departments. Curriculum proposals are deliberated first by the Department's Curriculum Committee and then by the York College Curriculum Committee, a standing committee of the York College Senate. If moved forward, proposals are then approved in the College and University governance systems, and ultimately reviewed and approved by New York State.



Well-designed courses have clear, measurable learning objectives which reinforce and build upon the objectives of other courses in the core curriculum (for undergraduate courses)

and a major or minor program. Well-designed major and minor programs create a synergistic flow of courses to achieve program-level learning outcomes and (for undergraduate programs) build upon the core curriculum learning outcomes to achieve robust degree-level outcomes. As curriculum proposals move through the College and University governance systems, broader coherence and compliance with University and State requirements are ensured.

Each academic department has elected representatives to the College Curriculum Committee (CCC) who serve as the local experts on developing curriculum proposals and shepherding them through the deliberation and approval process. The following information may be helpful in considering how individual faculty members can actualize ideas for curriculum change.

1. The department's elected curriculum committee representatives are directly responsible for converting prospective changes or additions to a department's curriculum offerings into actionable proposals for deliberation and review. Representatives will know the most up-to-date practices of the CCC and are responsible for all proposals arising from the department.
2. All curriculum proposals must be voted on by the departmental curriculum committee, and then by the department as a whole. If other departments are affected by the proposal, they must be consulted and given time to review and discuss proposals which require their collaboration to implement (e.g., a revised program design which includes courses from another department; a change in prerequisites for a course that is also taken by many students in another department's program). When that consultation is complete, the effected department chairperson will note such on the proposal—whether or not the affected department approves of the proposal in its current form. Once these steps have been taken, the proposal is submitted to the CCC by the department's CCC representative.
3. Proposals submitted to the CCC are quickly reviewed by CCC leaders and, if complete, placed on the agenda for discussion.
4. In CCC meetings, discussion agenda items are presented by department representatives and the entire committee reviews and deliberates, asking questions and offering

suggestions. In general, the committee considers the proposal's impact on students, ensures that it integrates well into the College-wide curriculum, and seeks to optimize the proposal as much as possible. Proposals are then returned to departments with a list of questions and suggestions to consider when preparing a final version.

5. Proposals returning to the CCC after revision are placed on the agenda *for action*. It is expected that items on the action agenda will have minimal deliberation and will be put to a vote. Approved items move forward to the Senate. Items not approved are returned to departments, which can consider the reasons for non-approval and consult with CCC leaders about whether and how to proceed.
6. Approved items are placed on the agenda of a subsequent Senate meeting for deliberation and approval. The CCC chairperson shepherds proposals through Senate approval, collaborating with senators from sponsoring departments to answer any further questions.
7. Proposals which pass the Senate are queued for submission to the University for review and action by the Board of Trustees. Proposals which do not pass the Senate are returned to departments with feedback from the CCC chairperson and department senators. Departments can consider the reasons for non-approval and consult with CCC leaders about whether and how to proceed.
8. Once approved by the Board of Trustees, proposals which require NYS and/or external accreditor review are sent by the University for approval. Upon receiving such, they are published in the *Chancellor's University Report* and the College is authorized to implement proposal content. (portal.cuny.edu/cms/id/cuny/documents/informationpage/010255.htm)
9. Please keep in mind the following general timetables for proposal action.
 - a. For new courses, course changes, new minor programs, and small major program changes: one full semester for optimization and approval, with implementation the following academic year.
 - b. For large major program changes: one full year for optimization and approval, with implementation the following academic year.
 - c. For new major programs and new graduate programs, initial collaboration with the Office of Academic Affairs is required to consider how the program will fit into the College's strategic plan and whether resources are available to launch a new program. If authorized to proceed, new major programs or graduate programs require development of a new program proposal package. The most up-to-date requirements for this package are available online from the University's office of academic affairs: www2.cuny.edu/academics/academic-programs/academic-program-resources/. Packages typically take one year to develop and move through the College governance process, with implementation of the new program one or two full years after governance approval.

4.2 Faculty and Teaching Support

4.2.1 The York College Library

Located on the 3rd Floor, G Wing, of the Academic Core Building, the Library provides a broad, balanced collection for academic research and a space for collaboration and individual study. Most of the Library's print collection is available in open stacks and is arranged according to the Library of Congress classification scheme.

The collection includes over 240,000 books, 330,000 e-books, 38 current periodical titles in print, plus over 240,000 online full-text open access and subscription journals, newspapers, and popular magazines. The Library also houses special collections, such as the Milton Bassin Collection, the James Como Collection, the Kenneth Adams Collection, the Paule Marshall Collection, the Library of American Civilization, representative American and international newspapers, American Federation of Labor Records, John L. Lewis Papers, Morris Hillquit Papers, Papers of the NAACP, and the United Negro College Fund Archives.

The Library's facilities include 14 group study rooms, large tables for group work, and dozens of individual study carrels that are equipped with electrical outlets.

The Library's homepage (www.york.cuny.edu/library/) is a portal to electronic resources, the book catalog, research guides, bibliographic tools, selected websites, and links to various library services, such as interlibrary loans and the form to request information literacy classes. The homepage also includes links to the Library's hours, a day-by-day calendar, contact information for the Library's subject liaisons, and library policies. The Library's 12 subject liaisons (www.york.cuny.edu/library/about-the-library/subject-liaisons) serve 26 academic disciplines and programs.

York's faculty members are strongly encouraged to participate in the Library's collection development to ensure the Library provides an up-to-date and comprehensive collection that meets the research needs of students and faculty in every discipline. Faculty members are also encouraged to place copies of their course textbooks in the Library's Reserve Collection.

The Library's holdings are augmented locally through interlibrary loan arrangements. Two services, CLICS and ILLiad, make local, national, and international resources available to faculty, staff, and students. CUNY Libraries Inter-Campus Services (CLICS) allows individuals to request materials from other CUNY libraries. For those materials unavailable through CLICS, students, faculty, and staff may file an interlibrary loan (ILL) request via the ILLiad service. With the exception of reference and reserve materials, all books circulate for a period of four weeks. Identification cards must be presented whenever materials are borrowed. The Library's electronic resources are accessible from off-campus with a validated York ID card or after logging in with a York Virtual Private Network account (VPN). Each semester, Library barcodes (on the back of York ID cards) must be activated at the Library's Circulation Desk.

Library faculty members teach information literacy classes. Professors should contact the Library to arrange a class whenever

students must write a paper, complete a project, or give an oral presentation. Most classes are held in the Library's Information Literacy Classroom, a newly renovated lab equipped with 30 computer workstations. Requests for information literacy classes are arranged via an online form (www.york.cuny.edu/library/information-literacy) on the Library's homepage. One-on-one research assistance is provided at the Library's Reference Desk. The Reference Desk is staffed by a librarian whenever the Library is open and classes are in session. York's library faculty members also provide individual research consultations, arranged by appointment.

The Library is open twelve months per year. When classes are in session during the fall and spring semesters, the usual hours are Monday through Thursday, 8:30am-10:00pm; Friday, 8:30am-8:00pm; and Saturday, 9:00am-5:00pm. The Library is closed on Sundays, except during finals periods when hours are usually extended. During the summer sessions, the Library's customary hours are Monday through Friday, 9:00am-5:00pm. Consult the Library's website for current hours of operation and schedule changes (www.york.cuny.edu/library/about-the-library/library-hours).

Food and drinks (except bottled water) are not allowed in the Library and cell phones and electronic devices should be set on silent or vibrate mode.

4.2.2 Center for Teaching, Learning and Educational Technologies

The Center for Teaching, Learning and Educational Technologies (CTLET) aims at supporting teaching and learning which is engaging, exciting, and rewarding. The Center is committed to empowering both faculty and students to leverage technologies towards that goal.

CTLET offers instructional and technical support for:

- Blackboard (Learning Management System)
- Online and Hybrid teaching
- Face-to-face teaching
- Technologies in the computer labs in the Classroom Building
- Technologies in the multimedia lab in the Academic Core Building (AC-4M03)
- Technologies in the Multipurpose Media Production Space (AC-4G03)

Visit the CTLET website (www.york.cuny.edu/academics/academic-affairs/ctlet) to learn more about:

- Ignition & Tune up Sessions
- The Wikipedia Initiative
- Teaching@York Peek Week
- Walk-in and phone-in support 9 to 5 on weekdays in AC-4EA1
- Online tutorials For Faculty and For Students

4.2.3 Collaborative Learning Center

The York College Collaborative Learning Center (CLC), located in AC 1C18, aims to provide tutoring that assists, deepens,

and enriches students' learning and understanding of course content materials.

The CLC, established in 2017, is the result of a merger between the Academic Achievement Center and the Writing Center, in an effort to centralize tutoring services across campus. The CLC supports students academically at all levels and in all disciplines, except Physics and Chemistry. The Center is staffed by College Reading and Learning Association (CRLA) certified tutors and CUNY Graduate Center Writing Fellows.

The CLC provides comprehensive, centralized tutorial services to all registered York College students, and endeavors to help students develop the necessary skills which will enable them to succeed in their college-level classes and future careers. The CLC's knowledgeable, courteous and caring consultants encourage higher levels of thinking and learning, and offer an individualized, systematic, and structured learning experience. Our trained consultants work with students to increase their understanding of course content materials, develop study and learning strategies, and facilitate students in improving their grades, which leads to higher student retention rates.

The Center's mission, therefore, is to enhance students' academic performance, deepen their satisfaction with their academic experience, and increase the retention and rate at York College. For more information, see: www.york.cuny.edu/academics/collaborative-learning-center

4.2.4 Printing/Copying Services

The College's Print Shop provides a full range of copying services. Faculty may bring materials to the shop, located in Academic Core-Room LL08, or email a request, with file attachments, including any necessary copyright permissions to printing@york.cuny.edu. Allow a turn-around time of at least three days. Copies can either be picked up or delivered to the office number specified on the printing request. Please note email requests must be made using a York College email address. For more information, contact the Print Shop: (718) 262-2293 or see: www.york.cuny.edu/administrative/printing-services

4.2.5 CUNYfirst

CUNYfirst is the CUNY-wide fully integrated resources and services tool for faculty, students, administrators, and staff. Faculty use CUNYfirst to access class rosters and student transcripts, verify student attendance, and submit grades. For more information, see: www.york.cuny.edu/administrative/human-resources/cuny-first

4.2.6 Yorktalk

Yorktalk is an online discussion list that enables faculty to exchange ideas about academic interests and concerns, including but not limited to CUNY initiatives, college affairs, and developments in teaching. To subscribe, go to: <https://mailings.york.cuny.edu/cgi-bin/dada/mail.cgi/list/yorktalk/>

4.3 Instructional Policies

4.3.1 Student Attendance

A class hour at York College is usually 50 minutes. College policy requires that instructors maintain an accurate record of student attendance for each session that a class meets. This entails recording both the presence and/or absence of each student.

Faculty-maintained attendance records are crucial to students' standing at the College. Financial aid is dependent upon students' enrollment status. Faculty are required to submit to the Office of the Registrar the last date of attendance for students who withdraw or stop attending courses. Student attendance records are College property.

4.3.2 Faculty Attendance

Faculty members are responsible for reporting their absences and any changes in class meetings to their department chair. During regular college business days, Monday through Friday, most department offices have secretarial support. Faculty should call their department if they will not be in and advise the chair or their designee about any assignments they might want students to have. Coverage for a missed class is decided upon on a departmental basis.

In the event that the department chair or their secretary cannot be reached, faculty should contact Campus Security at (718) 262-2222 and they will place a notice on the classroom door. Faculty members should then inform their department chair about the absence at the next available opportunity.

4.3.3 Grading and Record Keeping

Faculty members are responsible for evaluating students' performance, providing incremental assessments throughout the term, and assigning final grades.

A student may earn the following grades: A+, A, A-, B+, B, B-, C+, C, C-, D+, D (see Table 1), F, INC, and P. If the student never attended classes, a grade of "WN" is processed to the student's record after the Verification of Attendance rosters are submitted by faculty according to the date published on the college's academic calendar. If a student has opted for a Pass/Fail Option, they must complete an application with the Office of the Registrar. Faculty members will enter the actual grade earned by the student on the grade roster and the Office of the Registrar will process the P/F Option accordingly. If a student stopped attending, a grade of "WU" is entered on the grade roster. Other grade assignments are made by the Registrar's Office and are itemized in the York College Bulletin.

The plus/minus grading system used by York College has the values indicated in Table 1.

Careful record keeping is an essential part of the faculty's responsibility to students, the College, and the state and federal governments because many students receive financial aid that is dependent upon their attending classes.

Table 1

GRADE	NUMERICAL	VALUE
A+	4.0	97-100
A	4.0	93-96.9
A-	3.7	90-92.9
B+	3.3	87-89.9
B	3.0	83-86.9
B-	2.7	80-82.9
C+	2.3	77-79.9
C	2.0	73-76.9
C-	1.7	70-72.9
D+	1.3	67-69.9
D	1.0	60-66.9
F, FIN, WU	0.0	0-59
AUD, NC, P, W	—	—
WA, WD, & WN		

In addition to students' attendance records, Departments collect and keep on file course syllabi and final examinations, which are essential documents when the College undergoes evaluation, assessment, and reaccreditation.

4.3.4 Office Hours

When teaching classes, faculty are expected to hold regularly scheduled office hours so they are accessible to students outside the classroom. Office hours should be posted on office doors and made available to departmental secretaries.

4.3.5 Student Conferences

Faculty are encouraged to provide conference time to meet with students, discuss their work, and review materials as needed. Conferences enable faculty to offer individualized attention that often sets York apart from other institutions.

Conferences also offer an opportunity for unofficial advisement and referrals. Just ask a student, "How are things going?" and faculty may hear of problems that they can solve or solutions they can offer by referring the student to the right office. Many times, students do not know where to go or whom to ask when they need to negotiate their way through the College.

Faculty should discuss with their Department Chair best practices for scheduling and conducting student conferences throughout the semester.

4.3.6 Book Orders

Faculty place orders for course books and materials through an online bookstore, *Akados*, which is used CUNY-wide and ships directly to students at an address of their choice.

Akados is accessed through a link in the Faculty/Staff resources section of the York College website: www.york.cuny.edu/news/the-york-college-online-bookstore or through the CUNYfirst portal: vbslogin.cuny.edu/cuny.html?resource_url=https%3A%2F%2Fvirtualbookstore.cuny.edu%252Fbook

Once the log in is completed with CUNYfirst credentials, click on “Professor” and then order course materials as follows:

1. **Select a Course:** Click on an assigned course to start the adoption process. Faculty courses for the term are listed in the Schedule of Classes in CUNYfirst.
2. **Add Textbooks:** Use the search box to search by ISBN or title. When clicking on a book, a pop-up will appear with full book details, including pricing and edition alerts. Click “Adopt” to add it to the course. Previously used course material will be listed, including newer editions of a book or alternate versions of materials.
3. If a course does not require textbooks, simply check the box next to “This course does not use textbooks” and click submit.
4. **Preview Course:** Review how students will see the course.
5. **Submit Course:** Click the “Submit” button to complete the course adoption. If faculty are teaching two or more sections of the same course, they can copy the information to all sections.

4.3.7 Final Examinations and Grade Submissions

Faculty members are required to give Final Examinations during the Final Examination period, not during class instruction time, and especially not on the last day of class.

The Registrar’s office determines the date, time, and place of final examinations, which faculty may not change without permission. A few weeks before the end of the semester, the Registrar publishes the Final Examination schedule so that scheduling conflicts can be avoided as much as possible. Faculty requests for Final Examination schedule changes need to be approved by the Department Chair and the Office of Academic Affairs.

During this same time, the Registrar will circulate instructions and deadlines for submitting grades on CUNYfirst. As a general rule, grades are due 72 hours after the final exam.

When the Registrar makes the grade rosters available in CUNYfirst, faculty can access them through this navigation:

Self Service > Faculty Center > My Schedule, then click on the grade roster icon that appears immediately to the left of the course (the icon looks like a sheet of paper with a single person in front).

4.3.8 Teaching Load Requirement

On 8 December 2017, The City University of New York and Professional Staff Congress reached agreement on a restructuring of the workload of full-time teaching faculty that will enable professors to devote more time to individual work with students, to advising, holding office hours, conducting academic research and engaging in other activities that contribute to student success.

By Fall 2020 the contractual teaching load for professors, associate professors, and assistant professors will be 18 hours;

and the contractual teaching load for instructors and lecturers will be 24 hours.

The agreement will be phased in over three years, one credit hour a year, starting with the 2018-19 academic year. For more information, see: www.psc-cuny.org/news-events/teaching-load-reduction-agreement-reached.

4.4 Academic Advisement

4.4.1 Faculty Responsibilities

Academic Advisement is a major responsibility of all faculty members and an integral part of the higher education process. The academic advisor serves as a coordinator of the educational experience. Whether faculty offer advice about a course of studies or career goals or answer informal questions in class, every instructor is an academic advisor. There is far more, however, to academic advisement than helping students with their course schedules.

The best academic advisement encourages students to clarify their values and goals and to better understand themselves and their priorities. It assists students through a monitoring of their educational progress and helps keep them on track. An important part of advisement includes providing accurate information about educational options, requirements, policies, and procedures. Moreover, the process involves guiding students to the many resources of the College and the University, which will enable them to meet their educational needs and aspirations.

Individual faculty advisement is supported by advising tools such as DegreeWorks, a web-based academic and degree audit system available through login into the Citizen CUNY Portal, and the College’s Academic Advisement Center (AAC).

4.4.2 Academic Advisement Center

Counselors in the Academic Advisement Center (AAC) help students to:

- Make decisions related to their academic careers at York College.
- Understand graduation requirements, and how they impact the choice of courses.
- Develop an academic plan for persisting to graduation.
- Understand York College programs, policies, procedures, and resources.
- Explore various majors, and where they can lead after graduation.
- Explore life goals, values, abilities, interests and limitations.

In addition to counselors, each of the College’s schools has a designated Academic Advisement Liaison in the Center. Faculty may direct questions about academic advisement to their school liaison.

For more information about AAC, see: www.york.cuny.edu/academics/advisement

4.5 Academic Requirements

4.5.1 CUNY Assessment Tests

The CUNY Assessment Tests, which are administered in the York College Testing Center, AC-1G05, are given in Writing, Reading, and Mathematics. The tests are one set of measurements that evaluate whether or not a student is prepared for college-level work. Students who pass these examinations are admitted to the University.

4.5.2 General Education

Effective Fall 2017, General Education requirements for students at York consist of designated courses within a Common Core, called Pathways, as stipulated by CUNY. The CUNY-wide Pathways Common Core consists of Required Courses in English Composition, Mathematical and Quantitative Reasoning, and Life and Physical Sciences, as well as a Flexible Core, which consists of five thematic domains from which students choose six courses, and College Option courses. Faculty advise students about which courses within the Flexible Core and the College Option best prepare them for their intended major programs. For more information about Pathways General Education courses at York, see: <https://www.york.cuny.edu/produce-and-print/contents/bulletin/pathways-requirements0>

4.5.3 Writing Requirements

Reading, critical thinking, and writing are essential to students in all college studies and in professional life. These skills cannot be learned in one or two courses; they must be developed—over time and in a variety of contexts. York College faculty are committed to helping students grow in critical reading, thinking, and writing competence throughout their entire college career. This commitment is reflected in courses that are taught not in isolation, but as part of a spiral curriculum in which later courses build on earlier courses: Skills taught at one level are consciously and explicitly reinforced and extended in subsequent work.

The Writing Across the Curriculum Program (WAC) provides resources to help integrate writing into the curriculum at every level and in every department and academic program at York. WAC also supports faculty in the development of Writing Intensive courses and manages the process of designating courses as Writing Intensive.

For more information about the WAC Program, see: <https://www.york.cuny.edu/wac>

York College Writing Program

The Writing Program, housed in the English Department, administers English 125 and 126, the College's required writing courses, and offers Writing 301, 302, 303, and 304. Writing 301, 302, 303, and 304 are designed to help students acquire the research and writing abilities needed in the work of their major, for graduate studies, and in their professional careers. If students take a Writing 300 course, they should consult with

a major advisor to determine which one to take. Writing 301 is recommended for majors in the humanities and social sciences; Writing 302 is recommended for majors in the natural sciences, mathematics, and technology; Writing 303 is recommended for majors in the professional programs; Writing 304 is for English majors.

Some programs may require one of the Writing courses for the major, or as a prerequisite for major courses, even if a student is exempt from some or all General Education requirements due to a prior degree. All students who entered the College between Fall 1996 and Spring 2013 (including transfer students) are required to complete Writing 301, 302, 303, or 304. Students who entered York before the Fall of 1996 and were readmitted to the College in Fall 1996 or later after an absence of three or more consecutive semesters may also be required to take Writing 301, 302, 303, or 304. Students who enter with a previous baccalaureate degree are exempt from this requirement.

Writing Program Spiral Curriculum

Students enrolled at a CUNY college in or after Fall 2013 are required to complete the following York College General Education requirements in order to graduate:

- ENG 125 Composition I: Introduction to College Writing. Must be taken by the 45th credit, or by the 3rd semester.
- ENG 126 Composition II: Writing Through Literature. Must be taken by the 45th credit, or by the 3rd semester.
- Two lower-level courses which are designated as Writing Intensive (WI)—see below. Both should be completed by the end of sophomore year.
- One upper-division writing intensive course (at the 300 level or above) within the major.
- Transfer students who enter with the CUNY Pathways Common and Flexible Core requirements fulfilled can consider taking WRIT 301, 302 or 303 to fulfill part of their College Option. A Writing course may also be required by some majors, and be a prerequisite for some major courses.

Students who entered before Fall 2013 have a choice: they can fulfill degree requirements that were in place when they initially enrolled, or change to CUNY Pathways requirements. In order to graduate, students who opt to stay with requirements in place when they initially enrolled must complete:

- ENG 125: Introduction to College Writing. Normally taken in first semester of enrollment.
- Two lower-level courses which are designated as Writing Intensive (WI)—see below. Both should be completed by the end of sophomore year.
- WRIT 301, 302, 303, or 304—see below. Normally taken during the junior year (as soon as possible after reaching 60 credits). Transfer students who enter with the General Education requirements fulfilled should take it right away.
- One upper-division writing intensive course (at the 300 level or above) within the major. Some of these courses carry WRIT 301, 302, or 303 as a prerequisite.

Writing 300 Courses

These are junior-level academic research and writing courses that help students transition from lower-division coursework to the more discipline-specific and independent work that characterizes inquiry in the upper-division in the majors. Please note Writing 300 courses are not WI courses and thus do not satisfy the WI requirements.

All students who entered York College before Fall 2013, and who have not opted in to the Pathways General Education curriculum, should complete a Writing 300 course after the 60th credit. Placement at the 60th credit makes it possible for Writing 300 to build on first-year writing and writing intensive lower-division coursework. Students who have opted in to Pathways should consider taking Writing 300 to fulfill part of their College Option; several majors require this course, and it is a prerequisite to some other courses.

Writing Intensive Courses

Students who entered the College (or were readmitted) in Fall 2001 or later must meet the Writing Intensive course requirement passed by the York College Senate by taking three Writing Intensive-designated (WI) courses. Writing intensive courses are content courses in a specific discipline that require significant amounts of writing, and also focus on the genres and writing processes appropriate to the subject, including opportunities for revision.

Students must complete:

- Two WI courses in the lower division of the curriculum (at the 100 or 200 level), and
- One WI course in the upper division of the curriculum (at the 300 level or above) within the major.

Each semester, WI sections of courses are indicated in the Schedule of Classes, and a college-wide list is posted on the Writing Program Website: www.york.cuny.edu/academics/writing-program

Completed WI courses are indicated by W or WI to the left of the grade on a student's transcript.

Information Regarding Writing Requirements for Transfer Students

Except for second-degree students, all students admitted between Fall 1996 and Fall 2013 must take Writing 301, 302, or 303. All students admitted in Fall 2013 or later may take Writing 301, 302 or 303 to fulfill part of the Pathways College Option. This course is also required by some majors.

Transfer students who enter with the General Education Requirements fulfilled must take one WI course in the upper division within the major. If their major has no upper-division WI course, they must take one WI course (outside their major) chosen in consultation with their major advisor. The Writing Intensive Advisory Committee, as part of its charge from the York College Senate, will make case-by-case determinations of the requirement only for students who present special circumstances that make it impossible for them to meet these guidelines.

Direct students who need assistance with any aspect of the College's Writing Requirements to the English Department: AC-2A16 or 718-262-2470. Students seeking waivers for WI course requirements should first contact the department which houses their major before coming to the English Department.

4.6 Academic Policies and Standards

4.6.1 Committee on Academic Policy and Standards

The Committee on Academic Policy and Standards (CAPS) is a standing committee of the York College Senate. Committee membership is twelve, including students, faculty, and administration. CAPS is charged to review and recommend policies relating to the academic standards of the College, as well as the procedures for their implementation, and to hear and decide upon petitions and appeals filed by students concerning academic matters.

4.6.2 Student Petitions and Appeals

The petitions and appeals (see descriptions below) include:

- Appeal of Denial
- Appeal of Dismissal
- Excess Credit Allowance
- Extension of an Incomplete (INC) Grade
- Grade Appeal
- Grade Change
- Readmission (for a student with Grade Point Average below the college standard)
- Retroactive Leave of Absence
- Retroactive Withdrawal
- Retroactive Pass/Fail
- Waiver of Degree Requirements
- Other

General guidelines for all petitions:

- All personal statements must be type written.
- No petition will be accepted, or acted upon, after a student has been certified for graduation.
- A student wishing to file a petition in the semester they anticipate graduating must file the petition no later than the 6th week of that semester.
- All Appeal of Denial petitions must be acted upon prior to the expiration of the two-year limitation for previously denied petitions.
- There is a two-year limitation on petitions to retroactively change a transcript entry. If a student is separated from the College for four consecutive academic (fall/spring) semesters, the student must file the petition in the semester they are reinstated.

*Consult CAPS calendar to determine petition deadlines.

Appeal of Denial

A student may request consideration of a previously denied petition. The Appeal of Denial is considered to be the second and final level of review. An Appeal of Denial petition must be accompanied by additional documentation, including a typed personal statement; documentation of extenuating circumstances; and any other information not provided for the initial petition. There is a two-year limitation to appeal any previously acted upon petition.

Appeal of Dismissal

A student who has been dismissed for academic reasons may petition to be reinstated for the subsequent academic semester. The student's petition must be accompanied by supporting documentation and a typed, personal statement that addresses their academic performance. A student may appeal a dismissal a maximum of three times. A student whose cumulative GPA is below 2.0 and who has been separated from the college for one or more academic semesters must petition for Readmission. The Committee may choose to limit the number of credits permitted to the student in the semester following the appeal to fewer than 12 credits, which is the customary number allowed for students on probation.

Excess Credit Allowance

A student may petition to enroll for more than the maximum of 18 credits in an academic semester. (The maximum number of credits for the Winter Session is 4; the maximum number of credits for Summer Session I and Extended Summer Session is 6; the maximum number of credits for Summer Session II is 6.)

To be eligible for excess credit allowance, a student must have a minimum of a Grade Point Average (GPA) of 3.0 or better, and have no outstanding Incomplete (INC) grades.

Extension of Incomplete (INC) Grade

A student may petition to extend the deadline to complete coursework by the 6th week of the subsequent semester. The student must submit documentation of the extenuating circumstance that is preventing completion of the coursework by the published deadline. Written instructor and/or department support must be attached to the petition.

Grade Appeal

A student may appeal a grade to the Committee within the first six weeks of the academic semester subsequent to receiving the grade.

Prior to submitting a petition appealing a grade, a student must attempt to resolve the issue by consulting with the instructor and the department chair. If the issue is not resolved after consultation, a petition may be filed. In the Grade Appeal, the student must provide evidence that the instructor deviated from the documented grading criteria as stipulated in the course syllabus. In addition, the instructor and department will be solicited by the Committee for comment if this information is not provided in the petition.

The Committee cannot change the grade assigned by the instructor. The Committee's recommendation will be submitted to the student, instructor, department chair, and the provost.

Grade Change

A student may petition for a grade change. The petition is to request that the Committee review whether there is a documented error in the instructor's evaluation of the student's work that affected the final grade.

The Committee reviews the following categories of Grade Changes:

1. Incomplete to final grade past the 10th-week deadline of the subsequent semester;
2. Any grade change that is past the four academic semester deadline.

The student must submit a typed personal statement and provide supporting documentation.

Readmission

A student may file for Readmission if they have been separated from the college for at least one academic semester and have a Grade Point Average (GPA) of less than 2.0. To apply for Readmission, the student must have passed the reading, writing, and mathematics skills tests prior to filing for Readmission. Further, the student must provide documentation explaining the reasons for their prior poor academic progress and supporting reasons for future academic progress.

Retroactive Leave of Absence

A student may petition for a Retroactive Leave of Absence for a particular semester. The student must request to withdraw from all courses in that semester and submit documentation of an extenuating circumstance causing the missed withdrawal deadline.

Retroactive Pass/Fail

A student may petition to elect a pass/fail option after the 10th-week deadline or rescind a pass/fail option after the last day of classes for a particular semester. The student must submit supporting documentation of an exceptional circumstance causing the missed deadline.

Waiver of Degree Requirements

A student may petition for any of the following deviations from the published degree requirements:

1. Waiver of College residency requirement;
2. Waiver of Major residency requirement;
3. General Education requirements; or
4. Substitution of a course to satisfy a General Education Requirement.

Petitions must include documentation of the exceptional circumstances that prevent the student from satisfying the published requirements. Petitions must also include evidence of support for the deviation from the relevant academic

department. Petitions for a course substitution must include supporting documentation from the chair of the department overseeing the course to be substituted.

Substitutions of major and minor program requirements are provided by academic department certification to the Office of the Registrar, not by petitions through CAPS.

Other Policy Waivers

Requests for other types of policy waivers may be referred to CAPS by any unit of the College. The same standards of supporting documentation and review will be applied to these petitions as to the previously defined petition categories.

Chapter 5

RESEARCH POLICIES AND SUPPORT SERVICES

5.1 Introduction

York College/CUNY commits considerable resources to research, creative activities, and other forms of scholarship, whether sponsored by the university or conducted independently by academic staff members, professional staff members, or students. At the same time, all university employees are subject to policies that seek to assure that scholarly endeavor proceeds in accordance with public law and traditional standards of professional integrity.

The York College Office of Research and Sponsored Programs (ORSP) serves to ensure that faculty and staff are informed about federal, state, and CUNY regulations and have the resources they need to seek external funding for their research and scholarship. For more information, including ORSP's policies and procedures for submitting grant proposals, see: www.york.cuny.edu/academics/academic-affairs/orsp

5.2 Research and Teaching Involving Humans and Animals

5.2.1 Human Subjects Research

The Institutional Review Board for the Protection of Human Subjects (IRB) is committed to protecting the rights and welfare of human subjects involved in research activities by promoting the ethical conduct of research at York College. The IRB ensures York's compliance with federal and state regulations and educates researchers so that their activities are carried out in an ethical manner. Ultimately, the IRB provides assistance to researchers and supporting staff so that research involving human subjects does not put subjects or research institutions at risk. Questions, comments, or concerns about committees or submitting protocols can be directed to the campus HRPP coordinator, listed on the HRPP webpage: <https://www.york.cuny.edu/academics/academic-affairs/hrpp>

Note: IRB applications are to be submitted through IDE-ATE: ideate.cuny.edu/home/index.jsp

5.2.2 Research and Teaching Involving Animals

The York College Institutional Animal Care and Use Committee, more commonly known as IACUC, is responsible for

overseeing all aspects of proper animal care and use. Responsibilities of the IACUC include, but are not limited to, the inspection of laboratories and facilities where animals are to be held and/or used. Federal and state regulations require the humane treatment of live animals used in research and educational activities. Therefore, all research conducted by York College faculty, staff, and students involving the use of live animals must first be approved by the IACUC.

The IACUC meets periodically to review proposals. No use of animals in research by York College faculty or students may begin without the written approval of the IACUC. New animal proposals must be submitted to the IACUC committee. Additionally, all individuals working with animals must be properly trained and approved by the IACUC before being permitted to work with animals.

Questions, comments, or concerns about committees or submitting protocols can be directed to the Chair of the IACUC Committee, which is a rotating position. Contact the Office of Research and Sponsored Programs (<https://www.york.cuny.edu/academics/academic-affairs/orsp>) for information about the current Chair.

5.3 Research Policies

5.3.1 Responsible Conduct of Research

CUNY researchers are expected to conduct research in accordance with the highest ethical and professional standards. To promote responsible and ethical research, each CUNY college designates a research integrity officer (RIO). The RIO works in collaboration with the research compliance staff in the CUNY Office of Research to provide training in responsible conduct of research and to implement relevant policies and procedures.

See Research Compliance: <http://www2.cuny.edu/research/researcher-handbook/research-compliance/#responsible>

5.3.2 Research Misconduct

A fundamental purpose of the University is to foster an environment that promotes the responsible conduct of research. For CUNY's Policy Regarding the Disposition of Allegations

of Misconduct in Research, see: www.cuny.edu/research/compliance/Responsible-Conduct-of-Research/CUNY_Research_Misconduct_Policy-2.pdf

5.3.3 Conflict of Interest

It is the policy of the University that all of its activities shall be conducted in accordance with the highest standards of integrity and ethics and in a manner that will not reflect or appear to reflect adversely on the University's credibility, objectivity, or fairness. For CUNY's Conflict of Interest Policy, see: www2.cuny.edu/wp-content/uploads/sites/4/page-assets/research/research-compliance/conflict-of-interest/conflict-of-interest-5-2-16.pdf

5.3.4 Cost Sharing

Cost Sharing is the financial support contributed by universities to sponsored projects. Compliance with federal cost accounting standards requires that Cost Shared expenses be treated in a consistent and uniform manner in proposal preparation, award negotiation, and the accounting of these expenses in the financial reports to sponsors.

Any Cost Sharing included in the award budget is a condition of the award and is subject to audit. The OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Sections 2 CFR 215.23(a)(5), 200.29, & 200.306, state that Cost Sharing is not expected, nor can it be used in the review process, unless a Cost Sharing requirement is allowed under the awarding agency's regulations and specified in a notice of funding opportunity. (www.grants.gov/web/grants/learn-grants/grant-policies/omb-uniform-guidance-2014.html)

There are two types of Cost Sharing which require both tracking and reporting:

1. **Mandatory Cost Sharing:** Project costs that are not paid by the sponsor and are required as a condition of the award.
2. **Voluntary Committed Cost Sharing:** Costs specifically pledged on a voluntary basis and specifically included in the award budget.

CUNY discourages Cost Sharing unless such a commitment is required by the sponsor. When there is documented evidence that a Voluntary Cost Sharing commitment is necessary to ensure the competitiveness of the CUNY proposal, approval must be obtained by the Vice Chancellor for Research at the time of the application/proposal.

For more information, see VC Memorandum on Voluntary Committed Cost Share: www2.cuny.edu/wp-content/uploads/sites/4/page-assets/research/research-compliance/sponsored/guidance/pre-award/cost-sharing/VC-Memorandum-on-Voluntary-Committed-Cost-Sharing.pdf and Research Foundation Cost Share Policy: www.rfcuny.org/filesdirectory/finance/Documents/Cost%20Sharing%20Procedure.pdf

5.3.5 Facilities and Administrative Costs

Research and Sponsored Programs projects entail direct costs and facilities and administrative costs (F&A, also known as indirect costs). Direct costs are those specified by line items in budgets. F&A costs are York College's expenses related to the conduct of Research and Sponsored Programs which, owing to the limitations of accounting practice, cannot readily be associated with direct line-item costs on a project by project basis. Examples of these F&A costs are the use of York College facilities and York College expenditure for the administration of Research and Sponsored Programs projects in accordance with public law.

Chapter 6

OTHER COLLEGE SERVICES AND GENERAL INFORMATION

6.1 College Closings

CUNY Alert is an emergency notification system that enables the University's campuses to advise students, faculty, and staff of an emergency (a severe hurricane or snowstorm, 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 York College 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.

For more information and to sign up for CUNY Alert, go to: www2.cuny.edu/news/cuny-alert/.

6.2 Other Emergencies

Notify the Office of Public Safety at 718 262-2222 for all medical emergencies. Alternatively, notify The Student Health Services Center at 718 262-2050 or call 911. The Student Health Services Center is located in the Academic Core Building, Room 1F01.

6.3 Keys

Departmental secretaries assist faculty with getting keys to offices and other facilities. They will fill out a Buildings and Grounds (B&G) request form. Faculty will then have to sign for and pick up the keys when they are ready in the B&G office, which is located in Academic Core LL13, Ext. 2200. All keys must be returned to the B&G Office upon the employee's last day at the College.

6.4 Identification Cards

The Office of Public Safety, located in Academic Core 1MO2, Ext. 2222, will provide information about where to be photographed so that a York College identification card can be issued. An identi-

fication card provides access to the campus as well as some classroom spaces, where it is used in lieu of a key to gain entrance. An identification card also provides access to library resources, such as on and off-campus online databases, e-books, and interlibrary loan requests in addition to book borrowing privileges. For more information about acquiring an identification card, see: www.york.cuny.edu/administrative/public-safety/id-cards

6.5 Lost and Found Items

Public Safety Office, Academic Core 1MO2, Ext. 2222.

6.6 Academic Calendar

The York College academic calendar is available on the College's website: www.york.cuny.edu/registrar/calendar/pdf. The school year usually begins before Labor Day, with Registration in late August. This schedule has been agreed on and requested by students, and supported by the faculty and the union (PSC) in order to end classes and finals before the December holidays and the January intersession.

6.7 On-Campus Dining Facilities

The main cafeteria, which is in the Academic Core building at the center of the first floor, has a wide selection of food choices and seating. A smaller, more limited Starbucks café is on the second floor. In addition, there is a Faculty and Staff Dining Room in Academic Core, 2D01, which is available Monday through Friday, 12pm-2pm, to eat lunch or use as a social meeting place, unless the room is being used for a special event by the President, faculty, or staff. Hours of operation for all these facilities vary depending on whether classes are in session and other factors. Faculty can also buy snacks and beverages at the many vending machines located throughout the campus.

6.8 Health Benefits

Faculty have health care coverage, dental coverage, optical/eyeglass coverage, and other optional add-ons (at a cost),

including drug riders, catastrophic insurance, Long Term Care policies, and other offerings. For more information, see: www.york.cuny.edu/administrative/human-resources/benefits-1 and <http://www.psc-cuny.org/benefits> or contact the Office of Human Resources, Academic Core, 2H01, 718-262-2135.

6.9 Parking

Faculty can purchase a yearly Parking Permit by bringing their license, registration, and updated ID to the Office of Public Safety, located in Room 1M02 on the first floor of the Academic Core building. The annual fee is paid at the Bursar's Office, Level One AC building, Room AC 1H01. After payment, the Office of Public Safety will issue a Parking Tag. For more information, see: www.york.cuny.edu/administrative/public-safety/parking.

6.10 Paychecks

Faculty members are paid bi-monthly throughout the year, for a total of 26 paychecks. Arrangements can be made with the Payroll Office for direct deposit every two weeks, or checks can be picked up at the Bursar's Office—room AC-1H01. Pay stubs are also available at this office. If faculty want anything mailed to them, including pay stubs, they must provide the Bursar's Office with stamped, self-addressed envelopes.

6.11 Security Issues

If a faculty member has a public safety or security issue, they should contact the Office of Public Safety at 718 262-2222, which is located on the first floor of the Academic Core Building, Room 1M02. Also see the College's Emergency Response Guide: www.york.cuny.edu/administrative/public-safety/emergency-response-guide

Chapter 7

LEGAL MATTERS

7.1 Use of College Name, Stationery, and Logo

Using the name or symbol of The City University of New York or any of its colleges in an advertisement without the written permission of the University is prohibited. Use of the York College logo on both internal and external materials must be approved by the Office of Marketing Communications prior to production and distribution. For more information, see: www.york.cuny.edu/president/government-and-community-relations/marketing-communications.

Use of CUNY or College titles or stationery must be reserved to activities related to an employee's official duties. Officers and employees may not use their official titles or the name of the University or the College in solicitations or advertisements on behalf of political candidates or political parties.

7.2 Accepting Services of Subpoenas and Other Legal Documents

The Office of Legal Affairs and Labor Relations is authorized to accept subpoenas and other legal documents served on the College or its employees. Any person who attempts to serve a subpoena or any other legal document on any member of the College community should be escorted to that office by a Campus Safety Officer.

If a subpoena, complaint, or other legal document is sent to a faculty member by mail, please note how and when it was received (e.g., regular mail, certified mail, overnight delivery service), attach the envelope to the document, and bring these materials immediately to the Office of Legal Affairs and Labor Relations: Academic Core, Room 2H05, 718 262-2140 (www.york.cuny.edu/president/legal).

7.3 Lawsuits

If the College or an employee is named as a party to a lawsuit, a process server may attempt to deliver such documents as a Complaint, Notice of Claim, Order to Show Cause, or Notice of Petition. The College must respond to these documents in a timely fashion. Therefore, please direct all process servers to the Office of Legal Affairs and Labor Relations, AC-2H05. Do not accept process of any kind for the College or for an employee.

7.4 Human Rights Complaints

Members of the College community may receive complaints against the College or named employees filed by the New York City Commission on Human Rights, the New York State Division of Human Rights, the U.S. Equal Employment Opportunity Commission, or the U.S. Office for Civil Rights. These documents, too, must be forwarded promptly to the Office of Legal Affairs and Labor Relations, AC-2H05.

7.5 Indemnification

New York State Public Officers Law, Section 17, provides for the defense and indemnification of an employee in a civil action, and indemnifies the employee in the event there is a judgment against the employee, provided the alleged act that is the basis for the lawsuit occurred while the employee was acting within the scope of their public employment or duties, subject to the discretion of the New York State Attorney General. Should you have any questions, please contact the Office of Legal Affairs and Labor Relations, AC-2H05.

Chapter 8

YORK COLLEGE WORKFORCE POLICIES

8.1 Introduction

The York College workforce is composed of two major groupings: unclassified staff (teaching and nonteaching instructional staff) and classified civil service employees (non-instructional staff, such as CUNY office and administrative assistants, information technology employees, skilled and mechanical trade employees, etc.).

8.2 Policy on Equal Employment Opportunity and Affirmative Action

The City University of New York (CUNY) has a long-standing commitment to diversity and equal opportunity in all aspects of employment practices. York College fully supports these policies and practices, which have been implemented to foster non-discrimination, affirmative action, and diversity and inclusion in the workplace.

The Equal Opportunity and Non-discrimination Policy states CUNY's commitment to recruit, employ, retain, promote, and provide benefits to employees regardless of race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, unemployment status, pregnancy, or status as a victim of domestic violence/stalking/sex offenses, or any other legally prohibited basis in accordance with federal, state, and city laws. Italian Americans are included among CUNY's protected groups. Additionally, as a federal contractor, CUNY engages in affirmative action consistent with federal requirements.

All York College employees are expected to cooperate fully in meeting these legal and ethical mandates. The President is responsible for the application of affirmative action principles at York College. A job applicant, employee, or former employee who wishes to make a complaint related to affirmative action or equal opportunity, including reasonable accommodations for disabilities, may consult with the Chief Diversity Officer and Title IX Coordinator: www.york.cuny.edu/president/diversity-and-compliance

All complaints will be handled confidentially.

Retaliation against anyone alleging discrimination on these grounds is prohibited by law. For a comprehensive statement of

the College's employment discrimination policy and complaint procedures, see: www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/hr/policies-and-procedures/CUNYPolicy-Equal-Opportunity-and-Non-Discrimination-010115-procedures.pdf

Contact the Office of Legal Affairs and Labor Relations, Room AC-2H05, for more information and assistance: www.york.cuny.edu/president/legal

In addition to the College's Office of Legal Affairs and Labor Relations, the following external agencies enforce laws prohibiting employment discrimination: New York City Commission on Human Rights, New York State Division of Human Rights, U.S. Equal Employment Opportunity Commission (EEOC), U.S. Department of Education Office for Civil Rights, and U.S. Department of Justice.

8.3 Sexual Harassment, Gender-Based Harassment, and Sexual Violence

It is the policy of The City University of New York that every member of its community, including students, employees, and visitors, deserves the opportunity to live, learn and work free from sexual harassment, gender-based harassment and sexual violence. Accordingly, CUNY is committed to:

1. Defining conduct that constitutes prohibited sexual harassment, gender-based harassment and sexual violence;
2. Providing clear guidelines for students, employees and visitors on how to report incidents of sexual harassment, gender-based harassment and sexual violence and a commitment that any complaints will be handled respectfully;
3. Promptly responding to and investigating allegations of sexual harassment, gender-based harassment and sexual violence, pursuing disciplinary action when appropriate, referring the incident to local law enforcement when appropriate, and taking action to investigate and address any allegations of retaliation;
4. Providing ongoing assistance and support to students and employees who make allegations of sexual harassment, gender-based harassment and sexual violence;
5. Providing awareness and prevention information on sexual harassment, gender-based harassment and sexual

violence, including widely disseminating this policy, and implementing training and educational programs on sexual harassment, gender-based harassment and sexual violence to college constituencies; and

6. Gathering and analyzing information and data that will be reviewed in order to improve safety, reporting, responsiveness and the resolution of incidents.

The University, through its colleges, will disseminate this policy and take other steps to educate the University community about sexual harassment, gender-based harassment, and sexual violence. Members of the University community who believe themselves to be aggrieved under this policy are strongly encouraged to report allegations of sexual harassment, gender-based harassment, and sexual violence as promptly as possible.

For more information, see CUNY's policy and procedures on sexual harassment, gender-based harassment and sexual violence: www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/legal-affairs/POLICY-ON-SEXUAL-MISCONDUCT-10.1.2015-with-links.pdf

Matters involving sexual harassment, gender based harassment and sexual violence can be reported to the Chief Diversity Officer.

8.4 Workplace Violence Policy

The City University of New York has a long-standing commitment to promoting a safe and secure academic and work environment that promotes the achievement of its mission of teaching, research, scholarship, and service. All members of the University community—students, faculty and staff—are expected to maintain a working and learning environment free from violence, threats of harassment, violence, intimidation or coercion.

The City University of New York prohibits workplace violence. For the purposes of this policy, Workplace Violence

is defined as any physical assault or acts of aggressive behavior occurring where an employee performs any work-related duty in the course of his or her employment.⁷ Employees are responsible for reporting any incidents of workplace violence of which they become aware. Complaints involving workplace violence will not be ignored and will be given the serious attention they deserve. Individuals who violate this policy may be removed from University property and are subject to disciplinary and/or personnel action up to and including termination, consistent with University policies, rules, and collective bargaining agreements, and/or referral to law enforcement authorities for criminal prosecution. The University, at the request of an employee or student, or at its own discretion, may prohibit members of the public, including family members, from seeing an employee or student on University property unless necessary to transact University-related business.

Faculty and staff must promptly report incidents of workplace violence to their supervisor. Faculty and staff who are advised by a student that a workplace violence incident has occurred must report it to the campus public safety director immediately: 718 262-2222.

For more information, see the York College Workplace Prevention Program: www.york.cuny.edu/administrative/public-safety/workplace-violence/wvp-assets/yc-workplace-violence-prevention-policy/view and the CUNY policy on Workplace Violence Prevention: policy.cuny.edu/manual_of_general_policy/article_vi/policy_6.09/text/#Navigation_Location

⁷ Examples of such behavior include, but are not limited to:

- An attempt or threat, whether verbal or physical, to inflict physical injury upon an employee;
- Any intentional display of force which would give an employee reason to fear or expect bodily harm;
- Intentional and wrongful physical contact with an employee without his or her consent that entails some injury;
- Stalking an employee in a manner which may cause the employee to fear for his or her physical safety and health when such stalking has arisen through and in the course of employment.

Appendix A

YORK COLLEGE CHARTER

YORK COLLEGE

of

The City University of New York Charter, York College Senate

Approved by Board of Trustees June 29, 2015

ARTICLE I. SENATE

Section 1. Purpose

This charter establishes the York College Senate as the legislative body of York College of the City University of New York.

Section 2. Definition

This Senate shall replace the Faculty Council and Student Council and shall assume their duties and responsibilities (See CUNY Bylaws, Section 8.7)

ARTICLE II. SENATE DUTIES

Section 1. Legislative Function

The York College Senate shall exercise all legislative powers granted to the College as a unit of the City University and shall advise the President on other matters concerning the policies, standards, and programs of the College

Section 2. Jurisdiction

As the College legislative agency, the Senate jurisdiction shall include the following areas:

- A. Curriculum and other educational matters including academic standards;
- B. Student discipline, student organizations, student affairs;
- C. The safeguard of academic freedom of all members of the York College Community;
- D. All matters which may subsequently be assigned to the College legislative sphere.

Section 3. Prerogatives

As an advisory-body, the Senate shall have the right to express itself formally in any area and communicate its recommendations to the interested authorities.

ARTICLE III. MEMBERSHIP

Section 1. Composition

The York College Senate shall consist of representatives of the Faculty, Students and Administration.

Section 2. Faculty Representation

- A. The Faculty shall consist of all full- and part-time personnel with the titles of Professor, Associate Professor, Assistant Professor, Lecturer, and Instructor or their adjunct equivalents.
- B. Each Department shall be entitled to at least one senator.
 - 1. Department designation shall be based on the Academic Structure List as maintained in the President's office. For the purposes of this Charter, Library and Student Development shall be considered departments.
 - 2. Each Department shall be represented according to the following schedule. Representation shall be based on a full-time equivalent ratio. All fractions shall be truncated:

Full-time equivalent faculty size	Number of senators
Up to 10	1
11 to 20	2
21 plus	3

- C. In the event that a department with multiple disciplines is entitled to two or more senators, senators shall be from different disciplines.

Section 3. Student Representation

- A. Students are those persons enrolled in credit bearing courses at York College.
- B. Students shall be guaranteed a number of seats equal to those held by faculty. These seats shall be apportioned as follows. Each Department shall be entitled to one student senator. The remaining seats necessary to bring student senators to a number equal to faculty senators shall be elected at large. In the event that any department is not represented in the list of candidates, that department's seat shall be filled by election at large.
- C. A student candidate for the Senate shall have a minimum 2.0 index which must be maintained for the duration of the term of membership.

Section 4. Administration Representation

The President shall appoint four persons in the administration to serve as senators. In addition, the President shall be a member of the Senate (One of the administration senators shall be from the Office of the Registrar and one shall be from the Office of the Vice President for Academic Affairs.)

Section 5. Term of Office

The term of office for all senators shall be one academic year.

Section 6. Alternates and Proxies

No alternates are permitted except for the Committee on College Curriculum which shall permit the use of alternates

Section 7. Elections

- A. Regular elections for student senators shall be held once a year by April 30 during the election period March 15 - April 30. The Committee on Elections shall organize and conduct the elections and shall make all reasonable efforts to encourage full student participation
- B. Regular elections for faculty senators and department Curriculum Committee Members (including alternates) shall be held in each department in May
- C. When a vacancy occurs for any reason (i.e. resignation, non-reappointment, graduation, etc.) runners-up may be enlisted or a special election may be held if necessary

ARTICLE IV. SENATE OFFICERS

Section 1. Chairperson

The President of the College shall be the Chairperson of the Senate.

Section 2. Vice-Chairperson

A Vice-Chairperson shall be elected from the membership of the Senate to serve as Chairperson in the absence of the Chairperson.

Section 3. Secretary

A Secretary shall be elected by the Senate from among the Senators.

Section 4. Parliamentarian

A Parliamentarian shall be elected by the Senate.

Section 5. Student Leader

The Student Caucus shall elect a leader from its membership. (The Student Caucus is the Student Government of York College.)

Section 6. Faculty Leader

The Faculty Caucus shall elect a leader from its membership.

Section 7. Executive Board

The Executive Board of the Senate shall consist of five voting members. The members of the Executive Board shall be the Chairperson, the Faculty Caucus Leader, and the Student Caucus Leader, the Vice-Chairperson and the Secretary. The members of the Executive Board shall hold office until their replacements are elected at the first meeting of the Senate each academic year.

Section 8. Duties of the Executive Board

The Executive Board of the Senate shall schedule Senate meetings. Upon petition of ten or more members of the Senate, a meeting must be called in order to deal with matters of Senate concern. The Executive Board shall be responsible for preparing agenda for all meetings and, subject to review by the total Senate, for carrying out the business of the Senate between regular meetings. Senate meeting dates and agenda shall be publicized sufficiently and be received by Senators at least seven working days in advance of a Senate meeting to assure maximum attendance and participation.

In addition, the Executive Board shall:

- A. Serve to improve the effectiveness of college governance by recommending appropriate measures to the Senate or to the appropriate Committee. These recommendations are based upon; periodic review of the committee structure and the functioning of committees (including performance and attendance of committee members), and receipt of reports of violations against committee operations.
- B. Receive items of concern which do not fall within the jurisdiction of any existing committee and make disposition of them by referring to an existing committee or by recommending to the Senate the creation of a committee for the purpose.

ARTICLE V. MEETINGS

Section 1. Frequency

The Senate shall meet monthly or as required so that there will be at least three meetings per semester. The initial meeting of each academic year must be held before October 15.

Section 2. Participation

Regular meetings of the Senate shall be open to all members of the York College Faculty, Student Body, and Administration, who may be recognized at the discretion of the Senate.

Section 3. Quorum

A quorum shall consist of more than 50% of the membership of the Senate.

Section 4. Parliamentary Procedure

The Senate and its committees shall conduct its meetings according to Robert's Rules of Order—newly revised—and in accordance with the New York State Open Meetings Law.

Section 5. Caucus Meetings

The Faculty Caucus and the Student Caucus shall have the right to meet as they deem necessary. (Notice of such meetings shall be given to the Executive Board of the Senate.)

ARTICLE VI. CHARTER AMENDMENTS

Section 1. Proposed Amendments

An amendment may be proposed by a petition signed by at least 20% of the members of the York College Senate or by one Senator in response to a petition signed by no fewer than 10% of the College Community of faculty and students, gathered at large. The proposed amendment shall be read into the official record during a regularly scheduled meeting of the Senate and cannot be ratified at that meeting.

Section 2. Ratification

After a waiting period of at least four weeks from the date of its being read into the official Senate Record, a proposed amendment may be considered for ratification by the Senate, either at a regularly scheduled meeting or at one especially convened for the purpose of ratification. Ratification shall require the approval of: two thirds of the voting Senators; two thirds of those voting in separate faculty and student referenda; the President of the Senate, and the Board of Trustees. Voting for ratification of a proposed amendment shall take place no later than the third regularly scheduled meeting of the Senate following the date of its proposal.

Section 3. Enactment

A ratified amendment shall be enacted as soon as possible after the date of ratification. In no case shall such enactment be delayed beyond the first day of the next academic semester following the ratification date.

ARTICLE VII. COMMITTEES

Section 1(a) Standing Committees

Committee on Academic Policy and Standards
Committee on Campus Environment and Facilities
Committee on College Curriculum
Committee on Elections
Committee on Governance
Committee on Instruction and Professional Development
Committee on Library and Technology
Committee on Resources

Section 1 (b) Ad Hoc Committees

Ad Hoc Committees shall be created by the Senate when necessary. The composition and tenure of such committees shall be established at the time they are created. Such committees shall be responsible to and report to the York College Senate.

The Faculty Caucus or the Student Caucus may create ad hoc committees as they deem necessary. An ad hoc committee created by a caucus shall be responsible to and report to the caucus which created it.

Section 2 Procedures

- A. The Committee on Elections shall publicize all committees, their powers and obligations and the requirements for membership thereon. The committee shall solicit departmental, self- and other nominations and forward all names, with certification of eligibility to the Senate.
- B. The term of office for all elected faculty committee members shall be two years; one half of the membership shall be elected each year. No elected committee member may serve more than three consecutive terms. The term of office for all student members shall be one year.
- C. Election to committees shall be conducted by the last Senate meeting of the Spring Semester preceding the year of office. Faculty members shall be elected by the Faculty Caucus; student members shall be elected by the Student Caucus; Administration members shall be appointed by the President.
- D. Removal of a member of a York College Senate Standing Committee shall be by a 2/3 vote of the membership of the appropriate caucus.
- E. Notification of election to a Standing Committee shall be made by the Secretary of the Senate to each newly elected member within two weeks following the election.
- F. The President of the Senate shall appoint a convener for each Committee who shall be directed to convene an organizational meeting which must be held during the month of September.
- G. Each Standing Committee shall elect its Chairperson and Secretary from among its members at its first Fall meeting. The results of these elections shall be reported to the Senate.

- H. All committees shall report to the Senate at least once a semester; committees may ask to be placed on the agenda.
- I. Standing Committees shall fulfill the functions set forth in this Charter as well as such other responsibilities as may be assigned by the Senate which are consistent with the functions set forth herein.
- J. Each Standing Committee shall establish procedures for articulating with the total College community for the purposes of soliciting ideas and coordinating activities.

Membership, Functions and Duties of Standing Committees are outlined below:

COMMITTEE ON ACADEMIC POLICY AND STANDARDS

Membership

Total: Twelve (12) members

1. Faculty, six elected by Faculty Caucus (from different departments)
2. Students, three elected by Student Caucus (from different departments)
3. Administration, three (Registrar; Student Development; SEEK)

Functions

1. Review and recommend policies relating to the academic policy and standards of the college (as they pertain to enrolled students) as well as the procedures used for their implementation
2. Hear and decide upon petitions and appeals of students deviating from established college policy and standards
3. Recommend policy for the admission of those students admitted through the University Admission Policy Committee (UAPC)
4. Recommend policy for the admission of students to York College
5. Receive and review recommendations of policy addressing admission to professional programs from the respective school

Procedures

The Committee shall review and make decisions on all

1. Recommendations for policy and procedures to be submitted to the Senate
2. Act on readmission petitions for students who do not meet academic standards
3. Act on petitions for waivers
4. Act on petitions for withdrawal of leave of absence
5. Act on grade appeals
6. Act on petitions that fall under the category of other and
7. Act on appeals of denied petitions.

Meetings

At least three meetings per academic semester, including the sub-committees on (1) petitions and (2) policy and at least one meeting per academic semester to hear and decide on petitions of appeal of denial (full committee)

Accountability

To the Senate

COMMITTEE ON CAMPUS ENVIRONMENT AND FACILITIES

Membership

Total: Fifteen (15) members

1. Faculty, six elected by Faculty Caucus (different departments)
2. Students, six elected by Student Caucus (from different departments)
3. Administrators, three selected by President (Student Affairs; Administrative Affairs; Academic Affairs)

Functions

1. Recommend programs and review policy designed to improve college services
2. Recommend regarding the décor, safety, security, and amenities of the physical plant
3. Recommend regarding the cultural programs of the college

Procedures

1. Establish a system for assessing the physical plant on an regular basis
2. Prioritize results and recommendations
3. Report to the Senate the Committee's recommendations on policy, physical plant, security, and cultural programs for action

Meetings

At least once per academic semester

Accountability

To the Senate

COMMITTEE ON COLLEGE CURRICULUM

Membership

Total to be determined based on the number of departments, including Library and Student Development, in May of the academic year.

1. Faculty, elected by their respective academic departments, Library and Student Development; faculty alternates, one alternate per academic department, Library and Student Development
2. Students, nine elected by Student Caucus from different departments; Student alternates (nine from different departments)
3. Administration, two selected by President—Academic Affairs and Office of the Registrar

Functions:

1. Establish curriculum policy
2. Review established curriculum
3. Discuss all proposed curriculum changes and
4. Recommend curricular changes to the York College Senate

Procedures

1. The Committee shall establish procedures to be used in submitting to the committee proposals for changes to curriculum

2. The Committee shall review and discuss all such proposals and
3. Proposals it accepts shall be reported to the York College Senate for its action

Meetings

At least three meetings per academic semester, or as needed

Accountability

To the Senate.

COMMITTEE ON ELECTIONS

Membership

Total nine (9) members

1. Faculty, three elected by Faculty Caucus from different departments
2. Students, four elected by Student Caucus from different departments
3. Administration, two selected by President—Student Development and Office of the President

Functions

1. Establish policies and procedures for student elections and referenda:
 - a. Schedule student government elections between March 15 and April 30; publish the dates of elections at least three weeks in advance; supervise and monitor elections
 - b. Certify the qualifications of nominees, and certify validity of referenda
 - c. Tally votes and report results to Student Election Review Committee (SERC); refer complaints to SERC
 - d. Fill vacancies from the runners-up list or by special election if necessary
 - e. Receive standing committee membership (excluding Curriculum Committee) for the following Committees: Academic Policy and Standards, Campus Environment and Facilities, Elections, Governance, Instruction and Professional Development, Library and Technology, and Resources by the first plenary in September
 - f. Receive Curriculum Committee memberships and alternates by the first Tuesday in September or one day before the first meeting of the Curriculum Committee
2. Establish policies and procedures for faculty elections:
 - a. Assure the conducting of departmental elections for faculty senators in the respective academic departments by the 10th of May. Results of these elections are to be submitted to the Committee on Elections and the Office of Academic Affairs by the last day of classes in the spring semester, or no later than Commencement
 - b. Assure the conducting of departmental elections for faculty representatives and alternates to the Curriculum Committee in the respective academic departments by the 10th of May. Results of these elections are to be submitted to the Committee on Elections and the Office of Academic Affairs by the last day of classes in the spring semester, or no later than Commencement
 - c. Facilitate the election of faculty members to the University Faculty Senate (UFS) by the 10th of May. Results of these elections are to be submitted to the committee on elections and University Faculty Senate (UFS) by the last day of classes in the spring semester, or no later than Commencement. Faculty representatives of the Elections Committee shall serve with the Faculty Caucus leader to receive nominations and conduct elections

- d. Facilitate the election of faculty members to the standing committees (except Curriculum Committee see b. above) by the third Tuesday in September. Results of these elections are to be submitted to the President's Office and the Committee on Elections by September 30. Faculty representatives of the Elections Committee shall serve with the Faculty Caucus leader to receive nominations and conduct the elections
- e. When a vacancy occurs for any reason (i.e. resignation, non-reappointment, leaves of absence, retirement, etc.) runners-up may be enlisted or a special election may be held if necessary

Procedures

1. Elections for the student seats in the York College Senate shall be held once a year by the 30 of April (March 15 to April 30)
2. Elections for faculty senators, members of the Curriculum Committee (including alternates) and the University Faculty Senate (UFS) representatives will be conducted by the 10 of May
3. Elections for standing committee members, excluding Curriculum Committee will be conducted by the third Tuesday in September

Meetings

At least twice per semester and at other times when necessary

Accountability

To the Senate

COMMITTEE ON GOVERNANCE

Membership

Total Nine (9) members

1. Faculty, three elected by Faculty Caucus
2. Students, three elected by Student Caucus
3. Administration, three selected by the President

Functions

1. Assess the Senate Charter's ability to effectively support and respond to the changing needs of the Senate and its Committees
2. Review proposals to amend the Charter and advance them as appropriate to the Senate for consideration
3. Recommend proposals for Senate action
4. Review and make recommendations on all matters related to academic, instructional, and administrative policy, not otherwise charged to another Senate Standing Committee

Procedures

1. Establish means to assess the effectiveness of the Charter
2. Develop a process for receiving and reviewing recommendations from College constituency
3. Direct proposals to amend the Charter to membership
4. Accept requests for review and assessment of policy from College constituency
5. Meet with President at least once per academic semester to discuss proposed policy changes

Meetings

At least once per academic semester

Accountability

To the Senate

COMMITTEE ON INSTRUCTION AND PROFESSIONAL DEVELOPMENT**Membership**

Total Eleven (11) members

1. Faculty, six elected by Faculty Caucus from different departments
2. Students, three elected by Student Caucus from different departments
3. Administration, two selected by President—Academic Affairs and Chief Information Officer

Function

This Committee shall recommend policy in all areas dealing with teaching effectiveness, instruction, and related areas

Procedures

The Committee shall establish and review assessment measures and best practices that support excellence in classroom instruction and professional development for faculty

Meetings

At least once per academic semester

Accountability

To the Senate.

COMMITTEE ON LIBRARY AND TECHNOLOGY**Membership**

Total Eleven (11) members

1. Faculty, six elected by Faculty Caucus from different departments
2. Students, three elected by Student Caucus from different departments
3. Library, Chief Librarian
4. Administration, one selected by President—Chief Information Officer/designee

Functions

This Committee shall review the operations of the Library and technology and media related services and make recommendations to improve and expand collections and services. This Committee shall:

1. Serve as the liaison between the library and its users
2. Advise the Chief Librarian in matters pertaining to the library resources, facilities, and services
3. Advise the Chief Information Officer in matters pertaining to technology and media related services
4. Encourage and support the growth, development, and well-being of the library

Procedures

1. Establish processes and systems for reviewing library services, holdings and facilities
2. Establish processes and systems for reviewing technology services and facilities
3. Conduct appropriate surveys to determine faculty and student satisfaction with library services and technology

Meetings

At least once per academic semester

Accountability

To the Senate.

COMMITTEE ON RESOURCES**Membership**

Total Eleven (11) members

1. Four members of the faculty, elected by the Faculty Caucus, including the faculty caucus leader, or designee
2. Four student members, elected by the Student Caucus, including the SGA president, or designee
3. An Academic Department Chair to be elected by the sitting Chairs
4. The Vice President for Finance & Administration; one additional administrator to be designated by the President

Functions

1. Shall review all the areas of the College related to funding and institutional resources
2. Shall participate in the creation of the tentative budget by the President for the Chancellor
3. Shall participate in planning for the allocation of the actual budget when it is received
4. Shall participate in the formulation of the long-range economic plans of the College

Procedures

Report to Senate the Committee's findings and recommendations on budgetary issues and other economic issues

Meetings

At least once per academic semester

Accountability

To the Senate

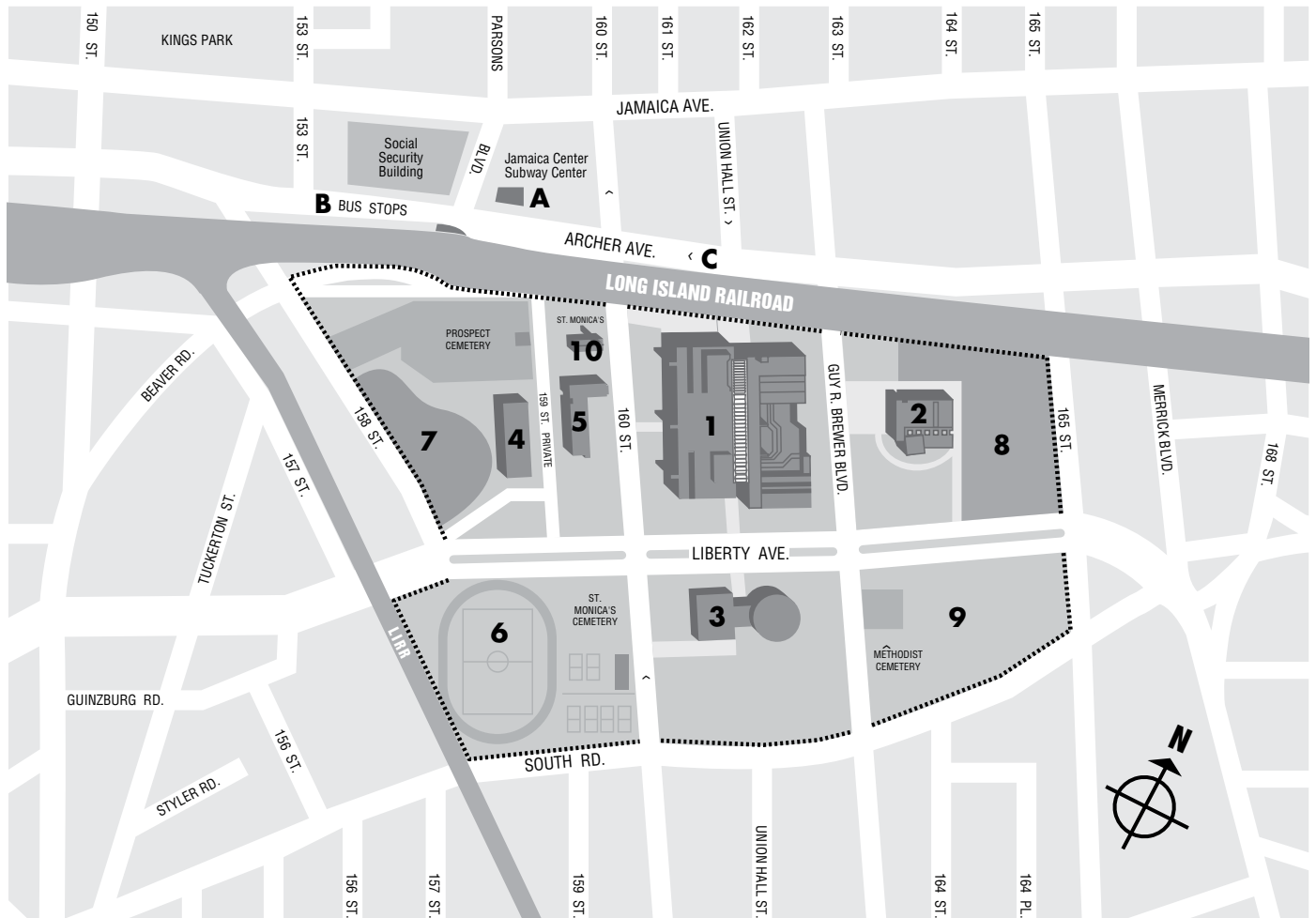
ARTICLE VIII. DEPARTMENT ELECTIONS

The Department Chairperson and the Departmental Personnel and Budget Committee shall be elected by the Faculty members of the department as follows: all full-time Faculty in Professorial titles, Lecturers, and Instructors who have received at least one reappointment.

Revised 6/15

Appendix B

CAMPUS MAP



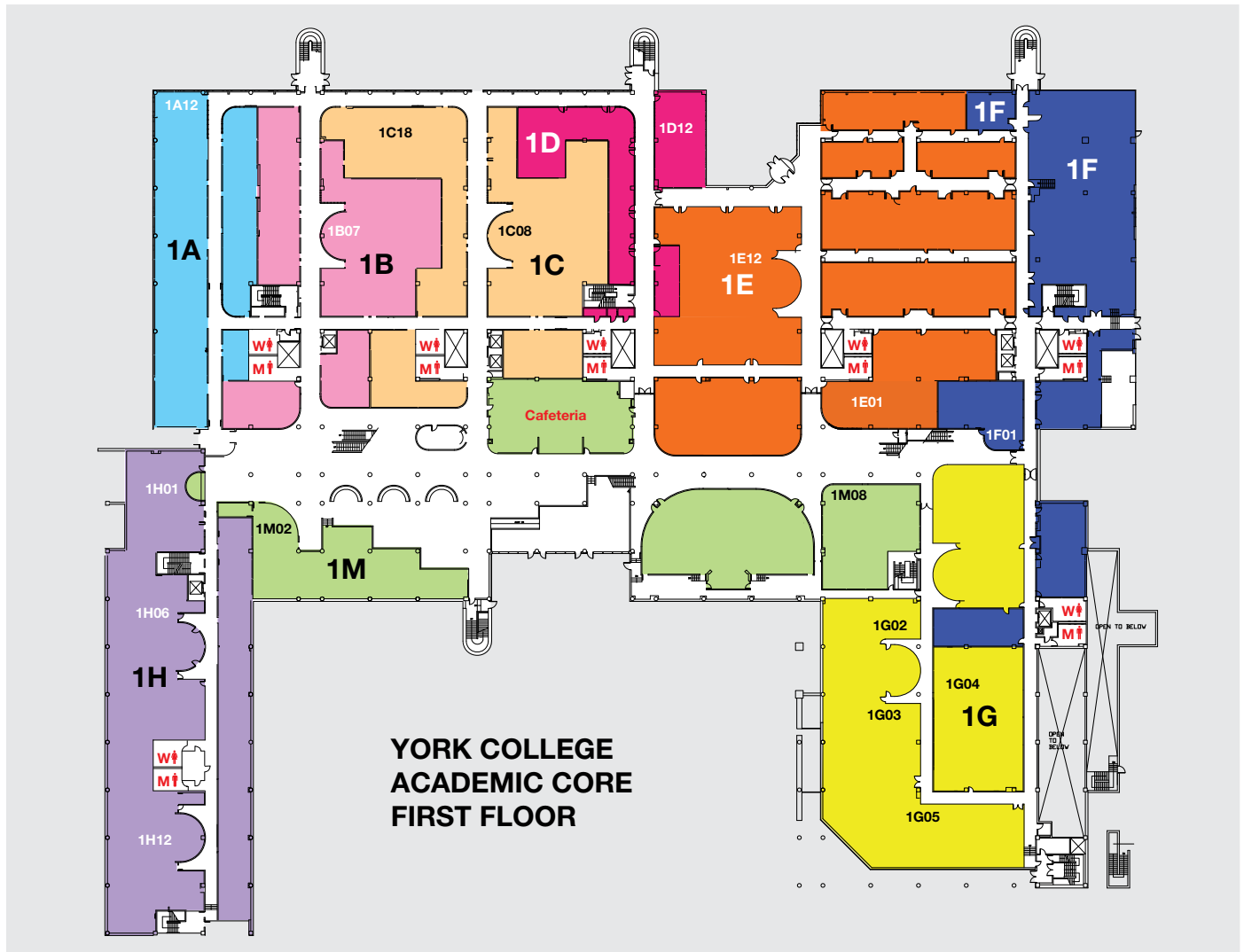
1. Academic Core Building (AC)
94-20 Guy R. Brewer Boulevard
2. Milton G. Bassin Performing Arts Center (PAC)
94-45 Guy R. Brewer Boulevard
3. Health and Physical Education Building (HP)
160-02 Liberty Avenue
4. Science Building (SC)
5. Classroom Building (CL)
6. Athletic Field
7. FDA Building
8. East Parking Lot
9. Site for Future Development
10. Child Care Center
94-20 160th Street

PUBLIC TRANSPORTATION

- A. Jamaica Center Subway Station
- B. Jamaica Center Bus Terminal
- C. Jamaica LIRR Station (8 blocks West at Sutphin Boulevard)

Appendix C

ACADEMIC CORE BUILDING DIRECTORY & FLOOR PLANS

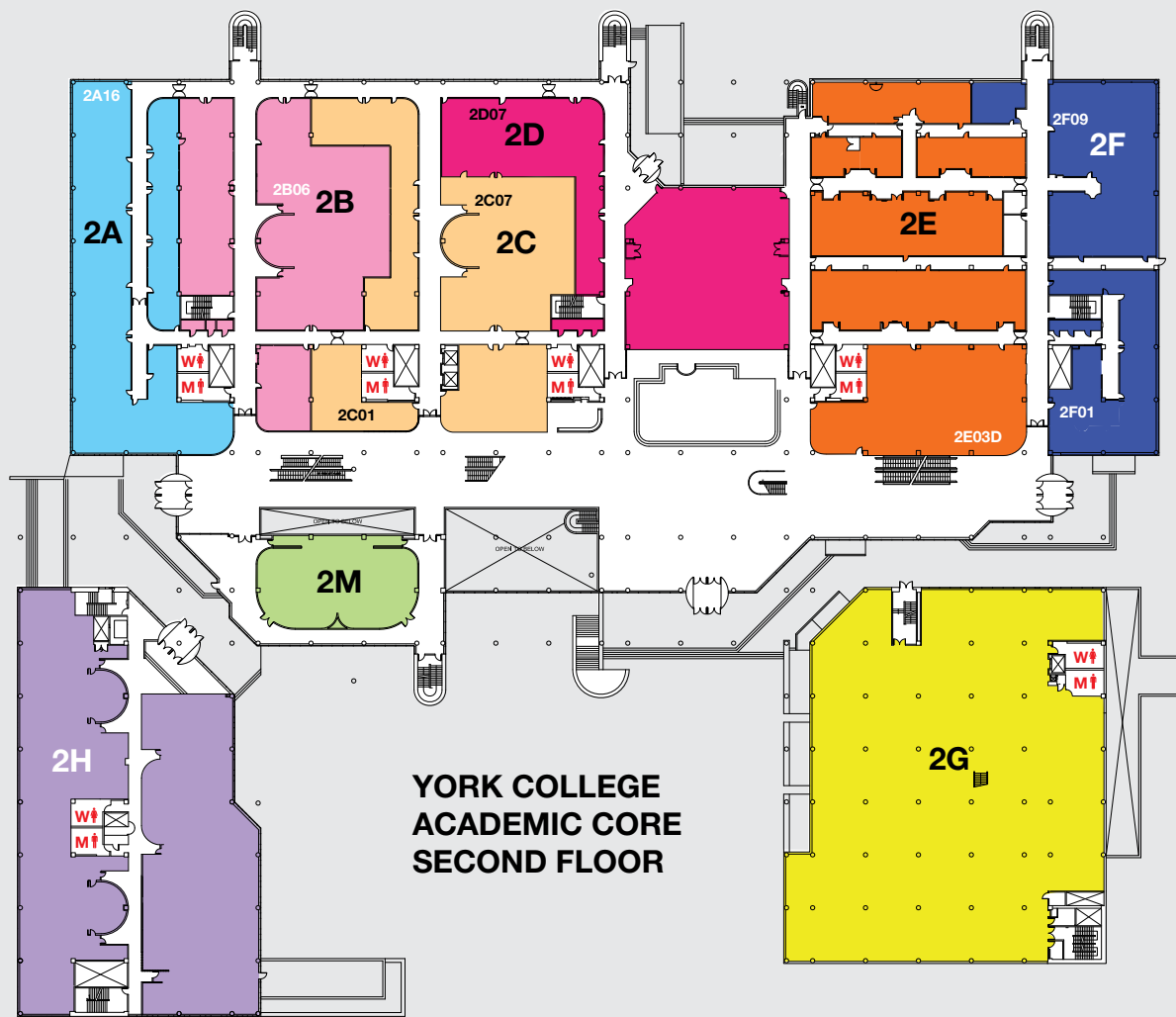


Admissions
Bursar
Business Office
Collaborative Learning Center
Counseling Center
CUNY LEADS
Health Services
International Student Office
Jumpstart

AC-1B07 Occupational Therapy
AC-1H01 Performing & Fine Arts
AC-1H12 Public Safety & Security
AC-1C18 Registrar
AC-1G03 The Percy E. Sutton
AC-1G02 SEEK Program
AC-1F01 Student Activities
AC-1H06 Student Financial Aid
AC-1E01

AC-1E12 Student Government
AC-1A12 Association
AC-1M02 Center for Students
AC-1H06 with Disabilities
AC-1C08 Teacher Education
AC-1E01 Testing Center
AC-1M08 Trio York Enrichment
Services (YES)

AC-1G04
AC-1G02
AC-1D12
AC-1G05
AC-1G02



Academic Advisement Center
Accounting & Finance
Business, Economics
& Marketing

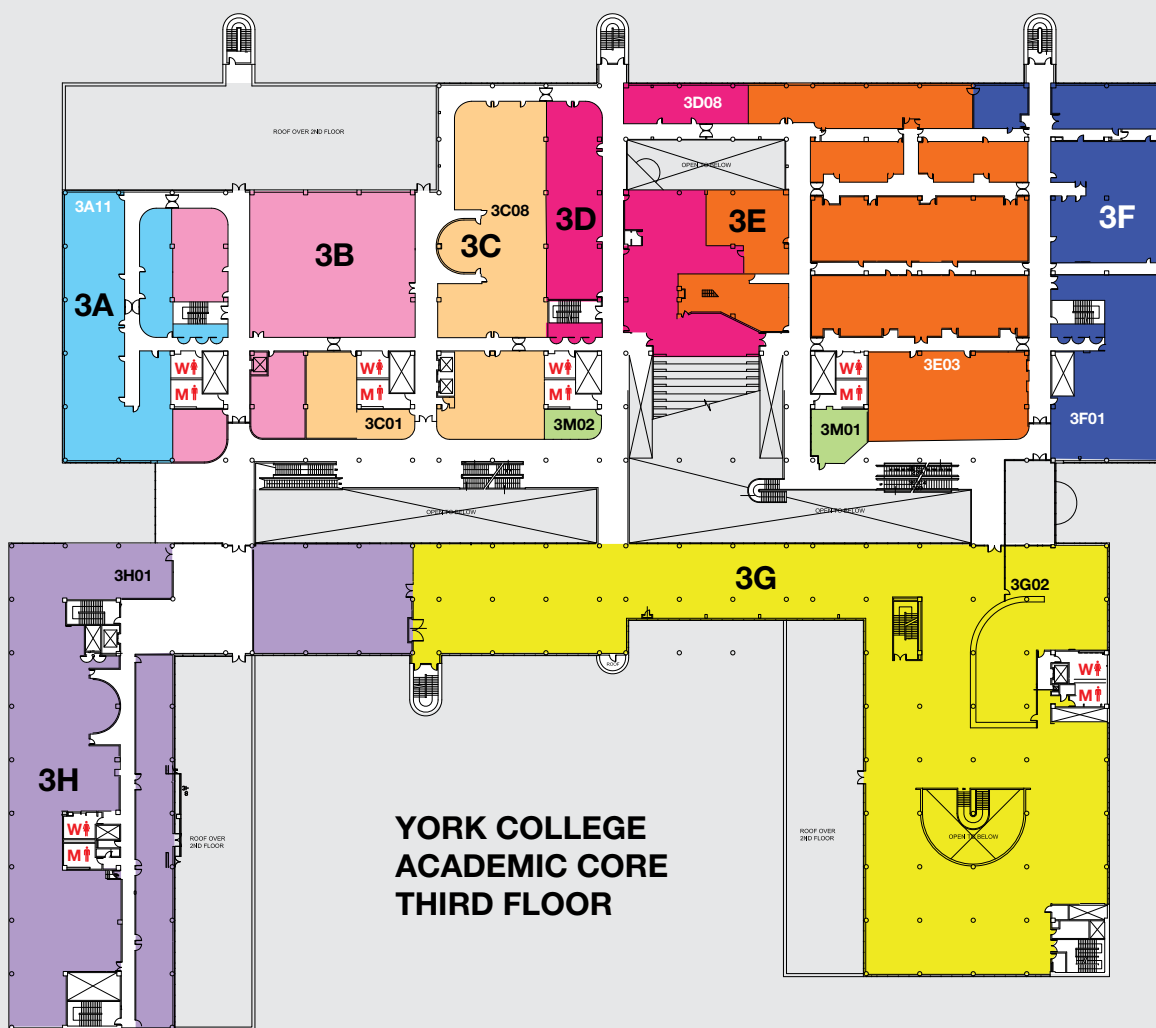
AC-2C01
AC-2B06
AC-2B06

CUNY Aviation Institute
Earth & Physical Sciences
English
IT Service Desk

AC-2B06
AC-2F09
AC-2A16
AC-2E03D

Mathematics &
Computer Studies
Student Development
Veteran's Affairs

AC-2C07
AC-2F01
AC-2D07

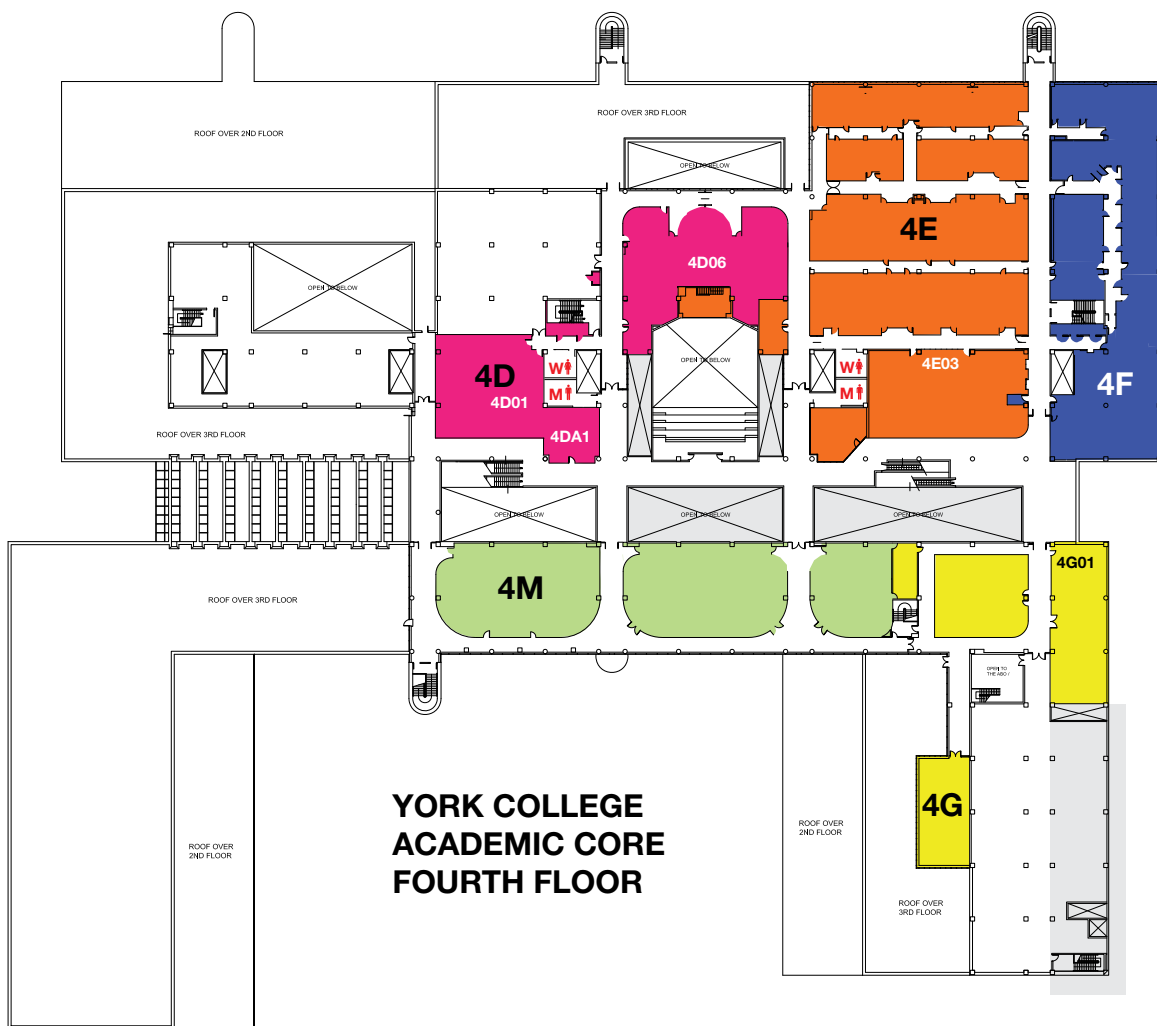


Army ROTC
Career Services
Chemistry
Foreign Languages,
ESL & Humanities

AC-3H01 History, Philosophy &
AC-3M01 Cultural Diversity
AC-3F01 Library
Men's Center
AC-3C08

AC-3D08 Social Work
AC-3G02 Trio Student Support
Services (SSS)
AC-3M02 Women's Center

AC-3A11
AC-3E03
AC-3C01



Behavioral Sciences
Biology

AC-4D06
AC-4E03

Committee on Academic Standards

AC-4D01

Communications Technology
Scholarship Center

AC-4G01
AC-4DA1



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