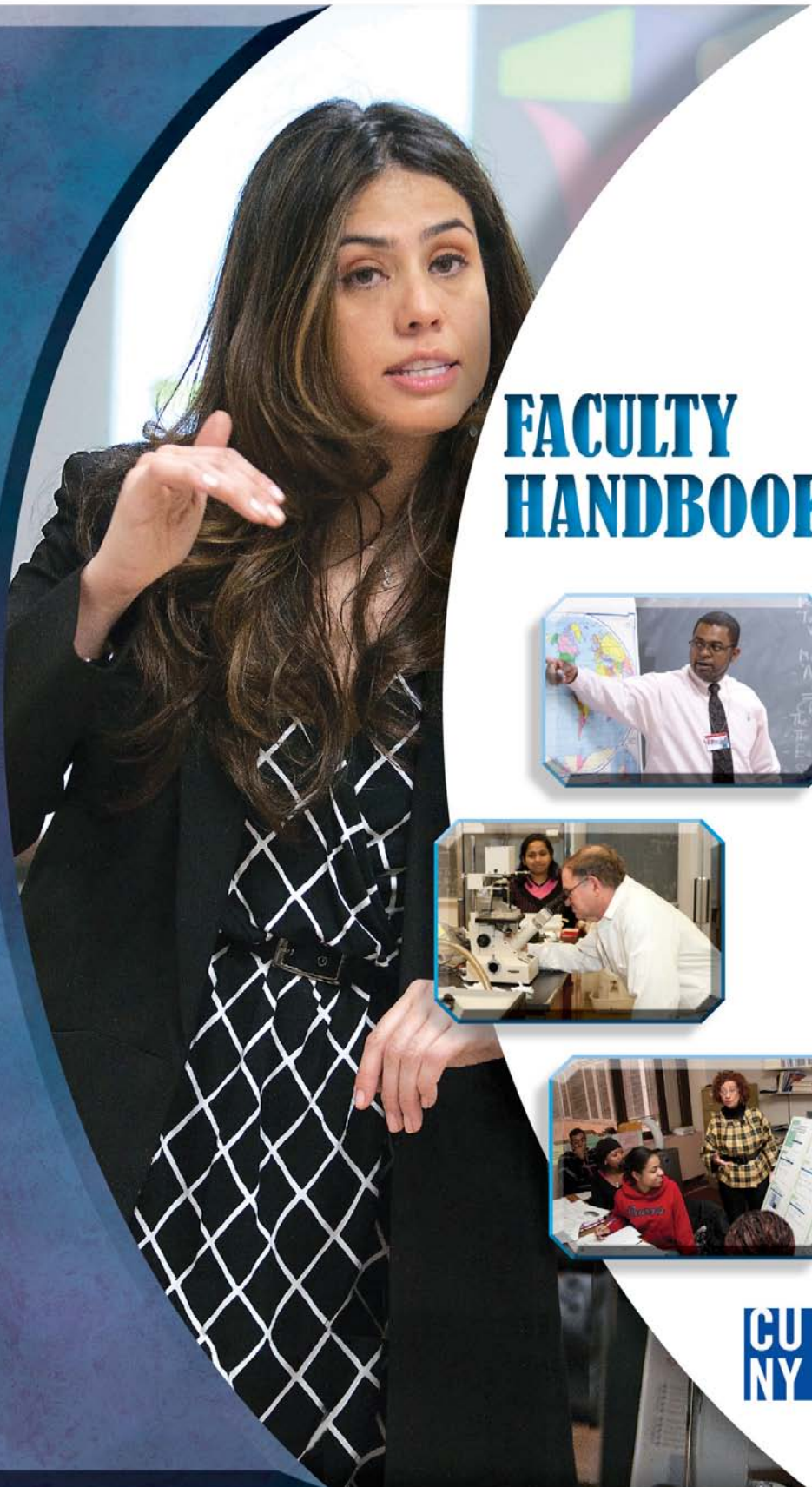


**YORK** college



**FACULTY  
HANDBOOK**



## NOTICE

The *Faculty Handbook* is a summary and guide to various College offices, activities, and policies that affect faculty members. Material in the *Faculty Handbook* does not replace, amend, or abridge approved policies of the Board of Trustees of the City University of New York (CUNY). The Policies and Bylaws of the Board of Trustees take precedent and control any conflict between CUNY Policies and Bylaws and the provisions of this *Faculty Handbook*. Although the *Faculty Handbook* is not a comprehensive, self-contained policy document, nor is it a contract of employment, it does provide guidance for the relationships between the College and the Faculty. The *Faculty Handbook* may be amended from time to time as deemed necessary by the President. Official copies of York College and CUNY policies may be obtained from the Office of the Provost.

## FOREWORD

The *Faculty Handbook* provides selective information about York College/CUNY for prospective and current members of the academic staff. The *Faculty Handbook* is not a comprehensive, self-contained policy document or a contract of employment. However it provides guidance for the relationships between the College and the Faculty. York College retains the right to alter, revoke, or amend any provisions of the *Faculty Handbook*. Neither this Handbook nor any supplements thereto replace, amend, abridge, or anticipate federal or state law, a PSC/CUNY contract, the *Policies and Bylaws* of the Board of Trustees of CUNY, or of York College.

This edition of the *Faculty Handbook* supersedes all previous editions. Copies of the *Faculty Handbook* and all supplements thereto are available on the York College website at <http://www.york.cuny.edu/academics/academic-affairs/faculty-resources> and in the offices of the York College President, the vice presidents, the college deans, and the 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 the academic staff of the University, such as accounts of 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 improvement of the *Faculty Handbook* may be directed to the Office of the Provost.

February 2012

Dear Faculty Colleagues:

On behalf of President Marcia V. Keizs and the Office of Academic Affairs, I'm pleased to present this revised Faculty Handbook to you for your information and guidance.

This Handbook provides references to vital governance documents, including the City University of New York (CUNY) Bylaws and the Professional Staff Congress (PSC) contract, as well as specific information about York College that should assist you in being a successful faculty member here. The Divisions of Academic Affairs, Student Development, and Administrative Affairs are available to you to provide further information, guidance and services.

Let me extend a warm welcome to you on behalf of the College Community and the Division of Academic Affairs if you are joining us for the first time; and to those of you who have been here at York for a while, thank you for your continued commitment to academic excellence in service to our students. Best wishes!

Sincerely,

A handwritten signature in black ink, appearing to read "I. Griffith".

Ivelaw Lloyd Griffith, Ph.D.  
Provost and Senior Vice President

*Sapere Aude Incipe*  
*Dare to know: Begin now*

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York College Charter



## CHAPTER 1

### THE CITY UNIVERSITY OF NEW YORK

#### 1.1 Introduction to CUNY

“CUNY traces its roots to the 1847 founding of the Free Academy, which later became The City College of New York. Then, as today, its mission was to ‘educate the whole people’—to uphold a commitment to academic excellence while providing equal access to opportunity for education” ([cuny.edu/info](http://cuny.edu/info)).

In 1961 the City University of New York was established, incorporating those units 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 of America. The Chancellor of CUNY is Matthew Goldstein.

In order to advance the mission of CUNY as defined by NY state education law, by Board resolution the University is committed to open access without sacrificing academic excellence. By tradition it has dedicated itself to serve the underserved, underrepresented and new populations of the City and State. One in every 32 New Yorkers is now a student at one of the University's constituent institutions and a greater number of New Yorkers are graduates, parents, and grandchildren of its students. The largest urban university in the country, with approximately 6,700 full-time teaching faculty, CUNY offers undergraduate and graduate instruction to well over 200,000 students. While an extraordinary number of CUNY alumni can be found among leaders in the arts, professions, politics and business, the University also recognizes an additional responsibility to educate those who seek immediate employment with an associate or baccalaureate degree.

Serving more than 243,000 degree-credit students and 273,000 continuing and professional education students, the University confers 35,000 degrees each year – more than 1.1 million associate, baccalaureate, master's and doctoral degrees since 1967.

CUNY is composed of 11 senior colleges, six community colleges, the William E. Macaulay Honors College, the Graduate School and University Center, the Graduate School of Journalism, the School of Law, the School of Professional Studies, and the Sophie Davis School of Biomedical Education.

College Now, the University's academic enrichment program for 46,000 high school students, is offered at CUNY campuses and more than 343 high schools throughout the five boroughs of the City of New York. The University offers online baccalaureate degrees through the School of Professional Studies and individualized baccalaureate degrees through the CUNY Baccalaureate Degree. The University Teacher Academy provides free tuition for highly motivated mathematics and science majors who seek teaching careers in the City. ([web.cuny.edu/about/index.html](http://web.cuny.edu/about/index.html)).

## **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 five 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 trustees of colleges and universities 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 (Board Bylaws) consolidate all bylaw policy actions implemented 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 stand as the highest source of policy within the University and take precedence over all other University policy documents, including non-bylaw policy actions. The full text of the CUNY Board Bylaws can be found at: [www1.cuny.edu/about/cuny/trustees/bylaws/](http://www1.cuny.edu/about/cuny/trustees/bylaws/).

CUNY Board of Trustees members as of January 2012 are:

Benno C. Schmidt, Jr., Chairperson  
Philip Alfonso Berry, Vice Chairperson  
Valerie Lancaster Beal  
Wellington Z. Chen  
Rita DiMarino  
Freida D. Foster  
Judah Gribetz  
Joseph J. Lhoia

Hugo M. Morales  
Pe er S. Pan aleo  
Ka hleen M. Pesile  
Carol A. Robles-Román  
Charles A. Shor er  
Sam A. Su on  
Jeffrey S. Wiesenfeld  
Kafui Kouakou, ex-officio  
Sandi E. Cooper, ex-officio  
Frederick P. Schaffer, General Counsel  
Jay Hershenson, Secre ary o he Board

## CHAPTER 2

### YORK COLLEGE

#### 2.1 Introduction

York College was chartered in 1966 as “Alpha College,” a senior college of CUNY. The college opened its doors to its first class in September 1967. In May 1968, Jamaica, Queens was selected as the permanent location of the college. In the past, 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 distinct Schools – the School of Arts & Sciences, the School of Health & Behavioral Sciences, and the School of Business & 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. 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 Allied Health Sciences to traditionally underserved populations. The College also offers certificate programs in a variety of fields that include: Mortgage Finance; Youth Work; Survey Research; and Spanish for Professional Purposes. In the near future, we will enhance our strong allied health programs with a B.S. in Pharmaceutical Sciences and a B.S. in Health Sciences.

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 7,800 students from over 120 countries who collectively speak more than 86 different languages.

Approximately 36 percent of our students study part-time, and in Fall 2010, 633 were transfer students and 1,103 were first-time freshmen. York College offers a variety of scholarships, both merit and retention, through the York College Foundation, Student Government Association and Auxiliary Enterprises, Inc.

With 204 full-time faculty and approximately 287 part-time faculty, there is a student-to-faculty ratio of 16:1. Most full-time faculty hold terminal degrees in their disciplines and are also recipients of national and regional awards, receiving grants from federal, state and local government agencies.

Since 1971, York College has conferred more than 20,000 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 a 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 to sit for the Uniform Certified Public Accountant Examination.

### **2.1.2 Location and Facilities**

A highlight 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 and a bookstore. On adjacent super blocks are located the 1,500 seat Performing Arts Center, the Health and Physical Education facility, which includes a gymnasium and swimming pool, Classroom and Science Buildings, Athletic Fields and the West and East 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.

### 2.1.3 Intercollegiate Athletics

York College is a member in good standing of CUNY Athletic Conference (CUNYAC), The Eastern Collegiate Athletic Association (ECAC), Metropolitan Tennis Conference, North Eastern Collegiate Volleyball Association (NECVA), and the National Collegiate Athletic Association (NCAA), Division III. The York College Intercollegiate Statement of Philosophy seeks objectivity, shuns bias, fosters scholarship for life-long learning, and celebrates cultural diversity. In principle and practice, the Intercollegiate Athletic Program in regards ethical behavior and attitudes, and through competitions, promotes wellness and, as part of the athletic experience, engages the athlete in community service.

The Intercollegiate Athletic Program places equal importance on the goals and objectives of competition and scholarship, and collegiality and competitiveness as a “love and enjoyment of sport,” not merely competition for the extrinsic award. The York College **Cardinals** are guided by the principles of sportsmanship, mutual respect and discipline, and are challenged to achieve as individuals and as members of their respective teams.

To this end, the college places emphasis on in-region, regular season competition and the CUNYAC championships. At no time do the goals and objectives of competition outweigh student athletes’ physical, mental and emotional well being. Guided by the principles of fair and equitable treatment and the NCAA requirement of gender equity, York college sponsors 13 competitive teams: five men’s teams, six women’s teams, and two varsity teams.

York College embraces the philosophy of Division III competition and honors academics first and athletics second. Students athletes at York College 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, and fosters life-long learning.

Under the auspices of the Department of Health/Physical Education and Gerontological Studies & Services, the intercollegiate athletic program at York College supports varsity teams including Men’s and Women’s Cross Country, Men’s and Women’s Volleyball, Men’s and Women’s Basketball, Men’s and Women’s Indoor Track & Field, Men’s and Women’s Outdoor Track & Field, Varsity Soccer, and Men’s and Women’s Swimming and Diving, Softball, and Varsity Tennis. These teams compete with colleges from within CUNY and other metropolitan area colleges.

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. The Athletic Training Office is open to all students, athletes, faculty, and staff.

York College provides a wide variety of intramural activities. These activities may include basketball, badminton, volleyball, table tennis, swimming, weightlifting, tennis, soccer, and track and field. Students can also request other activities as well, by speaking with the aquatics, intramurals and recreation manager.

### Athletic Facilities

The Health and Physical Education Complex houses:

- a six-lane, 25 meter swimming pool
- a gymnasium with seating capacity of 1,800
- a fitness center
- a weight - training center
- a multipurpose room
- indoor running track.

The outdoor facilities include:

- six tennis courts
- five handball courts
- regulation running track
- fields for team sports.

The facilities are available to members of the College community for classes and for intramural, recreation, and intercollegiate athletic programs.

## **2.2 Organization of York College**

### **2.2.1 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 functions attract students, graduates, individuals and professionals in pursuit of continued personal and professional development. Our business outreach activities engage the business community to strengthen our own-grown relationships.

### **2.2.2 York College Mission & 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.

### **2.2.3 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 Attachment 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:

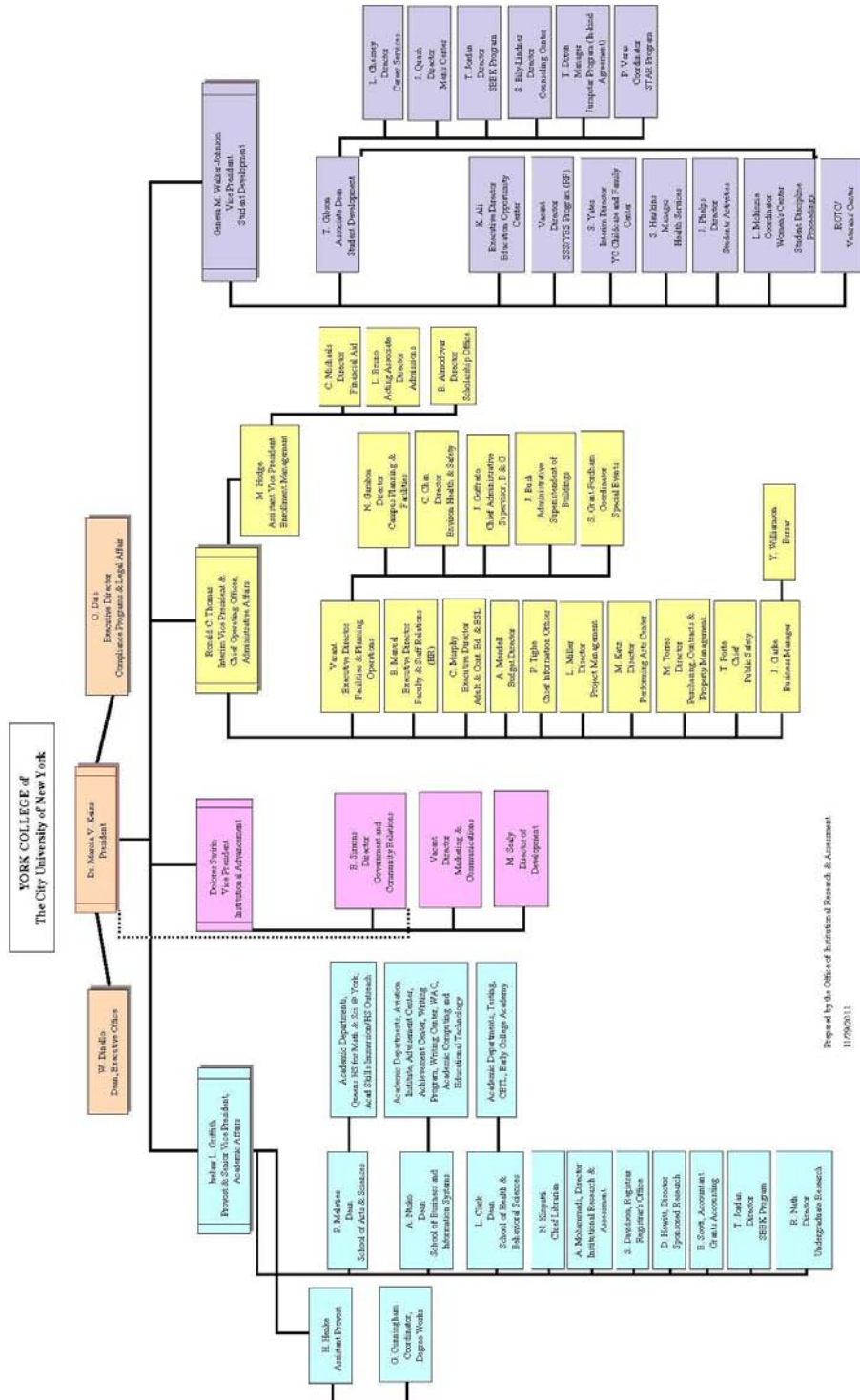
- Committee on Academic Standards
- Committee on Admissions
- Committee on Campus Environment
- Committee on College Curriculum
- Committee on Elections
- Committee on Instruction
- Committee on Library

The York College charter (Attachment A) 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 voted on by the faculty component, the Faculty Caucus. The Faculty Caucus is comprised of the 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 Chart 1 below. Chart 2 outlines the reporting relationships for the Division of Academic Affairs.

**Chart 1 – York College (All Divisions)**



Prepared by the Office of Institutional Research & Assessment  
11/29/2011



### 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 of 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 hereon; present to the board his/her recommendations hereon; 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 the academic programs. This entails overseeing the work of the academic deans, the department chairs, and the Chief Librarian. The Provost also is responsible for Academic Computing/Educational Technology, the Honors Program, and several academic support units, including the Registrar's Office, the Academic Achievement Center, the Academic Advising Center, and the Testing Center.

The Provost serves as deputy to the President and performs special assignments as requested by the President. He or she serves as Chief Executive Officer of the College in the President's absence. Specific duties include the following; o:-

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 person 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, and,

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 the society at-large. Programs sponsored by the division integrate students into college life and enhance students' overall 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 for Administrative Affairs and the Dean of Administration. The Division includes the following areas: Budget, Business Services and Purchasing, Campus Planning and Facilities (which includes the departments of Buildings and Grounds, and Custodial Services) Environmental Health & Safety, Faculty and Staff Relations (which includes payroll), Public Safety, Adult and Continuing Education, Enrollment Management and the Performing Arts Center. 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 is the marketing, public and legislative relations and fundraising arm of the College. In addition, this Office is the chief liaison to alumni and to community groups interested in supporting the College.

### **2.3. Organization and Duties of Departments at York College**

The basis of departmental organization and duties at York College are the Bylaws of the CUNY Board of Trustees.

Each department, subject to the approval of the faculty or faculty council, where existing, 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 initiatives.

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 hereafter. Vacancies shall be filled by election for the unexpired term. Nowithstanding 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 hereafter 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 interests 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 his subdivision, subdivision "c" of his 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 or 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 mainenance 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 Chairperson**

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 hereof.
12. Generally supervise and administer the department.

Each library, where size makes it practicable, shall constitute an instructional department of the college. The chairperson hereof 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 considered 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 public understanding and support of academic freedom and to ensure and agree upon procedures and to assure them in institutions of higher education. Academic freedom is fundamental to the central values and purposes of a university, which include the freedom of inquiry and speech, and the common good. The common good depends upon the free search for truth and its free exposition.

Academic freedom applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights. In this context, ensure 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, ensure is indispensable to the success of an institution in fulfilling its obligations to its students and to society.

The teacher (member of the instructional staff) is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his or her academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the Institution. Also the teacher is entitled to freedom in the classroom in discussing his or her subject, but he/she should be careful not to introduce into his/her teaching controversial matter which has no relation to his/her 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, the college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he/she speaks or writes as a citizen, he/she should be free from institutional censorship or discipline, but his/her 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 their institution by their utterances. Hence faculty should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should 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, and in these functions the President should receive 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.<sup>1</sup>

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<sup>1</sup> 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 may choose a major from professional programs and 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 professional interests.

The information in this chapter is largely taken verbatim from the Bylaws of the CUNY Board of Trustees:

[[www1.cuny.edu/about\\_cuny/rules\\_and\\_bylaws/](http://www1.cuny.edu/about_cuny/rules_and_bylaws/)] and the CUNY Manual of General Policy (MGP): <http://policy.cuny.edu/doc/mgp/>. The MGP was created to provide the University community and others interested in the policies that govern the University with an easy-to-use reference manual.

The MGP consolidates the non-bylaw policy actions passed by the Board of Trustees of CUNY which are currently in force. In a small number of cases, materials from other sources have been incorporated into the MGP due to their importance in establishing University policy. 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 original documents should be consulted.

#### **3.2. Definition of Faculty Rank**

The president, vice presidents, deans, associate and assistant deans, the business managers and all persons who are employed full-time on an annual salary basis in addition to 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. 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 (Released) Time**

Reassigned or Released time reflects the class contact hours that faculty are reassigned from their semester or annual teaching load that faculty may be given by the Provost for special administrative assignments. It is funded by various sources. Administrative reassigned time is usually funded by the college administration in order for faculty to provide administrative services (serve as department chairs, chair college-wide committees, some coordinator positions, etc.). Reassigned time can also be provided for faculty serving on special projects funded internally by the college and externally by funding agencies. In all cases the reassigned or release time is reported as part of the annual faculty workload in compliance with the university's policies.

### **3.5. Committee on Faculty Personnel and Budget**

There shall be in each college, except in the City College and the Graduate School and University Center, a college-wide committee on faculty personnel and budget 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 includes Department chairs and four other (usually enured) faculty members.

This committee shall receive from the several departments all recommendations for appointments to the instructional staff,

reappointments hereof, with or without tenure, and promotions herein, together with compensation; I shall recommend action hereon 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. The committee may also recommend to the president special salary increments. 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.

Within the period prescribed by the chancellor, the president shall prepare the annual tentative budget and submit it to the committee for its recommendations; the committee shall make its recommendations within the period prescribed by the chancellor; the president shall submit to the chancellor, within the period prescribed by the chancellor, such tentative annual budget, together with his/her comments and recommendations. Upon failure of the committee to act upon the budget within the period prescribed by the chancellor, the president shall submit to the chancellor his/her own recommendations, together with a statement of explanation.

### **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 Rober'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 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 seek to 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 and not just descriptive. These Guidelines must be read in conjunction with relevant Operational Guidelines, which identify relevant annual time-ables.

Generally, these Guidelines pertain to the following:

- College Laboratory Technicians, Instructors, Lecturers, Assistant Professors, Associate Professors, Professors, Distinguished Lecturers and Clinical Professors<sup>2</sup> 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.

Operationally, these Guidelines involve the use of two main instruments: *Reappointment and Promotion Applications*, and *Portfolios*, as outlined below. Various required materials will be 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. Also, faculty seeking promotion need to update their online CV, as it will become automatically forwarded to the P&B committees as part of the entire application package.

In order to upload materials, update the online 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 <http://www.york.cuny.edu/academics/academic-affairs/faculty-resources/p-b-information/p-b-online-process.pdf/view>.

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<sup>2</sup> 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.



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 <http://www.york.cuny.edu/academics/academic-affairs/chairs-resources/online-actions-grid/view>.

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

Instrumental for Existing and New Faculty

<b>Appointment of Service</b>	<b>Instrument</b>	<b>Years</b>
• Initial appointment	Resume 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, three external evaluations, and Dean's Comment	7

Instrumental for Instructors/Lecturers<sup>3</sup>

<b>Appointment</b>	<b>Instrument</b>	<b>Years</b>
• Initial appointment	Resume 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) <sup>4</sup>	Portfolio	5

Instrumental for College Laboratory Technicians

<b>Appointment</b>	<b>Instrument</b>	<b>Years</b>
• Initial appointment	Resume and application	0
• First reappointment	CLT Performance Evaluation	1
• Second Reappointment	CLT Performance Evaluation	2

<sup>3</sup> The reference here does not relate to Distinguished Lecturers.

<sup>4</sup> This reference relates to Lecturers only.



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 in 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 aspect 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 Department 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. They also will be 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 enure during the same year, the same three external evaluations shall serve for both purposes, and the evaluators will be informed accordingly.
5. For each candidate applying for promotion, either for Associate Professor or Professor, the School Dean will provide a Comment to the President at least three weeks before the candidate's case is considered by the College P&B Committee. The Dean's Comment will be provided to the candidate and the Chair at the same time that it is provided to the President. The Comment will be limited to two pages and will offer

the Dean's assessment of the candidate's profile of teaching, research/scholarship, and service, and the Dean's view of the appropriateness of promotion.

6. Where a faculty's tenure and promotion applications are submitted for consideration during the same year, the Dean's Comment will address both actions.

#### **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 aspect 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 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. They also will be confidential documents and 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 external evaluations shall serve for both purposes, and the evaluators will be informed accordingly.
5. For each candidate applying for reappointment with tenure, the School Dean will provide a Comment to the President at least one month before the candidate's case is considered by the College P&B Committee. The Dean's Comment will be provided to the candidate and the Chair at the same time that it is provided to the President. The Comment will be limited to two pages and will offer the Dean's assessment of the candidate's profile of teaching, research/scholarship, and service, and the Dean's view of the appropriateness of promotion.
6. Where a faculty's tenure and promotion applications are submitted for consideration during the same year, the Dean's Comment will address both actions.

### **3.6.5. York College Professional Portfolio Guidelines and Checklist**

The Portfolio allows candidates to fully describe their professional activities to the College P & B Committee considering their applications. It includes the following elements:

#### **1. FRAMING STATEMENT (1 Page)**

The Framing Statement explains the faculty's goals in the context of the mission of the department, college, community (function and role).

#### **2. REFLECTIVE STATEMENT (2 Pages)**

This is an intrinsically philosophical and more personal statement designed to pull together the disparate pieces of the faculty's background. It is intended to answer the why of goals in terms of professional values and philosophy. This statement gives the candidate an opportunity to present a fuller picture of herself or himself to those evaluating the portfolio.

#### **3. MEMORANDUM OF EVALUATION (MoE)**

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 & CONFERENCE S**

Classroom observations by faculty peers and notes from follow-up conferences for the last available two semesters should be included in the portfolio.

#### **5. STUDENT EVALUATION OF TEACHING EFFECTIVENESS (SET)**

Student evaluation summaries for the last available two semesters. They will be uploaded by the department Chair.

#### **6. SAMPLES AND COMMENTARY**

The selection of two samples and commentaries will be used to illustrate two areas of expertise, e.g., advisement (case study), syllabi (samples illustrating changes in teaching areas, preparation of diverse number of courses etc.) for reappointment. For the tenure decision a third sample and commentary should be provided. They must in some way elaborate on any of the nine points of the University faculty contract:

- i. Classroom instruction and related activities;
- ii. Administrative assignments;
- iii. Research;
- iv. Scholarly writing;
- v. Departmental, college and university assignments;
- vi. Student guidance;
- vii. Course and curricula development;
- viii. Creative works in individual's discipline;
- ix. Public and professional activities in field of specialty.

## **7. REVISIONS/ ENHANCED CURRICULUM VITAE**

This is in addition to the online CV and is designed for faculty to enhance the presentation of their areas of expertise. Faculty can create an enhanced CV by logging in to the College website and proceeding to their faculty webpage where they can add comments to specific items in their online CV, which they would like to highlight.

## **8. PUBLICATIONS AND OTHER SCHOLARLY WORKS**

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., MS Word, Adobe PDF, JPEG).

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).

## **9. EXTERNAL PEER EVALUATION OF SCHOLARSHIP (for candidates applying for tenure and/or promotion)**

The external peer evaluations will be uploaded by the Chair and will remain confidential documents and will not be available to candidates either before or after action by the College P&B Committee.

## **PREPARATION AND PRESENTATION OF THE PORTFOLIO**

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

- The Portfolio and other pertinent application materials are to be submitted online. 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.

**Portfolio Checklist**

**Date** \_\_\_\_\_

**Name** \_\_\_\_\_

**Department & Discipline** \_\_\_\_\_

**School** \_\_\_\_\_

**Date of Hire** \_\_\_\_\_ **Current Rank** \_\_\_\_\_

**Personnel Action:** Reappointment \_\_\_\_\_ Tenure \_\_\_ Promotion o \_\_\_\_\_  
*3rd or 5th*

**The Elements**

1. Framing Statement (one page)
2. Reflective Statement (no more than two pages)
3. Memorandum of Evaluation (MoE)
4. Classroom Observations & Conferences (2 semesters)
5. Student Evaluation of Teaching Effectiveness (2 semesters)
6. Work Samples & Commentary
7. Revised/Enhanced Curriculum Vitae
8. Samples of Publications and Creative Works
9. Three external Evaluations (for tenure & promotion)

**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:
  - a. Department Chairs will 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.
  - b. 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 mentoring progress as part of the annual evaluation discussion with the relevant faculty.

## 2. Professional Development Plans:

- a. Each new tenure-track faculty will prepare a Professional Development Plan (PDP) during his/her 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 member hopes to achieve and the related timetable.
- b. The PDP will be prepared in consultation with the relevant member(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. The preparation of PDPs also may be done 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.

The Pre-tenure review by the Dean became effective on March 1, 2011, upon the passage of the new policy by the University Trustees on February 28, 2011. Eligible faculty members who underwent the first review were notified by the college on April 27, 2011.

### **3.6.8. Tie Votes**

A tie vote in a case regarding an appointment, a reappointment, or a promotion shall be considered as a failure of the motion to prevail (i.e., a no-vote). Tie votes in the election of a department chairperson or for representation on departmental committees on personnel and budget or committees on appointments or on the faculty council or 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 hereof, 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 re Reappointment, Tenure and Promotion<sup>5</sup>**

The appeals process outlined in this section refers to appeals of a negative decision regarding reappointment, reappointment with tenure or Certification of Continuing Employment (CCE), and promotion. The step-by-step procedures are as follows:

**1. Should a member of the instructional staff receive notice of a negative decision 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)<sup>6</sup> 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 the 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

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<sup>5</sup> For appeals of a negative decision regarding reappointment, reappointment with tenure or CCE, and promotion.

<sup>6</sup> Barbara Manuel, Executive Director for Human Resources and Labor Designee, Office of Human Resources.

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.

At the conclusion of the appeal, the President will indicate a timeframe, usually within 10 working days, within which he/she expects to render a written decision.

4. **Should the appeal be successful**, the instructional staff member will be so notified. If the action involves reappointment, the President's written decision will indicate his/her intention to make an affirmative recommendation to the CUNY Board of Trustees; his 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 of 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 of 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.

**If you have any questions regarding this process, please contact Barbara Manuel, Executive Director for Human Resources and Labor Designee, Office of Human Resources at [bmanuel@york.cuny.edu](mailto:bmanuel@york.cuny.edu) or on ext. 2135.**

## **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 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 during fellowship leave:

- (a). During the fellowship leave period, salaries are paid by regular bi-weekly paycheck.
- (b). An employee on fellowship leave for the fall and spring semesters will receive the same percentage rate of his/her regular pay during the months of July and August.
- (c). An employee on a fellowship leave hiatus 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.

- (d). An employee on a fellowship leave has 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:

- (a) engage in the activities as specified in the approved application for leave;
- (b) 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 do not include the period of the annual summer leave.)

Upon return from fellowship leave employees are required to:

- (a) work for one full year before going out on retirement;
- (b) submit a report in a format appropriate to the discipline regarding 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 chair of the department who should share it with the departmental P&B, 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. At the time the relevant Department chair will comment on the accomplishments.

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 of the President is required by October 30<sup>h</sup> to cancel a Spring leave and March 30<sup>h</sup> to cancel a Fall leave. Once the second half of a leave is cancelled, a claim can not 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.

### **3.7.2. Scholar Incentive Awards**

Scholar incentive awards of no less than one semester nor more than one year are intended to promote bona fide, documented scholarly research. Full-time faculty in professorial files, 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 credible 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 volunteers 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 credible for tenure or a Certificate of Continuous Employment or Fellowship Award and immediately followed by such full-time continuous service, the period of credible 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:

- (a). During the leave period, salaries are paid by regular bi-weekly paycheck.
- (b). An employee on a scholar incentive award leave for the fall and spring semesters will receive the same percentage rate of his/her regular pay during the months of July and August.
- (c). An employee of 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.
- (d). 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 fellowship leave employees are required to:

- (a) engage in the activities as specified in the approved application for leave;
- (b) 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.)

### **3.7.3. Special Leaves 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, with no retirement credit
- Special Leave with increment credit, with retirement credit
- Special Leave with no increment credit, with retirement credit
- Special Leave with no increment credit with no retirement credit

A Special Leave with no 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 ERS members on leave with no 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 limited period of time. It is important to contact the Benefits Office of Human Resource Services to obtain necessary information and forms.

#### **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 untenured titles and unclassified 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

eaching 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.

### **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.

### **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)
- Paid Parental Leave
- Special Leave for Child Care
- Reirement Leave (Travia)
- 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 and class grievances, and periodic discussion with the College and CUNY Administration as mandated by the contract (view current contract at: [york.cuny.edu/president/legal-compliance/legal-affairs](http://york.cuny.edu/president/legal-compliance/legal-affairs) or [www.psc-cuny.org/contract.htm#KEY\\_CONTRACT\\_DOCUMENTS](http://www.psc-cuny.org/contract.htm#KEY_CONTRACT_DOCUMENTS))

Recognition:

The PSC-CUNY is recognized to represent persons in the following titles:

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



If anyone has a question about his/her representation, please contact the chapter chair or another PSC-CUNY officer.

### **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 the chapter grievance counselor. Chapter officers are elected annually; please contact your Department Chair for the names of current officers.

### **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.

### **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 permits flexibility in staffing and thereby accommodates changes in enrollment patterns among disciplines with major effects on full-time staffing. Adjunct faculty hold the same qualifications as full-time faculty. Their instructional activities are under the supervision of the department chairs and their course offerings are in equal parts of the disciplines' educational programs.

Because a significant number of our 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 differ.

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 tight, so adjunct faculty often share desk space, usually with counterparts who meet their classes on different schedules.

The latest PSC-CUNY contract addresses a few of the issues concerning adjunct needs. Generally, under the contract, adjunct faculty are given payment for an additional office hour if they have six class contact hours (usually two courses).

Regarding payment for teaching services, each adjunct should speak with his or her Chair to receive a copy of the dates that the paychecks will be available for the semester.

#### **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:
  - classroom instruction and related activities
  - administrative assignments
  - research (except for lecturers)
  - 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. Teaching observation is one factor in the overall 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 the observation of every member of his/her Department's instructional staff.

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 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 overall academic performance and professional progress for the year and cumulatively to date shall be reviewed. Following this conference, the chairperson or the assigned member of the Department P&B 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.

Classroom Observation Report Forms

The following 3 pages are samples of the Classroom Observation Report and the Post-Observation Conference Memorandum.

Personal File  
Teaching

YORK COLLEGE  
The City University of New York

**CLASSROOM OBSERVATION REPORT**

Staff member \_\_\_\_\_ Observer \_\_\_\_\_  
*Last name First Middle*

Rank \_\_\_\_\_ Date of Observation \_\_\_\_\_ Length of Observation \_\_\_\_\_

Discipline \_\_\_\_\_ Date filed with Division head \_\_\_\_\_

Classroom Activity  
Course No. & Title \_\_\_\_\_

I. SUMMARY OF CLASSROOM PERFORMANCE

	Poor	Fair	Good	Excellent
1. Knowledge of subject .....				
2. Organization of subject matter .....				
3. Ability to explain .....				
4. Encouragement to thinking .....				
5. Speaking ability .....				
6. Student participation .....				
7. Student discipline .....				
8. Atmosphere conducive to learning .....				
9. Attitude toward students: Bright students .....				
Slow students .....				

II. ANALYSIS OF LECTURE

1. Strengths \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Weaknesses \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Overall performance as a college faculty member in terms of the professional standards of your discipline:

Poor \_\_\_\_\_ Fair \_\_\_\_\_ Good \_\_\_\_\_ Excellent \_\_\_\_\_

I have received a copy of this report.

\_\_\_\_\_  
*Signature of observed staff member*

\_\_\_\_\_  
*Signature of observer*

Rev. 12/89

YORK COLLEGE  
The City University of New York

POST-OBSERVATION CONFERENCE MEMORANDUM

<p>Post-Observation Conference</p> <p>Observation Date _____</p> <p>Course and Section _____</p> <p>Name of Observer _____</p> <p>Date Observation Report _____</p> <p>Filed With Chairman _____</p>	<p>Names of Department Representatives Present</p> <p style="text-align: center;">_____ <i>Observer</i></p> <p style="text-align: center;">_____ <i>P&amp;B member or other assigned by Chairman</i></p>
--	--

Candidate's Name \_\_\_\_\_  
Date of Discussion \_\_\_\_\_

Department \_\_\_\_\_

(Attach additional pages if necessary.)

I understand that my signature mean only that I have read this memorandum and that I may attach any comments I wish.

Signed \_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Staff Member's Signature*

\_\_\_\_\_  
*Date*

### **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 instances 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.

## CHAPTER 4

### INSTRUCTIONAL POLICIES AND SUPPORT SERVICES

#### 4.1 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 "FACULTY HANDBOOK FOR THE PREPARATION OF NEW ACADEMIC PROGRAMS", Office of Academic Affairs, CUNY, Spring 2008. This publication can be accessed at: [http://web.cuny.edu/academics/info-central/policies/academic-program-resources/Academic\\_ProgramsHandbook2008.pdf](http://web.cuny.edu/academics/info-central/policies/academic-program-resources/Academic_ProgramsHandbook2008.pdf)

#### **4.2 Tips for Preparing a Curriculum Proposal**

These steps should be kept in mind when preparing most types of curriculum proposals, including new courses, course changes, course deletions, revisions to existing majors or minors, and new minors. Creating a new major is more complex and must be undertaken under the guidance of the Office of Academic Affairs since this type of proposal must go through special procedures within CUNY and with the State.

Overview:

1. All curriculum proposals must be voted on by the departmental curriculum committee, and then by the department as a whole. The curriculum committee chair and the department chair sign the cover sheet. If other departments are affected by the proposal, they must be consulted and asked to sign-off on the proposal forms. Once these steps have been taken, the proposal is submitted to the York College Curriculum Committee. Proposal submission materials can be accessed electronically by the department Curriculum Committee representative.
2. In general, proposals must be submitted to the Chair of the committee at least three weeks before it will appear on a meeting agenda. Keep in mind that the College Curriculum Committee meets on the first Tuesday of each month of the academic year (excluding January). Therefore, proposals must reach the committee by the first Tuesday of one month in order to appear at the next meeting.
3. The Chair of the Curriculum Committee reviews each proposal, and when necessary, returns it to the departmental contact person for revisions. These might include revisions of wording, adjustments of hours and credits, reconsideration of prerequisites, requirements,



- signatures by other departments effected by the proposal, etc.
4. Revised proposals may be re-submitted three weeks before the desired meeting date. Proposals are posted electronically on the Curriculum Committee website. Proposals involving online or hybrid courses are reviewed by an Online Subcommittee of the Curriculum Committee.
  5. The author of the proposal is expected to attend the Curriculum Committee meeting and make a brief presentation about the proposal and answer questions. Please note, if both the author and the Department's Curriculum Committee member are absent, your proposal will be tabled.
  6. Once the Curriculum Committee has taken action, the author must make any necessary revisions as agreed to by the committee and return the revised proposal electronically to the Chair of the Curriculum Committee. The proposal will then be presented to the Executive Committee of the Senate for inclusion in the next meeting.
  7. Once the Senate has placed the proposal on the agenda, you will be invited to attend a Faculty Caucus meeting to present the proposal and answer questions. You might wish to contact the Student Government and offer to meet with Student Senators as well.
  8. The College Senate will consider the proposal and vote on it. If the Senate makes changes to the proposal the author must supply the Senate, through the Chair of the Curriculum Committee, the corrected electronic version as soon as possible.
  9. Once the proposal has passed it will be sent to the Board of Trustees. With their approval, the course can then appear in the next College Bulletin.
  10. Please keep in mind that the Chair of the Curriculum Committee is available to meet with representatives about proposals at any (and all) stages of its development.

### **4.3 Committee on Academic Standards**

The Committee on Academic Standards (CAS) is a standing committee of the York College Senate. Committee membership is fifteen, including students, faculty and administration. CAS 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 of students deviating from established policy.

The petitions and appeals 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)
- Reoccurive Leave of Absence
- Reoccurive Withdrawal
- Reoccurive Pass/Fail
- Waiver of Degree Requirements
- Other

#### **General guidelines for all petitions:**

- All personal statements must be typewritten.
- 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 he anticipates graduating must file the petition no later than the 6<sup>th</sup> 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 reoccurively 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 he/she is reinstated.

\*Consult CAS 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. Appeal of Denial petitions must be accepted upon prior to the expiration of the two-year limitation for previously denied petitions.

### **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 his/her academic performance. A student may appeal a dismissal a maximum of three times. A student who is academically dismissed and has been separated from the college for one or more academic semesters must petition for Readmission.

### **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 6<sup>th</sup> 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 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 the instructor deviated from the published grading criteria.

If the Committee approves the petition, a written recommendation will be forwarded to the 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:

- i. Incomplete or final grade passed the 10-week deadline of the subsequent semester,
- ii. Exenuating circumstances that led to the assignment of an incorrect grade, and
- iii. Any grade change that is passed the four academic semester deadline.

The student must submit typed personal statement and supporting documentation.

### **Readmission**

A student may file for Readmission if he or she has been separated from the college for at least one academic semester and has a Grade Point Average (GPA) of less than 2.0. To apply for Readmission, the student must have passed the reading, writing and mathematics skill tests prior to filing for Readmission. Further, the student must provide documentation documenting 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 exenuating circumstance causing the missed withdrawal deadline.

### **Retroactive Withdrawal**

A student may petition to change grades of WF, WN, WU, FAB, FIN or INC to W, or to assign a grade of W in a course during the current semester for which the 10-week deadline has passed. The student must submit a letter of endorsement signed by the instructor and documentation of an exceptional circumstance explaining the exenuating circumstance that kept the student from petitioning for withdrawal before the published deadline. A student who wishes to withdraw from an entire semester must petition for a Retroactive Leave of Absence (see above).

### **Retroactive Pass/Fail**

A student may petition to elect a pass/fail option after the 10-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 to have any of the following requirements waived or substituted:

- i. Waiver of College residency requirements ;
- ii. Waiver of Major residency requirements ;
- iii. General Education requirements ; or
- iv. Substitution of a course to satisfy a General Education Requirement .

The student must submit supporting documentation from the chairperson of the department overseeing the course to be substituted.

### **Other**

A student may submit a petition for relief from an academic circumstance not directly addressed above.

## **4.4. 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 Writing Requirements at York**

Reading, critical thinking, and writing are essential 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. The faculty of York College is committed to helping each student grow in critical reading, thinking, and writing competence throughout his or her entire college career. This commitment is reflected in the College's Writing Across the Curriculum program which provides pedagogical structure and faculty support for a spiral curriculum: Skills taught at one level are consciously and explicitly reinforced and extended in subsequent work. (see also <http://www.york.cuny.edu/wac/york-wac-program-information>)

### **4.5.1. Foundational Writing Courses**

All students must take two required writing courses, one at the freshman level (English 125) and one at the junior level (Writing 301, 302, or 303).

### Freshman Writing Requirements

#### **English 125: Introduction to College Writing** (4 hrs; 4 credits)

Research, reading, and writing for college students.

Placement: By entrance scores on the SAT **or** Regents **or** the CUNY Assessment Test in Writing (CATW).

Students should take English 125 as soon as possible in the freshman year. This course was created to lay the foundation in reading, critical thinking, and writing on which students can build in their subject-area courses. In the theme-based curriculum of English 125, students are introduced to a variety of readings and research resources and write short formal papers drawing on those sources. In addition to clarity and coherence of ideas, accurate attribution of sources is emphasized, as well as editing for correctness and professional presentation of written work.

### Upper-Division Writing Requirements

Students are required to take one writing course at the 300-level:

#### **Writing 301: Research and Writing for the Major** (4 hrs., 3 credits)

For students majoring in humanities and the social sciences.

#### **Writing 302: Research and Writing for the Sciences, Mathematics, and Technology** (4 hrs.; 3 credits)

For students majoring in biology, chemistry, physics, earth and physical sciences, mathematics (no Computer Studies), medical technology, and environmental health science.

#### **Writing 303: Research and Writing for Professional Programs** (4 hrs.; 3 credits)

For students majoring in business and professional programs.

A Writing-300 course is required of every student who has entered *or has been readmitted* to the College in Fall 1996 or later. (Students who have not been in attendance for three or more semesters must follow the Bulletin in effect at the time of readmission.) Transfer students who have otherwise fulfilled York's General Education requirements *are* subject to this upper-division writing requirement. *Only students with a previous baccalaureate degree are exempt from this requirement.*

Prerequisites for all Writing-300 courses are: Junior status, English 125. Students are expected to take the course related to their own major

during the junior year. Students with a specialization in Education take the Writing-300 course that is appropriate to their academic major.

The Writing-300 courses lay a foundation for research and writing required within the major, for graduate studies, and in students' professional careers. The course guides students in the acquisition of research skills that enable them to formulate a research question and to locate, evaluate, and document relevant sources, and of writing skills necessary to organize that information into a clearly written and appropriately documented paper. Students explore and evaluate library and on-line resources and write a research proposal, an annotated bibliography, and an individual research paper that explores a topic related to their major discipline.

#### **4.5.2. Writing Across the Curriculum (WAC)**

York's WAC, passed by the College Senate in May 2001, provides for ongoing attention to reading, critical thinking, and writing by making all General Education courses *writing enhanced courses* and designating a number of *writing intensive courses* in the disciplines.

##### Writing Enhanced Courses

The requirements are:

*All General Education courses will be designated and taught as writing enhanced. Students will be given an opportunity to engage in writing activities and complete assignments designed to develop their competence in reading, critical thinking, and writing.*

Students need take no special action to fulfill this requirement, except by fulfilling the General Education requirements, since all General Education courses are now in one way or another writing enhanced. Instructors of these courses are supported by the WAC Program in developing reading, critical thinking, and writing exercises appropriate to their own subjects and ways of teaching.

##### Writing Intensive (WI) Courses

The requirements are:

*For students who entered beginning Fall 2001, the College's graduation requirements include a stipulation that all students must complete a minimum of three WI courses, two in the lower division, and one in the upper division, within the major discipline design.*

WI courses are subject-area courses that build on the foundational writing courses (English 125 and, as appropriate, Writing 301, 302, or 303) to practice and extend skills in reading, critical thinking, and writing by incorporating guided formal writing assignments.

Advisors and students must plan schedules that include appropriate WI courses, along with courses that fulfill other College-wide and major requirements. The list of courses designated WI varies from semester to semester and is available in the online Schedule of Classes. WI courses completed are listed on each student's transcript.

Students with questions about the WI courses or requirements should consult their academic advisor. Faculty members who want to learn more about the WI courses and WI requirements, or wish to offer a WI course themselves, should see the WAC Program website at [www.york.cuny.edu/wac](http://www.york.cuny.edu/wac), or address their questions to the WAC coordinator and the Writing Intensive Advisory Committee.

## **4.6 Faculty and Teaching Support**

### **4.6.1. The York College Library**

The York Library provides a broad collection for academic study. Most of the Library collection is available in open stacks and is arranged according to the Library of Congress classification scheme. The present collection comprises over 180,000 books, 55,000 reels of microfilm, and 90,000 microfiche cards. The periodicals collection is comprised of over 500 current titles in print and on microfilm, plus thousands of full-text journals online, with outstanding U.S. newspapers as a special resource for research. Special Collections in the Library include the Bassin Collection; Human Relations Area File; Library of American Civilization; representative American and Foreign Newspapers; American Federation of Labor Records, John L. Lewis Papers, Morris Hillquit Papers, Papers of the NAACP, the Ken Adams Collection, and the United Negro College Fund Archives.

The Library holdings are augmented locally through inter-library loan arrangements. CUNY Libraries Inter-Campus Services (CLICS) allow individuals to request materials from other CUNY campuses. For those materials unavailable through CLICS, students, faculty, and staff may file an Interlibrary loan (ILL) request form in person or via the library's website. These two services, CLICS and ILL, make local, national, and international resources available to faculty and students.



The Library cooperates closely with all academic departments in making available special reserves and loans. Identification cards must be presented whenever materials are borrowed. With the exception of reference and reserve materials, all books circulate for a period of three weeks. The library's electronic resources and services are accessible from off-campus with a validated York ID card or after logging in with a York Network Account (VPN). Each semester, York ID cards must be validated at the Circulation Desk.

Library faculty 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. One-on-one research assistance is also available at the Library's Reference Desk.

Food and drinks are not allowed in the Library. In the Library, all cell phones and electronic devices should be set on silent or vibrate mode.

The Library is open twelve months per year. When classes are in session during the Fall and Spring semesters, the Library's current (i.e., as of Spring 2012 semester) hours are:

Monday to Thursday, 9:00 A.M.-9:00 P.M.;  
Friday, 9:00 A.M.-5:00 P.M.;  
Saturday, 9:00 A.M.-5:00 P.M.;  
Sunday, closed.

Please check the Library website (<http://www.york.cuny.edu/library>) for Winter and Summer session hours and for schedule changes.

#### **4.6.2. Academic Computing & Educational Technology**

The Department of Academic Computing and Educational Technology is committed to the support, research and development of technologies that have an effect on teaching and learning. We wish to:

- Encourage the research and development of best pedagogical practices for integrating technology in both face-to-face and virtual classrooms,
- Work as advocates for faculty and students, responding to technological needs on campus,
- And promote a variety of technology literacies with workshops, one-on-one training, and coursework.

## **Classroom Support Services**

**Classroom building computer labs:** The Classroom Building houses six computer labs that host several classes each semester. Each room is equipped with 30 student computers, 2 printers and an instructor works a station with projection. We also have one large student drop-in lab which is equipped with 60 student computers and 2 printers for students to do their homework (open Mondays to Thursdays from 9:00 AM to 9:45 PM; Fridays and Saturdays from 9:00 AM - 4:45 PM). There are about 80 classes held weekly in the lab on a fixed schedule. There are also about 90 to 140 classes/workshops held on a drop-in basis (impromptu schedule) each semester. Professors may request specific software titles for instructional use. All departments and disciplines may request the use of these facilities for classes and workshops.

Faculty use of lab exclusively will request through Jo-Ann Fellows (jfellows@york.cuny.edu or Ext. 2157). The rest of the classes, as well as the specific software titles for instructional use, will be requested through Elizabeth Chow (echow@york.cuny.edu or Ext. 3888).

**Equipment Stockroom:** The Stockroom supplies a variety of mobile presentation systems (cars) used for events and classes. A fleet of laptops, projectors, HDTVs, sound systems, DVD players, etc., is available for use in campus areas that are not currently outfitted with this technology. As well, here are a number of vintage analog technologies supported and made available. Any faculty or staff member may easily request this technology by visiting the Equipment Stockroom, 4G02.

The equipment stockroom also houses a limited number of media titles for instructional use. There are a number of DVD and VHS titles to consider. There is also a considerable archive of 16mm film educational titles that are part of regular circulation. If you have questions about this media library please visit AC- 4G02.

**Smart Classrooms and Lecture Halls:** The College has 14 Smart Classrooms that are outfitted with a variety of technologies to support presentation and interaction. Workshops and one-on-one training sessions are available for the operation of these rooms.

**Podcasting:** Instructors that wish to make audio recordings of their lectures and post them online can do so using either the CUNY's iTunes U or on York College's website. Podcasting services are conducted out of the AC 4M03 Multimedia Lab.

## **Web-Based Instruction Support Services**

**Web-based Teaching & Learning:** Every instructor and student has an online presence at York College; whether you occasionally correspond via email or you participate in a fully online course. ACET has a principal role in supporting online tools used for teaching and learning. We can assist students and instructors looking for transition from a traditional face-to-face classroom to a virtual teaching and learning environment. Below are the three principle models for web-based interaction between students and instructors:

1. **Web Enhanced:** This form of instruction includes limited web-based interaction. All course meetings are conducted face-to-face, but there is some use of interactive web tools to improve the course experience.
2. **Hybrid:** A hybrid course has 33 – 66% of face-to-face class time replaced with online teaching and learning. Both students and instructors are expected to have a significant online presence. A variety of web tools are typically used to facilitate online discussion and interaction between students and students.
3. **Online:** A fully online course includes no scheduled face-to-face meetings. All course-based interactions are conducted online, requiring a significant commitment to an online presence for the course. Communication and interaction can include both synchronous (web chat, virtual meetings) and asynchronous activities (discussion board, wiki, quiz).

**Blackboard Support:** There is CUNY wide adoption of Blackboard, the nation's leading e-learning/web-based course management system. It offers a vast array of tools for web-based interaction and classroom management – discussion boards, wikis, web quizzes, plagiarism protection, student performance tracking and grading, file uploading and embedding and many others.

Blackboard is managed and accessed through the CUNY Portal, but each campus has a representative to supervise local support. At York College, Instructional Technology, Dr. Wenying Huang-Solte, oversees training and support for both students and faculty using Blackboard.

**ePortfolios @ York College:** Electronic portfolios (ePortfolio) have increasingly become part of the undergraduate learning experience at CUNY's colleges. In 2009, a group of faculty at York College embraced ePortfolio as a vehicle for students to document, organize, and share their learning, to represent their competencies to potential employers, and to strengthen their facility with electronic media. Like several other CUNY schools, York College has embraced the WordPress open source

blog/CMS platform for its ePortfolio initiative. An important component of York's effort has been the assessment of student learning through work in the platform.

Faculty interested in using e-portfolio with their students can contact the director of ACET, Michael Smith (mbsmith@york.cuny.edu).

### **4.6.3. Tutoring Services**

#### The York College Writing Center

As part of its Writing Across the Curriculum Program, York has established a full-service College-wide Writing Center, located in Room 1C18. Tutoring is available to students at any level on a scheduled or drop-in basis during day, evening and weekend hours. Additionally, the Center offers special workshops on finding and documenting research sources, creating paragraph coherence, and improving sentence structure.

Students are encouraged to visit the Center while they are working on papers, not just when they have received feedback that says they need specific help. All writers can profit from talking through an assignment or response to work in progress. Specially trained tutors work with students on individual and group needs. When a teacher refers a student, a follow-up report is sent to inform the teacher of the student's work.

Faculty members who want to learn more about the Writing Center and its services should visit or call the Center in Room AC-1C18. (see also <https://www.york.cuny.edu/student/writing-center>, or call Ex . 2494 or 2591)

#### Mathematics Learning Center

The Math Learning Center (3E07C, Academic Core) at York College provides various resources for York Students. The Center offers one-on-one tutoring in mathematical courses, class material for Math courses, textbooks, solution manuals to most math courses, laptops preloaded with all the Math programs students may need to complete their assignments. The tutorial service is free of charge, and students may request books and Laptops with a valid York Identification Card. The Math Learning Center is a safe and inviting environment for our students and staff. No appointment is necessary to meet a tutor, our doors are open for every York student seeking assistance in Math.

Special Services Tutoring Programs—Room 1G02, Academic Core

Foreign Language Tutoring—Room 3C08, Academic Core

#### **4.6.4 Printing/copying services**

In order to get copies of materials printed faculty can complete a paper printing services form, available through their department, and attach material to be printed, or email a printing request with file to be printed attached, including any copyright permission, if necessary, and send to Printing Services ([printing@york.cuny.edu](mailto:printing@york.cuny.edu); Room AC-LL08). Allow a turn-around time of at least three days. Copies will be delivered to the office number specified on the printing request.

#### **4.6.5 SIMS**

SIMS is the Student Information Management System, which provides online access to all student transcripts and academic files. To access the system in the College, faculty will be given a personal access code.

#### **4.6.6 Cardinal Check**

Cardinal Check generates an easy-to-read degree audit that takes the courses from a student's transcript and reorganizes them to fulfill requirements for a student's degree, major, minor, and skills assessment as defined in the appropriate college bulletin. It calculates and displays an overall GPA as well as a major GPA. (see also <https://www.york.cuny.edu/academics/advisement/student-advisement-handbook/introduction-to-cardinal-check>).

#### **4.6.7 Yorktalk**

Yorktalk is the faculty e-mail list. It is an open discussion and information forum where faculty are free to post items of interest to the York College faculty community. To subscribe to the list (and to get an e-mail address if you do not already have one), contact the Help Desk ([helpdesk@york.cuny.edu](mailto:helpdesk@york.cuny.edu)).

## **4.7 Instructional Policies**

### **4.7.1 Student Attendance**

A class hour at York College usually lasts 50 minutes. College policy requires that instructors maintain an accurate record of student attendance for each session of a class meeting. This entails recording both the presence and/or absence of each student. Forms for recording this information are distributed within the first few weeks of the term. These are legal documents.

All attendance forms and class record books are the property of the College. Attendance forms must be submitted with final grade rosters.

Adjuncts must also submit class record books to the department chairperson at the end of each semester.

Grading records are reported to the Office of the Registrar. In addition, faculty have to submit to the Office of the Registrar the last date of attendance for students who withdraw or drop out from their courses. Instructors have to submit to their Department Offices their attendance and grading records and their final examinations. These need to be kept as required by CUNY policy. For more information on the CUNY policy in relation to student attendance please visit: [www.csi.cuny.edu/catalog/graduate/2412.htm](http://www.csi.cuny.edu/catalog/graduate/2412.htm).

### **4.7.2 Faculty Attendance**

Faculty members are responsible for reporting their absences to their department chairperson. Any changes in class meetings should also be reported to the department chairperson. During regular school days, Monday through Friday, most department offices have secretarial support. Call the office to let the department know if you will not be in, and advise them to give any assignments you might want your students to have. In the event that the chairperson or his/her secretary cannot be reached and you will not be in class, Campus Security must be contacted at (718)262-2222 and a notice will be placed on your classroom door. Advise your department of your absence as the next available opportunity. Coverage for your class is decided upon on a departmental basis.

### **4.7.3 Grading and Record Keeping**

Faculty members are responsible for evaluating students' performance, providing performance "benchmarks" throughout the term, and deciding

upon final grades for each course. A faculty member may give a student the following grades: A, B, C, D (see Table 1), F, INC, and P. If the student never attended classes a grade of "NA" is entered. If a student has opted for the grade of "P", a request needs to be submitted to the Office of the Registrar. Faculty members enter the actual grade earned by the student. If a student stopped attending an "SA" grade is entered, along with the last date of attendance. 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:

**Table 1**

<u>GRADE</u>	<u>NUMERICAL</u>	<u>VALUE</u>
A+	4.00	97-100
A	4.00	93-96.9
A-	3.7	90-92.9
B+	3.3	87-89.9
B	3.00	83-86.9
B-	2.7	80-82.9
C+	2.3	77-79.9
C	2.00	73-76.9
C-	1.7	70-72.9
D+	1.3	67-69.9
D	1.00	60-66.9
F, FAB, FIN, WU, WF, WN		< 59

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

The College now uses electronic grade submission (eGrade). You can access eGrade by logging in to your VPN account at <https://vpn.york.cuny.edu> (when you are off campus) and choosing the eGrade option, or by typing <http://egrade.yorkcollege.local> (when on campus). In both instances, your login name is your York College Network Account userid (same as York College email account) and your password is the password for this account. **All grades must be submitted to the Office of the Registrar within 72 hours of the completion of the final examination!** It is no longer possible to post grades according to social security numbers, and as a rule grades should not be posted (for privacy reason).

#### **4.7.4 Student Conferences**

Faculty members are expected to provide conference time to meet with students, discuss their work, and review materials as needed. The individual conference provides a private opportunity to work with a student and to offer the individual attention that often sets York apart from other institutions.

Conference hours often offer the opportunity for unofficial advisement and referrals. Just ask a student, "How are things going?" Chances are you will hear of problems that you may be able to solve, or solutions you 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.

#### **4.7.5 Office Hours**

Office hours should be posted on faculty office doors, and copies of hours should be given to departmental secretaries. Although it is always more efficient when students schedule appointments during office hours, it is also important for faculty to be available for additional appointments and drop-ins.

#### **4.7.6 Books**

You may require students to purchase books for any course. The books are usually ordered through your department and sold through the York College Bookstore, which is located on the first floor of the Academic Core in Room 1G01. During the second half of each semester you order books for the following term. You may also request desk copies of texts from publishers. Due to a new federal legislation, colleges now are required to provide students with detailed information about their book purchasing options.

Most York students receive financial aid, and the financial aid checks are not usually distributed as the term begins. The teaching staff at York tries to plan activities and homework assignments for the first three weeks that do not rely on the text. In addition, expense is a major consideration when deciding upon texts. You may also plan to have copies of your texts in the library, on reserve, for students to use in school.

The bookstore often returns unsold copies of texts after the beginning of the semester. It is important for you to inform the manager of your intentions for text implementation. In addition to selling books, the



books are also sells computer disks, papers, other sundries, athletic wear with the York logo, and a full-range of school supplies.

#### **4.7.7 Advisement**

Academic Advisement is a major responsibility of all faculty, and an integral part of the higher education process. The academic advisor serves as a coordinator of the educational experience. There is far more to academic advisement than helping students with their course schedules.

During our students' careers, responsible academic advisement will assist them through a monitoring of their educational progress and help keep them on track. Whether faculty members offer advice on a course of studies or career goals or answer informal questions in class, every faculty member is an academic advisor.

The purpose of academic advisement is to help students to clarify their values and goals and to better understand themselves and their academic needs. This includes providing accurate information about educational options, requirements, policies, and procedures. Moreover, the process involves enabling students to integrate the many resources of the College to meet individual educational needs and aspirations.

In addition to their own advisement, faculty can refer students for counseling to the various specialized counselors in the Division of Student Development, as well as to the Academic Advisement Office.

#### **4.7.8 Final Examinations and Grade Submissions**

The Registrar's Office publishes the Final Examination schedule for the College so that scheduling conflicts can be avoided as much as possible. The general policy is for all Final Examinations to be given as scheduled and not during class instruction time (especially not on the last day of class). Requests for exceptions must be approved by the Office of Academic Affairs.

In order to submit their grades via eGrade, faculty must have a working York network ID and new email account. **All grades must be submitted via eGrade within 72 hours of the completion of the final examination!**

#### **4.7.9 Teaching load requirement**

For faculty on a professional line, there is a 21-hour teaching load for the Fall/Spring academic year. Those holding the ranks of Instructor and Lecturer have a 27-hour teaching load obligation for the Fall/Spring academic year.

### **4.8 Academic Integrity**

#### **4.8.1 Procedures for Reporting an Incident of Suspected/Resolved Academic Dishonesty**

1. The Academic Integrity Officer (AIO) shall serve as the initial contact person with faculty members when they report incidents of suspected and/or resolved academic dishonesty.
2. When the faculty member initiates the procedure for addressing an allegation of academic dishonesty, the faculty member must first determine if he/she is seeking an academic sanction (i.e. grade penalty only) or a disciplinary sanction (i.e. suspension and grade penalty).
3. When the faculty member suspects that a student has committed a violation of the Academic Integrity Policy, the faculty member shall review with the student the facts and circumstances of the suspected violation. If the faculty member concludes that there has been an incident of academic dishonesty sufficient to affect a student's final course grade, the faculty member must complete the Faculty Report Form for Academic Integrity (report form) to report the incident of suspected and/or resolved academic dishonesty.
4. The faculty member shall submit the report form to the AIO, Dr. Holger Henke, Assistant Provost, in the Office of Academic Affairs, room 2HO7. The report form can be found on the Academic Affairs/AIO or the CPLA web pages. This form must be submitted within 10 business days of the faculty member's discovery of the suspected academic dishonesty.
5. When an academic dishonesty accusation is resolved, the student and faculty member will be notified of the resolution.
6. Students who either admit to an act of academic dishonesty or are found to have committed one by the Academic Integrity Review Committee will receive a letter from York College AIO notifying them that their matter has been reported to the Office of Student Development.

#### **4.8.2 Procedures for Academic Sanction Only**

1. If the student admits to the academic dishonesty and does not contest the academic sanction, (e.g. the reduced grade), the student shall be given the reduced grade, unless the AIO decides to seek a disciplinary sanction. The faculty member must complete the report form and submit it to the AIO.
2. If the student admits to academic dishonesty but contests the academic sanction imposed, the student may appeal the sanction through the college's grade appeal process (which includes the Dean of the School and Department Chair). The student shall be allowed, at a minimum, an opportunity to present a written position with supporting evidence. The Dean and the Chair reviewing the appeal shall issue a written decision to the student explaining the justification for the academic sanction imposed and provide a copy to the AIO.
3. If the student denies the allegation of academic dishonesty, the faculty member will refer the matter to the AIO. The AIO will initiate a fact-finding process to be conducted by the Academic Integrity Committee (AIC). The AIO cannot serve on the College's AIC. The student shall be provided with (i) written notice of the charges against him or her; (ii) the right to appear before the Committee; and (iii) the right to present witnesses and/or to call witnesses. The faculty member shall have the right to make an appearance before the Committee. The Committee may request the testimony of any witness and may permit any such witness to be questioned by the AIO. The AIC, shall issue a written decision and send copies of the decision to the College's AIO.

#### **4.8.3 Procedures for Disciplinary Sanction**

1. If the AIO determines, after reviewing the student's Academic Integrity file (repeated offenses), or in consultation with the faculty member reporting the dishonesty, whether disciplinary sanctions are also appropriate, the AIO may refer the matter directly to the Faculty-Student Disciplinary Committee. Students who either admit to an act of academic dishonesty or are found to have committed one by the AIC will receive a letter from York College Academic Integrity Officer notifying them that their matter has been reported to the Office of Student Development.
2. In cases where the AIC determines that a disciplinary sanction is also warranted, the case will be referred to the Faculty-Student Disciplinary Committee (FSDC).

3. The allegation against the student will then be adjudicated, as is currently done, through the CUNY Faculty Student Disciplinary Procedure.

4. If the FSDC finds that the alleged violation did not occur, then no sanction of any kind may be imposed.

#### **4.8.4 Clarification of the Process**

All questions regarding these procedures should be referred to the York College Academic Integrity Officer, Dr. Holger Henke, Assistant Provost (Room 2H07, phone (718) 262-5338, email [hhenke@york.cuny.edu](mailto:hhenke@york.cuny.edu)).

All questions regarding Article 15, Faculty - Student Disciplinary Procedure should be referred to Dr. Thomas Gibson, Associate Dean of Student Development (Room 2F01A, phone (718) 262-2331, email [gibson@york.cuny.edu](mailto:gibson@york.cuny.edu)).

All questions regarding these procedures or Article 15 may be referred to Olga Dais, Esq., Executive Director, CPLA (Room 2H05, phone (718) 262-2140, email [odais@york.cuny.edu](mailto:odais@york.cuny.edu)).

### Faculty Report Form: Academic Integrity

Please complete this form to report an incident of suspected and/or resolved academic dishonesty. This form must be submitted within 10 business days of the faculty member's discovery of the suspected academic dishonesty. Make a copy for your records, submit a copy to your department chair, and forward the original to the Academic Integrity Officer (AIO), Assistant Provost Holger Henke of Academic Affairs in Room AC2H07.

Instructor Name: \_\_\_\_\_

Department: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student ID # \_\_\_\_\_

Course Title, Number & Section: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ and/or Date of Discovery (if different) \_\_\_\_\_

Type of Incident: Cheating  Plagiarism  Falsification of Records/Documents   
Obtaining Unfair Advantage  Other

Description of Incident: \_\_\_\_\_

Did the student admit to the charge of cheating, plagiarism or other act of academic dishonesty?

Yes  No  Date(s) of Meeting with the Student \_\_\_\_\_

Explanation: \_\_\_\_\_

Student could not be contacted.  (please provide documentation if available)

Explanation: \_\_\_\_\_

Sanction recommended: Lower grade for assignment (  ) Lower grade for course (  ) Other (  )

Please provide the grade  Explanation: \_\_\_\_\_

Signature of Faculty Member \_\_\_\_\_ Date \_\_\_\_\_

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_  
(if agreed to academic sanction)

#### Resolution of the case after adjudication:

Academic sanction \_\_\_\_\_

Disciplinary sanction \_\_\_\_\_

Signature of AIO \_\_\_\_\_ Date \_\_\_\_\_

## **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 is conducted in accordance with public law and traditional standards of professional propriety.

The York College Office of Research and Sponsored Programs promotes, monitors, and administers scholarly endeavors at the college. Complete details on the services available to scholars, and the York College/CUNY policies that govern scholarship can be found at: [www.york.cuny.edu/academics/divisions/math-science/osr](http://www.york.cuny.edu/academics/divisions/math-science/osr)

#### **5.2 Research and Teaching Involving Humans and Animals**

##### **5.2.1 Human Subjects Research**

York College has an Institutional Review Board (IRB) for the protection of human subjects. The work of this board follows the CUNY guidelines. A list of the members of the York College IRB as well as various CUNY policies applicable to human subjects research can be found at this website: [www.york.cuny.edu/academics/divisions/math-science/osr/proposal-preparation/copy\\_of\\_human-subjects-research](http://www.york.cuny.edu/academics/divisions/math-science/osr/proposal-preparation/copy_of_human-subjects-research)

##### **5.2.2 Research and Teaching Involving Animals**

Some research and teaching involves the use of vertebrate animals. York College/CUNY mandates that animals used in research and teaching be treated humanely. For this purpose York College has an Institutional Animal Care and Use Committee (IACUC). For more information and applicable guidelines visit: [york.cuny.edu/academics/divisions/math-science/osr/proposal-preparation/animal-care-and-use-iacuc](http://york.cuny.edu/academics/divisions/math-science/osr/proposal-preparation/animal-care-and-use-iacuc)

## **5.3 Research Policies**

### **5.3.1 Cost Sharing**

The costs of research projects and programs sponsored by York College are funded through a number of formulas. Costs are sometimes entirely recoverable from sponsoring agencies on procurement contracts. However, unsolicited proposals for support contracts may require institutional cost sharing.

The degree of institutional cost sharing is often determined by provisions of public laws stipulating a fixed, auditable formula for the allocation of appropriated funds. In other cases, funding agencies promulgate guidelines for institutional cost sharing. Moreover, cost sharing requirements change frequently. Since institutional cost sharing is sometimes complex, requiring a full understanding of pertinent law, agency policy, and past trends, project directors must discuss all anticipated requirements for cost sharing with the Office of Sponsored Researchs early in the process of budget preparation.

### **5.3.2 Facilities and Administrative Costs**

Sponsored research projects and programs entail direct costs and indirect costs. Direct costs are those specified by line item in budgets. Indirect costs are York College/CUNY expenses associated with the conduct of sponsored programs which, owing to the limitations of accounting practice, cannot readily be associated with direct line-item costs on a project basis. Examples of these indirect costs are the use of York College/CUNY facilities and York College/CUNY expenditure for the administration of sponsored research projects and programs in accordance with public law.

### **5.3.3 Reassigned Time**

The University may support research projects, programs, and other scholarly endeavors by reassigning members of the academic staff from teaching and other contracted obligations. The amount and duration of reassignments are contingent on the nature and magnitude of proposed projects, determined by negotiation with responsible departmental chairs, deans, and the Provost.

### **5.3.4 Summer Compensation for Sponsored Research**

York College/CUNY permits academic staff members to earn up to one-third of their nine-month salaries during the summer by working on

sponsored research or programs provided such compensation is within the guidelines of funding agencies. In some cases the regulations of funding agencies do not allow this level of compensation. The National Science Foundation, for example, permits compensation not exceeding two-ninths of nine-month salaries. If funding agencies authorize compensation of one-third of nine-month salaries, full-time employment on the project for a period of three (3) months is required.

### **5.3.5 Intellectual Property**

York College is covered by CUNY policy on intellectual property which is based on a policy adopted by the CUNY Board of Trustees in November 2002.

#### SUMMARY OF REVISED CUNY/RF INTELLECTUAL PROPERTY POLICY

*A Single Policy is Established for the CUNY Community.*

The Revised Policy combines the current copyright and patent policies into one policy that covers all forms of intellectual property. The Revised Policy applies to CUNY faculty, staff, and graduate students engaged in faculty-directed research, who create intellectual property (1) while making substantial use of CUNY resources, (2) as a direct result of CUNY duties, (3) pursuant to the terms of an agreement to which CUNY is a party, or (4) in the course of or related activities on grants or contracts administered by the RF. The Revised Policy unifies the royalty structure for all CUNY-owned IP.

The current copyright policy is limited to persons who produce copyrightable material in the course of work whose business administration is the responsibility of the RF. The patent policy applies more broadly to persons who produce inventions in the course of activities supported in any way by CUNY through funds, facilities or equipment. Intellectual Property other than copyrights and inventions is not covered by the current policies.

*The General Rule Regarding Ownership Remains the Same.*

Under both the Revised Policy and the current policies, the general rule is that copyrightable works are owned by their creator(s) and patentable works are owned by CUNY. The Revised Policy also provides that patentable works like computer programs and computer code that may also be copyrightable will be owned by CUNY only to the extent that they are patentable.



*There are Important Exceptions and Clarifications of the General Rule.*

Special rules apply to sponsored work, work created within the scope of employment, work commissioned by CUNY, and CUNY media. Courses designed to be delivered over the internet, by computer or through similar technologies may involve both copyrightable works and other intellectual property. Under the Revised Policy, CUNY claims no ownership rights in either the intellectual content of such courses, or the tools and technologies used to present them, unless the work is the result of sponsored research or is commissioned by CUNY, in which case the terms of a negotiated agreement will apply.

*Royalties to Creators are Increased.*

The Revised Policy grants Creators 100% of royalties on copyrightable works owned by the Creator pursuant to the General Rule. Under the current copyright policy, the Creator's royalties are based on the extent of CUNY support, and may be as low as 25% of net royalties.

The Revised Policy grants Creators 50% of net proceeds from CUNY-owned IP, an increase from 35% in the current parent policy hereby making the Creator and CUNY equal partners in the royalty stream from CUNY-owned IP. In addition, 25% of CUNY's share is distributed to the Creator's College, with 50% of such amount going to the Creator's academic or research units(s) for the support of research and scholarly activity.

*Creator's Rights in the Event of CUNY Inaction are Strengthened.*

The Revised Policy provides that if CUNY fails to act within 90 days of a disclosure, the Creator may request that the IP be released. CUNY must respond to a release request within 30 days. CUNY may condition a release on the assignment from the Creator of a percentage of net royalty income, not to exceed 10%. CUNY will also retain a license to use the IP for internal educational and research purposes.

*Policy Provisions are Waivable.*

Members of the University have the right to negotiate agreements for terms different from those set forth in the General Rule, or to request waivers of other policy terms.

*IP Management is Streamlined.*

The duty to manage CUNY-owned IP is lodged with Chancellor or his/her designee. The Chancellor may appoint the RF as designee for

performance of functions assigned to CUNY in general or the Chancellor in particular. CUNY assigns its ownership rights in Inventions resulting from Sponsored Research to the RF, who may then file patent applications.

#### *Unified Dispute Procedure is Created.*

Under the current policies, disputes are to be settled by the Copyright Committee or the Patent Committee, as the case may be. Decisions of the Patent Committee may be appealed to the Board of Directors of the RF. There is no appeal process for decisions of the Copyright Committee decisions. Under the Revised Policy, disputes are reviewed by a panel consisting of a representative of the Creator and designees of the Executive Vice Chancellor for Academic Affairs, the Executive Director of the Research Foundation, the Chair of the Faculty Advisory Council of the RF, and the Provost of the Creator's College. The panel's decision may be appealed to the Chancellor.

#### *Equity Ownership and Conflict of Interest are Addressed.*

To address and support faculty entrepreneurship, the Revised Policy includes language regarding CUNY and faculty ownership of equity and conflict of interest issues.

The full text of the CUNY intellectual property policy as well as other links relevant to research at CUNY can be found at: [web.cuny.edu/research](http://web.cuny.edu/research). In addition it should be noted that at a December 8, 2008 meeting the CUNY Board of Trustees amended the university's intellectual property policy to change the composition of the CUNY Intellectual Property Committee to reflect the fact that there is now at CUNY the position of Vice Chancellor for Research.

Researchers should also bear in mind that because of the many issues involved in relation to intellectual property they should contact the CUNY Technology Commercialization Office early in their research projects rather than later. Doing this makes the research process more efficient and beneficial for all involved, both inside and outside of CUNY.

## **5.4 Research Integrity**

As outlined in the official CUNY Policy on Research Misconduct, the President of each College within the University has designated a Research Integrity Officer to receive allegations of Research Misconduct involving faculty, staff, and/or post-doctoral associates at the College.

The **Research Integrity Officer** (RIO) may be an administrator or tenured faculty member at the College with experience in research and has received appropriate training from the Office of the Vice Chancellor for Research to carry out his/her responsibilities under this Policy. Each RIO is in charge of providing training to faculty, staff, and post-doctoral associates at the College. At York College the RIO is Louis Levinger, Professor of Biology.

## CHAPTER 6

### OTHER COLLEGE SERVICES AND GENERAL INFORMATION

#### 6.1 College Closings

CUNY Aler is a new emergency notification system that will enable 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-Aler, for use by the CUNY campuses.

Depending upon the severity of the incident, CUNY Aler 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 Aler. Messages can be received via cell phone (text and/or voice), landline telephone and e-mail. You must "opt in" to receive alerts, and you can choose your preferred format or formats to receive the messages.

To sign up for CUNY Aler at York College log on to [www.cuny.edu/aler](http://www.cuny.edu/aler) and follow the instructions. Enrolled students, including continuing education students, faculty, staff and other members of the campus community, are eligible to sign up.

#### 6.2 Other emergencies

Call the Nurse/Medical Office at Extension 3050 or Public Safety/Security at Extension 2222.

#### 6.3 Keys

Conac Buildings and Grounds (B&G)—Extension 2200, Room LL13 in the AC building for keys to your office and other department facilities. Faculty should ask their departmental secretaries to fill out a request form and B&G would let you know when keys are ready. All keys must be returned to the B&G Office upon the employee's last day at the College.

## **6.4 Identification Cards**

Contact the Public Safety Office in Room 1M02, Academic Core Building to make arrangements for being photographed so that your York college identification card can be issued.

## **6.5 Lost and Found Items**

Public Safety Office— Room 1M02, Academic Core Building.

## **6.6 Academic Calendar**

The York College academic calendar is usually published in the York College Schedule of Classes. It is also included in the York College Bulletin. The York College 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**

There are two cafeterias on the York campus, both in the Academic Core building. The first, at the center of the first floor, is the main cafeteria, called *The Culinary Cafeteria*. This is the main cafeteria, with a wide selection of food choices. Hours of operation are 7:30 a.m. to 8:30 p.m. Mon – Thurs and 7:30 a.m. to 3:30 p.m. on Fridays and Saturdays. During the summer the hours of operation of The Culinary Cafeteria are 7:30 a.m. to 3:30 p.m. Mon – Friday. *The Cardinal Café* located on Level 2 of the Academic Core Building is open 7:30 a.m. to 8:30 p.m. Mon – Thurs and 7:30 a.m. to 3:00 p.m. on Fridays. During the summer session and on days when no classes are scheduled The Cardinal Café is open 7:30 a.m. to 12:30 p.m. Mon – Friday. In addition, the Faculty and Staff Dining Room is located on the second floor of the Academic Core building in the D corridor. This facility is often partitioned off for use as a Special Events room. Check availability before you walk over for lunch. Also faculty can also buy snacks and beverages at the many vending machines located on the York College campus.

## **6.8 Health Benefits**

Faculty have health care coverage, dental coverage, optical/eyeglass coverage, and other optional add-ons (accidents), including drug riders, catastrophic insurance, Long Term Care policies, and other offerings. For more complete information, contact the Office of Faculty and Staff Relations, Room AC 2H01.

## **6.9 Parking**

Faculty can purchase a Parking Permit for the year by bringing their license, registration, and updated ID to the Security Office, first floor of the Academic Core building. The annual fee is paid at the Bursar's Office, Level One AC building, located near the Security Office. After payment you can then receive your Parking Tag at the Security desk.

## **6.10 Paychecks**

Faculty 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. Payslips are also available at this office. If you want anything mailed to you, including your payslips, you must provide the Bursar's Office with a stamped, self-addressed envelope.

## **6.11 Security issues**

If a faculty member has a public safety or security issue they should contact the Public Safety Office (718.262.2222) which is located on the first floor of the Academic Core Building, Room 1M02.

## CHAPTER 7

### LEGAL MATTERS

#### 7.1 Use of College Name, Title, 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 Director of Marketing Communications (Room AC-2H06) prior to production and distribution. In relation to this policy, the Director of Marketing Communications can be contacted for a copy of the *York College Visual Identity Style Guide*.

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 in behalf of political candidates or political parties.

#### 7.2 Accepting Services of Subpoenas and Other Legal Documents

The Office of Compliance Programs and Legal Affairs, Room AC-2H05, alone 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 you 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 Compliance Programs and Legal Affairs.

#### 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 Pendency. The College must respond to these documents in a timely fashion. Therefore, please direct all process servers to the Office of Compliance Programs and Legal Affairs. 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 Compliance Programs and Legal Affairs.

## **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 has the basis for the lawsuit occurred while the employee was acting within the scope of his or her 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 Compliance Programs and Legal Affairs.



## CHAPTER 8

### YORK COLLEGE WORKFORCE POLICIES

#### 8.1 Introduction

The York College workforce is composed of two major groupings: unclassified staff (teaching and non-teaching 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

York College, as a unit of The City University of New York, supports a policy of nondiscrimination. The College recruits, employs, retains and promotes employees without regard to race, color, national or ethnic origin, religion, age, sex, sexual orientation, transgender orientation, disability, genetic predisposition or carrier status, alienage or citizenship, veteran or marital status in its student admissions, employment, access to programs, and administration of educational policies. Many of you serve on search committees, and your participation has been important in advancing our affirmative action efforts.

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 throughout the hiring process. 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 Affirmative Action/Equal Employment Opportunity Officer of the College at the Office of Compliance Programs and Legal Affairs. 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, please contact the Office of Compliance Programs & Legal Affairs, Room AC-2H05.

In addition to the College's Office of Compliance Programs & Legal Affairs, 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 Policy**

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

The University, through its colleges, will disseminate this policy and take other steps to educate the University community about sexual harassment. The University will establish procedures to ensure that investigations of allegations of sexual harassment are conducted in a manner that is prompt, fair, thorough, and as confidential as possible under the circumstances, and that appropriate corrective and/or disciplinary action is taken as warranted by the circumstances when sexual harassment is determined to have occurred. Members of the University community who believe themselves to be aggrieved under this policy are strongly encouraged to report the allegations of sexual harassment as promptly as possible. Delay in making a complaint of sexual harassment may make it more difficult for the college to investigate the allegations.

Each dean, director, department chairperson, executive officer, administrator, or other person with supervisory responsibility (including faculty) shall be required to report any complaint of sexual harassment to the Office of Compliance and Legal.

A complete statement of the University's sexual harassment policy and procedures is published on the college website at: <http://www.cuny.edu/about/administration/offices/ohrm/policies-procedures/policy-against-sexual-harassment.html>.

The names of members of the York College Sexual Harassment Committee is posted on the college website at: [www.york.cuny.edu/president/legal-compliance/committees/sexual-harassment-committee](http://www.york.cuny.edu/president/legal-compliance/committees/sexual-harassment-committee).

### **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 is committed to the prevention of workplace violence and will respond promptly to any threats or acts of violence.

For purposes of the 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, including but not limited to:

1. An assault or threat, whether verbal or physical, that inflicts physical injury upon an employee;
2. Any intentional display of force that would give an employee reason to fear or expect bodily harm;
3. Intentional and wrongful physical contact with an employee without his or her consent that entails some injury; and
4. Stalking an employee in a manner that 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.

Faculty and staff must promptly report incidents of workplace violence to their supervisor and/or Public Safety. 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.

Supervisors **must** report all complaints of Workplace Violence or potential Workplace Violence to the Office of Public Safety or CPLA.

The complete text of this policy may be found on the CUNY policy website at [www.cuny.edu/about/administration/offices/ohrm/policies/procedures/violence-prevention-policy.html](http://www.cuny.edu/about/administration/offices/ohrm/policies/procedures/violence-prevention-policy.html) or by contacting the Public Safety Office.

## **8.5 Sexual Assault Policy**

The City University of New York seeks to create and maintain a safe environment in which all members of the University community –

students, faculty and staff – can learn and work free from the fear of sexual assault and other forms of violence. The University's policies on Workplace Violence and Domestic Violence and the Workplace apply to all acts of violence that occur in the workplace or that may spill over into the workplace. The University's Sexual Harassment Policy prohibits many forms of unwelcome conduct, including but not limited to, physical conduct of a sexual nature. This policy is specifically directed towards sexual assault, domestic and intimate partner violence and stalking committed against students on and off-campus.

CUNY wants all victims of sexual assault, stalking and domestic and intimate partner violence to know that the University has professional and law enforcement officers who are trained in the field to assist student victims in obtaining help, including immediate medical care, counseling and other essential services. If the alleged perpetrator is also a member of the CUNY community, the college will take prompt action to investigate, and, where appropriate, to discipline and sanction the alleged perpetrator. CUNY urges all victims to seek immediate help in accordance with the guidelines set forth in this policy with the assurance that all information received from a complainant will be handled as confidentially as possible.

In order to eliminate sexual assaults and other forms of violence perpetrated against students, and to create a safe college community, it is critical to provide an appropriate prevention education program and have trained professionals to provide vital supportive services.

Obtaining assistance after a student is sexually assaulted, stalked or is in an abusive relationship is extremely important and can involve different points of on-campus contact for students, faculty and staff, including the Public Safety Department, Women's/Men's Centers and Counseling Departments, and/or the Dean of Student Development / Student Affairs. Each provides different forms of assistance which together address many of the needs of survivors.

CUNY urges any student who has been the victim of a sexual assault or other act of violence or abuse, or any student or employee who has witnessed a sexual assault or other act of violence against a student, to immediately report the incident to the college Public Safety Department if the attack occurred on-campus, or to call 911 or go to the local NYPD precinct if the incident took place off-campus. Each college shall be provided with a list of emergency contact numbers as part of its orientation and training programs.

CUNY encourages student victims to contact the Dean of Student Affairs/ Student Development to obtain assistance in accessing medical

and counseling services, or to make any necessary changes to the student's academic program or residential housing situation. Public Safety can assist victims getting to and from campus safely, filing a police report and obtaining an order of protection against the alleged perpetrator. Victims can also file a complaint with the College against an alleged perpetrator who is a student or employee of the University with the Dean of Student Affairs/Student Development and the Public Safety Office.

The President and Vice President for Student Affairs/Student Development of each college shall be responsible for implementing this policy in accordance with the most up-to-date information and resources pertaining to sexual assault, stalking and domestic/intimate partner violence education and prevention, and victim assistance.

The complete text of this policy may be found on the CUNY policy website at [www.cuny.edu/about/administration/offices/la/CUNYSexualAssaultPolicy.pdf](http://www.cuny.edu/about/administration/offices/la/CUNYSexualAssaultPolicy.pdf)

**YORK COLLEGE**  
**of**  
**The City University of New York**  
**Charter, York College Senate**  
Approved by Board of Trustees June 23, 1986

**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:

<i>Full-time equivalent faculty size</i>	<i>Number of senators</i>
up to 10	1
11- 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 Dean for Academic Affairs.)

**Section 5 Term of Office**

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

**Section 6 Alternate and Proxies**

No alternates or proxies shall be permitted.

**Section 7 Elections**

- A. Regular elections for student senators shall be held once a year during the first ten days of May. 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 shall be held in each Department in May.
- C. When a vacancy occurs for any reason (i.e., resignation, non-reappointment, graduation, etc.) a special election will be held.

**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 shall conduct its meetings in accordance with Robert's Rules of Order—Newly Revised.

### **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 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 Standards  
Committee on Admissions  
Committee on Campus Environment  
Committee on College Curriculum  
Committee on Elections  
Committee on Instruction  
Committee on Library

**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 STANDARDS**

#### **Membership**

Total: Fifteen (15) members

1. Administration: Three (3) members  
One (1) each from the Office of:  
The Registrar  
The Dean of Students  
The Director of SEEK
2. Faculty: Six (6) members  
No two (2) members from the same Department.
3. Students: Six (6) members  
No two (2) members from the same Department, to serve only on policy and procedure matters and appeals of denied petitions

#### **Functions**

1. To review and recommend policies relating to the academic standards of the College (as they pertain to enrolled students) as well as the procedures used for their implementation.
2. To hear and decide upon petitions and appeals of students deviating from established policy.

#### **Procedures**

The Committee shall review and make decisions on all

1. recommendations for policy and procedures to be submitted to the Senate,
2. readmission petitions of students who do not meet academic standards,
3. petition for waivers,
4. petitions for withdrawal or leave of absence,
5. grade appeals,
6. appeals of denied petitions.

#### **Accountability**

1. For policy recommendations: to the Senate
2. For implementation of policy: to the President.

### **COMMITTEE ON ADMISSIONS**

#### **Membership**

Total: Seven (7) members

1. Administration: One (1) member  
From the Office of the Director of Admissions
2. Faculty: Three (3) members
  - a. One (1) from the Office of Student Development
  - b. Two (2) at large  
No two (2) members from the same department
3. Students: Three (3) members  
No two (2) members from the same graduating year.

#### **Functions**

1. To recommend policy for the admission of those students who do not come through the University Admissions Policy Committee in consultation with the Committee on Academic Standards when appropriate.
2. To exercise discretionary authority on direct applications.

#### **Procedures**

Appeals from applicants who do not meet admission criteria may be heard by the Director of Admissions with at least one faculty and one student member of the Committee.

#### **Meetings**

At least once a semester and as often as necessary.

#### **Accountability**

To the President.

## **COMMITTEE ON CAMPUS ENVIRONMENT**

### **Membership**

Total: Fourteen (14) members

1. Administration: Two (2) members  
One (1) each from the Office of:  
The Dean of Students  
The Dean for Administrative Affairs
2. Faculty: Six (6) members  
No two (2) members from the same department.
3. Students: Six (6) members  
No two (2) members from the same department.

### **Functions**

1. To recommend programs and review policy designed to improve College services.
2. To make recommendations regarding the decor, safety, security and amenities of the physical plant.
3. To make recommendations regarding the cultural program of the College.

### **Meetings**

As frequently as necessary.

### **Accountability**

To the Senate.

## **COMMITTEE ON COLLEGE CURRICULUM**

### **Membership**

1. Administration: Two (2) members  
One (1) each from the Office of:  
The Dean for Academic Affairs  
The Registrar
2. Faculty:  
One (1) faculty member of professorial rank from each department. Elections to be held by the respective departments.
3. Students:  
Equal in number to faculty members.  
No two (2) students from the same major.

### **Functions:**

1. To establish curriculum policy.
2. To review established curriculum.
3. To discuss all proposed curriculum changes.
4. To recommend changes to the York College Senate.

### **Procedures**

The committee shall establish procedures to be used in submitting to the committee proposals for changes to the curriculum of the college. The committee shall review and discuss all such proposals.

Proposals it accepts shall be reported to the York College Senate for its action.

### **Accountability**

To the Senate.

## **COMMITTEE ON ELECTIONS**

### **Membership**

Total: Fourteen (14) members

1. Administration: Two (2) members  
One (1) each from the Office of  
The Dean of Students  
The Assistant to the President
2. Faculty: Six (6) members  
No two (2) members from the same department.
3. Students: Six (6) members  
No two (2) members from the same department.

### **Functions**

1. This committee shall establish policies and procedures for the election of student senators and all referenda:
  - a. The establishment and publication of the date of election at least three weeks in advance.
  - b. The certification of the qualification of nominees.
  - c. The certification of the lists of qualified voters for elections.
  - d. The establishment of the students' election procedures.
  - e. Supervision of the election of student senators.
  - f. The tallying and certification of student results.
2. The election of faculty senators shall be conducted by the respective departments in May.
3. For election of members of York College Standing Committees and elected representatives of CUNY wide bodies: (Faculty and Student Body) Faculty members of this committee shall serve, with the Faculty Caucus Leader, to receive nominations and conduct elections of faculty members. Student members of this committee shall serve, with the Student Caucus Leader, to receive nominations and conduct elections of student members.
4. The committee shall receive formal complaints about election procedures and/or results, rule upon their validity and initiate remedial measures, if required.

### **Procedures**

1. Regular elections for the student seats in the York College Senate shall be held once a year during the first ten days of May.
2. These elections shall be organized and conducted by the Committee on Elections.
3. Vacancies shall be replaced by special elections.

### **Meetings**

Once each semester and at other times when necessary.

### **Accountability**

To the Executive Board of the Senate.

## **COMMITTEE ON INSTRUCTION**

### **Membership**

Total: Eight (8) members

1. Faculty: Four (4) members  
No two (2) members from the same department.
2. Students: Four (4) members  
No two (2) members from the same department.

### **Function**

This committee shall recommend policy in all areas dealing with teaching effectiveness, academic calendar and other areas related to instruction.

### **Accountability**

To the Senate.



## **COMMITTEE ON LIBRARY**

### **Membership**

1. Faculty:  
One (1) Faculty member from each department.  
Elections to be held by the department.
2. Students:  
One (1) Student member from each department.  
Elections to be held at large.

### **Functions**

This Committee shall review the operation of the Library and other media services, and make recommendations for improving and expanding the collection. In particular, this committee shall:

1. Serve as liaison between the Library and its users
2. Advise the Librarian in matters pertaining to Library resources, facilities and services
3. Encourage and support the growth, development and well-being of the Library.

### **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.

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