



# Adjunct Faculty Handbook

Third Edition  
Fall 2020

**Brooklyn**  
**College**  
The City  
University  
of New York



# Brooklyn College Adjunct Faculty Handbook

---

Third Edition

Fall 2020

# Note to the Reader

Every effort has been made to present all information accurately; however, this edition is intended to be used for several years and information may change.

This handbook is for informational purposes only and does not constitute terms or conditions of employment, nor does it establish any past practice of the City University of New York or Brooklyn College. The policies, procedures and college information have been paraphrased or otherwise presented for readability. Employees are advised to consult the appropriate administrative office or academic department, and current contracts and/or policies for complete details and requirements.

The City University of New York and Brooklyn College reserve the right to make modifications as necessary to policies, procedures, and college requirements, including renegotiating contractual terms of employment with employees' collective bargaining agents, without advance notice.



This is an abbreviated version for adjunct faculty of the more comprehensive [\*Faculty Handbook\*](#), which includes additional information that may be useful.

# Table of Contents

<i>Note to the Reader</i> .....	ii
<b>General Information</b> .....	<b>1</b>
Purpose, Mission, Vision, and Values .....	1
“Nil sine magno labore” .....	2
Academic Departments and Schools.....	2
Professional Staff Congress (PSC).....	2
<b>Personnel Matters</b> .....	<b>3</b>
Faculty Personnel Files .....	3
Appointment and Reappointment .....	3
Professional Evaluation of the Faculty.....	3
Peer Teaching Observation .....	3
Student Evaluation of the Faculty .....	4
Annual Evaluation Conference.....	4
Human Resource Services.....	5
Faculty Appointments .....	5
Payroll .....	5
Check Distribution .....	5
Retirement Benefits.....	5
Health Benefits.....	5
Faculty Leaves (Non-Academic) .....	5
Adjunct Leave.....	5
Jury Duty.....	6
Military Service .....	6
Accommodations for Faculty Members with Disabilities .....	6
<b>Faculty Obligations</b> .....	<b>7</b>
Faculty Attendance.....	7

College E-mail Account .....	8
<b>Teaching Appointments and the Classroom .....</b>	<b>9</b>
Workload and Teaching Assignments.....	9
Adjunct Workload .....	9
Paid Office Hours and Professional Hours.....	9
Independent Study and Tutorials.....	10
Large Class Workload Formula .....	10
Course and Classroom Requirements.....	11
Class Meetings.....	11
Student Attendance .....	11
Class Size Limits.....	11
Classroom Decorum .....	12
Tests and Final Examinations .....	13
Papers .....	13
Audiovisual and Computer Equipment.....	14
Field Trips .....	14
Changing Course Content.....	14
Student Illness in Class .....	14
Early Grading and Early Warning.....	15
Calendars.....	15
Conversion Days.....	15
Common Hours .....	16
Black Solidarity Day .....	16
Registration and Grading Procedures.....	16
Class Rosters and Verification of Enrollment .....	16
Registration Procedures .....	17
Auditing.....	17
Grading.....	17

Reporting Grades to Students .....	18
Authorized Grades.....	18
Incomplete Grade.....	19
F-Grade Replacement.....	19
Grade Changes.....	19
Grade Appeals .....	19
Family Educational Rights and Privacy Act (FERPA).....	20
Policy on Academic Integrity .....	21
Student Absence on Account of Religious Belief.....	22
<b>Faculty Development, Resources and Support .....</b>	<b>23</b>
Faculty Professional Development.....	23
Faculty Support and Funding .....	23
Grant Opportunities .....	23
CUNY Office of Faculty Affairs.....	23
PSC-CUNY Adjunct/CET Professional Development Fund.....	24
PSC-CUNY Travel Support.....	24
Brooklyn College Library .....	24
Reserves.....	24
Interlibrary Loan .....	24
Reference Librarians .....	25
Library Instruction .....	25
Open Educational Resources (OER) .....	25
24/7 Reference Help.....	25
Academic Information Technologies (AIT).....	25
Faculty Training and Development Laboratory .....	25
Blackboard.....	26
Multimedia Classrooms.....	26
Center for Teaching and Learning .....	26

Writing Across the Curriculum .....	26
Faculty Day Conference and Awards Ceremony .....	27
<b>Helpful Resources to Support Your Students .....</b>	<b>28</b>
Counseling Resources .....	28
Course Counseling.....	28
Curricular and Registration Counseling.....	28
Career Counseling .....	28
Personal Difficulties .....	29
Learning Center.....	29
Center for Student Disability Services .....	30
<b>Workplace Policies .....</b>	<b>31</b>
Sexual Misconduct .....	31
Policy on Equal Opportunity and Non-Discrimination .....	31
Campus and Workplace Violence Prevention Policy .....	32
Intimate Partner and Dating Violence in the Workplace.....	32
Student Complaints about Faculty Conduct in Academic Settings.....	32
Use of College Property .....	33
CUNY Computer Use Policy .....	33
Records Retention and Disposition Schedule .....	34
<b>Other College Information and Services .....</b>	<b>35</b>
Emergency Alerts and Closings.....	35
Tuition Waivers.....	35
Transit Benefit.....	35
CUNY Work/Life Program.....	36
Discounts.....	36
Brooklyn College Information Line.....	36
The Women’s Center .....	37
LGBTQ Resource Center .....	37



Lactation Rooms ..... 37

Room for Quiet Reflection .....38

Safety and Security.....38

    Emergency Number.....38

    Office of Campus and Community Safety Services .....38

    Campus Access .....38

    Keys and Locks .....38

    Shuttle and Escort Service.....39

Faculty Photo IDs.....39

BC Navigator App.....39

Dining Facilities .....39



# General Information

## Purpose, Mission, Vision, and Values

*From the [2018-2023 Strategic Plan](#) for Brooklyn College*

### **Our Purpose**

We believe in the power of higher education and scholarly research to transform students' lives and improve communities.

### **Our Mission**

Brooklyn College provides a transformative, distinctive, and affordable education to students from all backgrounds. We are proud of our history of intellectual freedom and academic excellence, as well as our location in a borough known for innovation, culture, and the arts. We have a special commitment to educate immigrants and first-generation college students from the diverse communities that make up our city and state. Our striving spirit reflects our motto: "Nothing without great effort." Through outstanding research and academic programs in the arts, business, education, humanities, and sciences, we graduate well-rounded individuals who think critically and creatively to solve problems. They become leaders who transform their fields and professions and serve our increasingly global community.

### **Our Vision**

We strive to make Brooklyn College a world-class, distinctive engine of intellectual discourse and social mobility that draws on its exceptional faculty, staff, and vibrant location to graduate students and prepare them to shape and improve the rapidly changing world around them.

### **Our Values**

- Diversity and inclusion
- Transparency in information, processes, and decision-making
- Teamwork and collaboration
- Respect for others and engagement across differences
- Sustainability

## **“Nil sine magno labore”**

The Brooklyn College motto (“nothing without great effort”) is taken from the poet Horace, who writes that “Life has given nothing to mortals without great effort” (*Nil sine magno vita labore dedit mortalibus*). It serves as a reminder that nothing can be achieved without hard work and symbolizes the dedication and achievement that have always been the hallmark of Brooklyn College students, faculty, and staff.

## **Academic Departments and Schools**

The 36 academic departments and 9 interdisciplinary programs at Brooklyn College are organized according to [five schools](#).

## **Professional Staff Congress (PSC)**

Instructional staff members of the university are represented by their union, the Professional Staff Congress (PSC). The PSC and the CUNY Board of Trustees negotiate a collective bargaining agreement that covers salary schedules and terms and conditions of employment for full-time and part-time faculty, college laboratory technicians (CLTs), higher education officers (HEOs), graduate assistants, and research associates and assistants.

Under the PSC-CUNY Agreement, faculty members are afforded an opportunity to pursue both informal complaints and formal grievances relating to their terms and conditions of employment (see Article 20 of the PSC-CUNY Agreement). The PSC-CUNY website includes a “Rights” section that provides information about the grievance process and your rights as a faculty member—under the contract, under university policy and under New York State and Federal law.

You may visit [www.psc-cuny.org](http://www.psc-cuny.org) to learn more about the Professional Staff Congress, including the most current contracts and additional benefits for those employees covered under the union agreement.

# Personnel Matters

## Faculty Personnel Files

For each faculty member the college maintains an official personnel file, which is composed of two separate files: the personal file and the administration file.

The personal file contains teaching observations, annual evaluation reports, and other documents related to a faculty member's professional position at the college. Nothing that an employee has not seen and initialed is to be placed in a personal file. Faculty members should review and update their personal files regularly.

The administration file contains only materials requested by the college or supplied to it in connection with a faculty member's initial employment and other personnel actions. An employee does not have access to their administration file.

For further information, see Article 19 of the [PSC-CUNY Agreement](#).

## Appointment and Reappointment

Part-time or adjunct members of the teaching instructional staff are generally subject to reappointment each semester, depending on sufficient course registration and the availability of funds. However, longer-serving adjunct faculty may be eligible for academic year or multi-year appointments.

For additional information, see Articles 9 and 10 of the [PSC-CUNY Agreement](#), Sections 5.01 and 5.02 of the [Manual of General Policy](#) and Section 9.5 of the [Bylaws](#).

## Professional Evaluation of the Faculty

Adjunct faculty are evaluated primarily on their teaching effectiveness and performance in the classroom. The following describes some of the specific evidence that is collected to help assess faculty performance.

**Peer Teaching Observation.** One of the ways teaching effectiveness is evaluated is through classroom observation by peers within the faculty member's department. At least once during each academic semester adjunct teaching staff shall be observed for a full classroom period.

The observation shall take place during any scheduled class during the first ten weeks of a semester. After 10 semesters of service, teaching observations for adjunct faculty shall be held at the request of the department chair or the adjunct.

Please refer to the [Guidance for Teaching Observation](#) document on the Associate Provost for Faculty and Administration's website for more details.

**Student Evaluation of the Faculty.** The Student Evaluation of the Faculty (also known as "BC Feedback") is conducted online using a uniform questionnaire across all departments and for all teaching faculty, regardless of rank and full- or part-time status. The current 28-item survey instrument measures students' assessment of three broad areas: the instructor's classroom performance, particular course features, and how much was gained from the class. The instrument includes both fixed-response and open-ended questions.

The results from the 23 fixed-response questions are included in the faculty member's personal file as one additional way of measuring teaching effectiveness. The comments provided in response to the open-ended questions are not included in the faculty member's personal file. The results from the open-ended questions are shared only with the individual faculty member and their department chairperson.

The "BC Feedback" results may be [accessed online](#) via the WebCentral portal.

**Annual Evaluation Conference.** At least once each year, all teaching faculty shall have an evaluation conference with the department chairperson or a member of the department's Appointments Committee, assigned by the chairperson. After four semesters of service, annual evaluation for adjuncts shall be at the request of the department chairperson or the adjunct.

At the conference, the faculty member's total academic and professional performance shall be reviewed both for the current year and cumulatively to date from the faculty member's initial appointment. In addition to evaluating the faculty member's performance in various areas, the Annual Conference Report form provides the opportunity to document specific goal and expectations.

For additional information about professional evaluation, see Article 18 of the [PSC-CUNY Agreement](#) and Section 5.01 of the [Manual of General Policy](#).

## Human Resource Services

Information, resources and forms may be found on the Human Resource Services website at [www.brooklyn.cuny.edu/hr](http://www.brooklyn.cuny.edu/hr).

**Faculty Appointments.** A faculty member must furnish the appropriate administrative office all original documentation necessary to place him or her on payroll. No one can be placed on payroll without a completed appointment package that has been reviewed by Human Resources.

**Payroll** for all tax-levy employees is processed centrally by CUNY, but there is a specific payroll administrator assigned to Brooklyn College. The Payroll Office offers many helpful services, such as electronic direct deposit of paychecks and enrollment in the state's College Savings Program.

The senior colleges of the City University of New York are funded by New York State and all Brooklyn College faculty and staff who hold tax-levy appointments are employees of New York State. Thus, paychecks are issued by New York State.

**Check Distribution.** Under the direction of the bursar, check distribution staff receive all state payroll checks and disburse them to college employees. Checks may be picked up after 3 p.m. on the Wednesday before payday in the West Quad Center. Those who have direct deposit may either pick up their payroll stubs or have them sent to their department.

**Retirement Benefits.** All adjunct faculty are eligible to join the New York City Teachers' Retirement System (TRS) and tax-deferred annuity programs from their first semester at CUNY. Please contact Human Resource Services for details.

**Health Benefits.** Adjunct faculty who meet certain requirements may select a health plan offered by the PSC-CUNY Welfare Fund. Please visit the PSC-CUNY Welfare Fund website at [www.pscunywelfare.org](http://www.pscunywelfare.org) for more information.

## Faculty Leaves (Non-Academic)

Non-academic leaves are administered by the [Office of Human Resource Services](#). Faculty members are advised to contact Human Resource Services for complete information on any of the leaves described below.

**Adjunct Leave.** Adjunct faculty may be excused for personal illness or personal emergencies including religious observance, death in the immediate family or similar personal needs which cannot be postponed, for a period of 1/15 of the total number of clock hours in the particular

session or semester. These hours do not accrue unless the adjunct is on a two or three-year appointment. Adjuncts on two or three-year appointments earn 12 contact hours per year of personal illness/emergency leave, which may be accrued up to a maximum of 36 hours.

Request for such leave, where possible, must be made in advance, in writing. If it is not possible to make such a request in advance, the department chairperson should be informed as soon as possible. The reason provided must be satisfactory to the chairperson.

**Jury Duty.** Faculty called to jury duty must notify their department chairpersons and Human Resource Services before beginning their service.

Adjunct faculty may have absences excused if the jury duty service prevents their teaching a particular class or observing a specific assignment. Prior to commencement of jury service, adjuncts should contact the Office of Human Resources for details.

**Military Service.** The university has an established procedure, in conformity with New York State Law, that accords eligible employees leave for military service.

## **Accommodations for Faculty Members with Disabilities**

Reasonable accommodations are provided to employees who identify themselves as having a temporary or permanent disability in accordance with federal, state, and local laws and university and college policy. A request for accommodation may be made to the Executive Director of Human Resource Services, 1223 Boylan Hall, ext. 5137. The faculty member must support the request with full medical documentation.



# Faculty Obligations

## Faculty Attendance

All faculty members are obligated to meet all classes at the time and place scheduled and for the prescribed number of hours. In accordance with New York State Education Law, all classes must meet for the full 15 weeks of the semester (or equivalent) and the full duration of the summer session or winter intersession. Final examinations for undergraduate classes must be held during the 15<sup>th</sup> week of the semester at the specified time and place during the scheduled examination period. Weekly graduate seminars without a final examination should hold the last meeting during this final week.

Except for library bibliographic instruction, library assignments or written assignments are not acceptable substitutes for a class meeting. In addition, the mode of instruction (in-person, hybrid, fully online, etc.) cannot be modified to differ from what is noted in the schedule of classes. Any such change must be authorized by the department chairperson, communicated in advance to registered students, and reflected in the schedule of classes.

Classes must meet at their assigned time as indicated in the Schedule of Classes. Any deviation from this schedule must receive prior written approval by the department chairperson and the appropriate academic dean. In-person classes and synchronous distance learning sessions must begin promptly at designated start times. Repeated delays constitute a *de facto* deviation from the Schedule of Classes and, therefore, are not permissible without prior approval.

Classes must meet in the assigned room. If for any reason a class must be moved to another location, even only once, prior approval of the chairperson must be obtained and notice of the room change must be clearly posted on the door of the assigned room. All room changes must be cleared by the chairperson with the Scheduling section of the Registrar's Office.

Brooklyn College has a tradition of collegiality in which faculty cover colleagues' classes by reciprocal accommodation. Any such arrangement **must be cleared with the department chairperson**. Informal coverage of classes by friends or relatives is unacceptable.

The chairperson (or deputy chairperson, if appropriate) should be notified of any personal emergency or illness. Should such an emergency occur when the department office is closed, faculty members should call the appropriate department administrator at home.

## **College E-mail Account**

Faculty are expected to check their official college e-mail on a regular basis, and to use their college account for all college business.

# Teaching Appointments and the Classroom

## Workload and Teaching Assignments

As the executive officer of the department, the chairperson is responsible for arranging the teaching schedule and programs of the members of their department. The chairperson may assign faculty to day, evening, or weekend classes and to undergraduate or graduate courses in keeping with the educational goals of the department and the needs of its students.

**Adjunct Workload.** Adjunct faculty shall not be assigned a workload of more than 9 hours during a given semester in any one unit of CUNY. In addition to such an assignment, an adjunct may teach *one course* of no more than 6 hours during the same semester at another unit of CUNY. Waivers to exceed these limitations are not granted except for emergencies. An additional 8 workload hours may be assigned to an adjunct during the intersession and does not count against the fall or spring workload limitation. During the summer, adjuncts are limited to 105 hours (7 workload hours) or 120 hours (8 workload hours), in the case of two 4-hour courses.

An explanatory chart about adjunct workload limitations is provided on the [Faculty Workload](#) page of the Office of the Associate Provost for Faculty and Administration.

**Paid Office Hours and Professional Hours.** Adjunct faculty, including full-time employees (faculty, CLTs, HEOs, etc.) with an overload hourly teaching appointment, are provided additional pay for office hours and professional hours established by provisions in the PSC-CUNY Agreement. Faculty with adjunct appointments of three or more hours will be paid for 15 to 45 hours per term, depending on the size of the teaching appointment.

The contract provides for a small portion of the office hours to be used for required trainings, professional development, orientations, or otherwise as directed by the college. Teaching adjuncts appointed for at least one but fewer than three workload hours will be paid two professional hours per semester for required trainings and/or orientation sessions. There are currently two mandatory training modules that must be completed by all CUNY employees at the time of their initial hiring and on an annual basis thereafter—Employee Sexual Misconduct and Response Course (E-SPARC) and Workplace Violence Prevention Training (WVP).

Please see the [Adjunct Teaching Faculty Paid Office Hours and Professional Hours](#) guidance document, which includes further details and the full text of the contractual agreement.

Office hours must be formally established, held at regularly scheduled times, clearly communicated to your students on the course syllabus and elsewhere as appropriate, and occur at a set location corresponding to the delivery mode of the course. The meeting method should be explicitly stated and may be different from how you conduct your classes (*e.g.*, you use Blackboard for your online course, but schedule Zoom meetings for your office hours).

“Office hours by appointment” are not an acceptable *substitute* for regularly scheduled office hours. If you need to cancel office hours due to an emergency, you must inform your students about when your make-up hours will be held.

Faculty should inform their chairperson of their scheduled office hours at the beginning of each semester. They should also publish these hours in their course syllabus and on the college website.

**Independent Study and Tutorials.** Adjunct faculty are typically not assigned to teach independent study course and tutorials, but there may be exceptions in cases where full-time faculty are not available or do not have the requisite expertise. The compensation formulas for these types of courses may be found on the [Faculty Workload](#) page of the Office of the Associate Provost for Faculty and Administration.

**Large Class Workload Formula.** As of fall 2012, faculty workload hours for classes with larger enrollments are calculated by using a “weighting factor” (multiplier) based on five enrollment bands.

If enrollment is...	Multiply workload hours...
65 to 79	× 1.2
80 to 90	× 1.4
91 to 109	× 1.7
110 to 149	× 2.0
≥ 150	× 2.2

For example, an individual teaching a 2-hour lecture with 85 students will receive 2.80 workload hours for this activity ( $2.00 \text{ hours} \times 1.4 = 2.80 \text{ hours}$ ). The additional “large class” hours only apply to the component of the course that has the large enrollment. Given the class sizes, this typically would not apply to the lab or recitation component of a course.

*Please Note:* The above formula applies to all teaching staff. Any supplemental workload hours for large classes are included in the contractual limits for adjunct faculty. These hours are part of their total appointment.

## Course and Classroom Requirements

Prior to the start of each semester, the Associate Provost for Faculty and Administration promulgates the “[Obligations of the Faculty and Guidance for Syllabus Preparation](#)” memo. This includes important information, including professional obligations, college policies, procedures for posting course materials, and other practical details for your courses.

It is highly recommended that faculty place their syllabus on the electronic course management site (e.g., Blackboard) associated with their class section.

**Class Meetings.** The class schedule assumes that 50 contact minutes are equivalent to one hour of instruction. The corresponding class durations depend on the number of class meetings per week. The number of hours per week is usually equivalent to the number of course credits, but not always. Additional contact hours are generally required for courses with studio, laboratory or clinical instruction. Even though asynchronous online and hybrid courses may not have strictly set meeting times, faculty must bear in mind the class length and other components of the schedule/calendar when designing their courses.

**Student Attendance.** Faculty must keep accurate attendance records. Attendance records are needed to verify a student’s registration and to comply with requirements for the receipt of federal financial aid (see the section “Registration and Grading Procedures,” below). Failure to submit accurate attendance records jeopardizes the students’ financial aid and puts the college at risk for federal penalties.

In most departments, the instructor decides whether a student’s attendance affects a final grade. New faculty should ask their chairperson about departmental attendance policies. In any case, attendance requirements should be spelled out clearly during the first meetings of a course and included in the syllabus. Students with excessive absences should be reminded of your attendance requirements. You may seek legitimate, documented excuses from such students.

**Class Size Limits.** In consultation with the appropriate dean, class-size limits are determined by the department chairperson and are submitted with class schedules to the Office of the Registrar. A faculty member who is concerned about the number of students in a class should speak with his or her chairperson. Since policies and procedures vary within the college, faculty

members should acquaint themselves with their department's rules for admitting students in a course beyond its assigned limits (i.e., "overtallies").

**Classroom Decorum.** To preclude distraction or disruption, it is reasonable to request that electronic devices such as phones, and, in some instances, notebook computers be turned off during the classroom period. At the discretion of the instructor, recording of lectures or other classroom activities may be prohibited. If a student feels like they need a recording as an accommodation due to their disability, the student should work with the Office of Student Disability Services to determine possible and appropriate accommodations.

The Center for Teaching and Learning has posted an online etiquette guide for remote instruction—[Netiquette in an Online Academic Setting: A Guide for Brooklyn College Students](#). This may be shared with your students or adapted, as appropriate, for the needs of your particular classes.

The [Brooklyn College Behavioral Education and Support Team](#) (BEST) is a resource to report or discuss strategies for dealing with disruptive students in the classroom. BEST seeks to promote a civil campus environment and support students who may be in distress. Our work includes communication, collaboration, education, and prevention with respect to behaviors of concern while attempting to protect the privacy and the rights of the individuals involved. Two helpful resources available to faculty are the ["Addressing Challenging Student Behavior"](#) wallet card and [How to Identify, Assist, and Refer Students with Personal Problems and/or Disruptive Behavior](#).

All Brooklyn College and CUNY policies apply to students, including but not limited to the Sexual Misconduct Policy, whether the behavior occurs on campus, off campus or virtually. Questions or concerns can be directed to the Title IX Coordinator by calling 718.951.4128.

**Establishing Classroom Behavioral Guidelines.** Instructors may establish classroom behavioral guidelines. If a student's behavior is disruptive and violates the guidelines, the instructor should verbally warn the student.

If the disruptive behavior continues during the same class session, the instructor may ask the student to leave the classroom for the remainder of the class session. If the student does not leave when requested by the faculty member, the faculty member should contact Public Safety for assistance.

If the disruptive behavior continues to be a problem in future class sessions and the instructor wishes to dismiss the student from the course, the instructor must file a complaint with the [Office of Judicial Affairs](#). The instructor does not have the authority to dismiss the student from the course. The Office of Judicial Affairs will review the complaint to determine next steps. The

student may continue to attend class sessions while the instructor's request for dismissal from the course is reviewed. If the student repeats the disruptive behavior while the case is under review, the instructor may again dismiss the student from the class session. If this occurs, the Office of Judicial Affairs may seek to temporarily bar the student from attending subsequent class sessions until the case has been resolved. Faculty should work closely with Judicial Affairs in addressing these issues.

After listing any classroom guidelines in your syllabus, faculty are encouraged to insert the following paragraph:

The above represents the guidelines for our class. Failure to comply with the above guidelines will first result in a verbal warning. If the disruptive behavior continues in the same class session, you will be asked to leave the classroom for the remainder of the class session. The behavior may be reported to Student Affairs for further disciplinary action.

**Tests and Final Examinations.** Adequate advance notice should be given for all examinations unless a surprise factor is important for a particular pedagogical reason, for example, as a diagnostic tool. Since it is not always at the same time or same location, instructors should remind students of the date, time, and place of the final examination.

The [schedule of undergraduate final examinations](#) is listed on the Office of the Registrar's website. The time of a scheduled examination may be changed only with approval of the department and the Office of the Registrar.

**Papers.** When assigning a paper or other writing assignments, an instructor should be as specific as possible about:

- topic or topic possibilities
- rubric or method for evaluating the assignment
- format (paper, margins, typed, line-spacing, font types and sizes)
- length (approximate number of pages/words)
- references/footnotes and bibliography, including required style (APA, MLA, etc.)
- acceptability of/requirements for electronic submission, including acceptable file formats
- due date

It is considered best practice to provide this information in writing to avoid confusion or misunderstanding. Students are greatly helped by a suggested schedule of specific dates: when their research should be completed, when an outline and a first draft should be done, and when the final paper must be submitted. Faculty should expect all papers written in English to be grammatically

correct. Papers seriously deficient in English should be graded accordingly or, if resubmission is possible, returned to the student for revision.

Students who require extra help in writing papers should be referred to the [Learning Center](#), 1300 Boylan Hall, to schedule meeting with one-on-one writing tutors.

**Audiovisual and Computer Equipment.** Teaching may be made more effective by using audiovisual materials, including DVDs or resources from the Internet. Faculty members should check what equipment the department owns before contacting the New Media Center. The college maintains several computer labs, some of which may be reserved to introduce a class of twenty-five to thirty students to Internet resources or to oversee their computer writing or research during class time.

An instructor should clarify how computers will be used in a course—for example, for research, daily assignments, problem solving, term projects, distance learning, e-mail, spreadsheets—and how much computer access will be needed. Students should be informed of the locations and schedules of campus computer labs and of the systems, software, or websites to be used in a course.

**Field Trips.** Field trips must be approved by the department chairperson and the appropriate dean. All students participating in a trip, including minors, must complete a release form, which may be obtained from the Office of Legal Affairs and Labor Relations, 1405 Boylan Hall.

Instructors should notify students as early as possible of the dates and other specifics for all required field trips:

- Will field trips occur at unusual times (e.g., on a weekend)?
- Which field trips do students undertake on their own and which with the instructor?
- How are absences from field trips handled? May students make up a trip with another section of the course or by an alternate assignment?

**Changing Course Content.** A faculty member who wishes to alter course content significantly from the description in the Brooklyn College Bulletin should confer with the department chairperson. It may be necessary to present a curricular proposal to the department for discussion, approval, and referral to Faculty Council for final approval.

**Student Illness in Class.** Medical emergencies should be reported immediately to the Office of Campus and Community Safety Services (ext. 5511 or 911). A student who suffers a seizure should be helped into a recumbent position and something soft should be placed under the head; the



area around the student should be cleared. Nothing should be forced into the student's mouth. An ambulatory student should be accompanied to the [Health Clinic](#), 114 Roosevelt Hall, ext. 5580.

**Early Grading and Early Warning.** Before the withdrawal deadline—the end of the tenth week of the semester (see the [Academic Calendar](#))—at least one significant assignment should be graded and returned so that students may know how they are faring in a course. They may then decide whether to withdraw from the course and receive a “W” grade. This policy is particularly important in large sections of introductory courses. Instructors who do not provide an early evaluation of students' performance may expose their students to serious academic difficulties—such as being placed on academic probation or difficulties with financial aid.

First-year students are particularly in need of assistance in identifying and overcoming difficulties with their studies. Students having difficulties with writing or studying habits should be referred to the [Learning Center](#). Students who seem to be having trouble with college life in general should be directed to [Personal Counseling](#), 0203 James Hall, ext. 5363.

## Calendars

All campuses of the City University of New York follow a uniform academic calendar for the fall and spring semesters. The college will sometimes seek a variance to accommodate certain class scheduling issues, so it is important to refer to the dates published specifically for our campus. The calendar for each semester appears on the [Academic Calendars, Course Schedules, and Bulletins](#) page of the Registrar's Office website.

The Office of the Associate Provost for Faculty and Administration prepares an annual administrative calendar for use by college and department administrators. The administrative calendar contains such items as dates of meetings for college governance bodies and deadlines for certain personnel actions. This calendar, also available in iCal format, may be found on the [Academic Department Administration](#) page of the associate provost's website.

## Conversion Days

On conversion days, classes regularly scheduled for a particular day of the week are replaced by classes that normally meet on other days. Conversion days are necessary to ensure that every class meets the required number of times during a given semester. They are indicated on both the academic and administrative calendars.

## Common Hours

In order to allow time for student clubs to meet and other activities to occur without conflict, classes may not be scheduled during Common Hours on Tuesdays from 12:15 to 2:15 p.m. Only classes scheduled by the department for Flexible Common Hours on Thursdays from 12:15 to 2:15 p.m. may meet during that time period.

## Black Solidarity Day

Faculty are asked not to schedule special events or examinations on Black Solidarity Day, the first Monday in November.

## Registration and Grading Procedures

Faculty members should consult the current [Brooklyn College Bulletin](#) for any changes in the procedures described below.

**Class Rosters and Verification of Enrollment.** Class rosters enable the college and its faculty to verify course attendance and registration. Verification is essential because a student must be officially registered in a course to receive a grade and to comply with requirements for federal financial aid. The college is liable for federal financial aid for students whose registration cannot be confirmed. All students must be officially registered to attend classes or submit work for evaluation (see “Auditing” below).

You can find useful class rosters *including student photos* under “My Teaching Schedule” on the Brooklyn College [WebCentral portal](#).

The official Verification of Enrollment (VOE) is submitted via [CUNYfirst](#) at the beginning of each semester. Regardless of whether attendance is a component of your course grades, faculty must confirm student attendance, flag students who have not participated in an “[academically related activity](#),” and ensure that all students appear on the roster. Failure to submit accurate attendance records jeopardizes the students’ financial aid and puts the college at risk for federal penalties.

Make sure you plan at least one required academically related activity prior to the VOE roster submission deadline, as listed on the [Academic Calendar](#), to allow your students the opportunity to demonstrate their participation in your course. The Winter Intersession and Summer have

compressed calendars. Please bear in mind the very short period before the VOE roster deadline for these terms when planning your course activities.

**Registration Procedures.** Continuing degree-seeking students and all non-degree students register via the Web through CUNYfirst. Some academic departments or programs may require students to obtain permission for certain classes or departmental advisement before being allowed to register.

During the first ten days of classes, students may apply to the Office of the Registrar to take a course with the Pass/Fail grading option—with certain restrictions outlined in the Bulletin. An instructor receives no notice of a student's grading option and all course requirements are the same. The grades of students who have taken a course under the Pass/Fail option will be changed automatically to P or F. The grade P implies that all course requirements have been satisfied.

Adding classes after the first day of classes is very limited, requiring both special permission from the instructor and department chairperson and compliance with published deadlines. During first three weeks of the semester, students may drop a class without special permission. From the fourth through the tenth week of the semester, students may withdraw from a course via CUNYfirst, but the non-penalty grade of W will automatically appear on the final grade roster. Certain students/courses may require prior approval of the Center for Academic Advisement and Student Success (CAASS).

Students receiving financial aid assistance who apply for withdrawal from a course should discuss with a financial aid counselor the effect of such a withdrawal on financial aid eligibility for that semester and for future semesters, prior to taking any action on their withdrawal.

**Auditing.** With permission of the instructor and the department chairperson, anyone may audit a course if there is room in the class. Unofficial auditing is not permitted. Students who receive permission to audit a course may register in the Enrollment Services Center beginning on the first day of classes up until the deadline for adding courses. Auditors receive no grade and no credit toward a degree. Courses audited are designated on the student's transcript with the grade of AUD.

**Grading.** Faculty must submit final course grades to the registrar using the [CUNYfirst System](#). A student whose name does not appear on the grade roster must report to the Office of the Registrar/Enrollment Services Center.

Faculty members are expected to submit final grade rosters promptly, usually within 48 hours after administering the final exam (or the last day of class for those courses exempt from a final exam). In order to fulfill university requirements, including degree conferral deadlines, a hard

deadline for grade submission is set for each semester. This date is listed on the college's Administrative Calendar, Academic Calendar and included in the "Obligations of the Faculty and Guidance for Syllabus Preparation" memo. Grades pending after this deadline will require considerable manual, in-person effort to correct.

**Reporting Grades to Students.** Under no circumstances should students' grades be posted in a public place, such as on a bulletin board or an office door. This is both bad practice and a violation of the Family Educational Rights and Privacy Act (FERPA).

The official final grades are available to students via CUNYfirst self-service approximately one week after final exams have ended. Based on participation in the Student Evaluation of the Faculty (BC Feedback), students may be notified early of their final grades via eGrade (e-mail and text message) and the WebCentral portal. Early grade notification happens normally within 24 hours after the faculty member submits the grades.

**Authorized Grades.** Listed below are the grades a faculty member may submit to reflect the outcome of students' work. Please refer to the undergraduate and graduate [Bulletins](#) for a full list of grades that may appear on a transcript.

A+, A, A-	90 to 100 percent
B+, B, B-	80 to 89 percent
C+, C, C-	70 to 79 percent
D+, D, D-	60 to 69 percent
F	Failure

INC (incomplete) should only be given in very limited circumstances (see below).

SP (satisfactory progress) is used for thesis research courses.

P (passed) is given for acceptable thesis and some research classes.

CR (credit) may only be used for specified courses.

NC (no credit) may only be used for specified courses.

S (satisfactory) and U (unsatisfactory) are used only for specified noncredit workshops.

For graduate-level courses, C is the lowest passing grade. Grades of C-, D+, D, and D- are not applicable in the Graduate Division.

New faculty should ask their chairperson about departmental grading policies. The precise “cutoff” points for the letter grade variations (i.e., Is 93% an A- or an A?) are generally left to the discretion of the faculty member. It is best practice to include this information on your syllabus along with your other grading policies.

**Incomplete Grade.** A grade of Incomplete (INC) may be given at the discretion of the instructor when (1) a student has satisfactorily completed most, but not all, course requirements, and (2) a student provides to the instructor evidence documenting the extenuating circumstances that prevent the completion of course requirements by the end of the semester. The instructor may change the grade of INC to another grade when the work has been completed.

A grade of INC may also be given at the discretion of the instructor when (1) a student has been fulfilling course requirements but is absent from the final examination and (2) a student provides to the instructor evidence documenting the extenuating circumstances that prevent the taking of the scheduled final examination. The instructor may change the grade of INC to another grade after the final exam has been taken.

Deadlines for resolution of unresolved grades appear in the academic calendar posted each term. Students who do not meet the deadlines are assigned a grade of FIN (equivalent to an F).

**F-Grade Replacement.** A student who receives certain failing grades (F, FIN, WF or WU, but not an F resulting from an academic integrity violation) in a Brooklyn College course and who retakes that course and earns a grade of C- or higher (C for graduate courses) will have the failing grade excluded from the calculation of the GPA. The original failing grade remains on the transcript, preceded by a note to indicate that the course grade is not included in the computation of the GPA.

Use of the F-Grade Replacement Policy is limited to a total of 16 credits for the duration of a student’s undergraduate career (6 credits for graduate career) in any of the institutions of the City University of New York. In order to take advantage of the F-Grade Replacement Policy, students must repeat the course at the same college where they originally received the failing grade.

**Grade Changes.** The policy of the college is that a grade submitted by the instructor and entered on a student’s transcript stands, unless there is very good reason to change it. Changes are possible in such cases as error, late completion of work, or completion of an absentee final examination. When a grade has been assigned and recorded, the instructor may not raise the grade by accepting additional work except when the grade INC has been assigned.

**Grade Appeals.** In the academic community, grades are a measure of student achievement toward fulfillment of course objectives. The responsibility for assessing student achievement and

assigning grades rests with the faculty, and, except for unusual circumstances, the course grade given is final.

The grade appeals system affords recourse to a student who has evidence or believes that evidence exists to show that an inappropriate grade has been assigned as a result of prejudice, caprice, or other improper conditions such as mechanical error or assignment of a grade inconsistent with those assigned other students. A student who believes they have reason to challenge a grade penalty assigned for an alleged violation of academic integrity shall use the grade appeals procedures.

More details about the grade appeal procedures may be found in the undergraduate and graduate [Bulletins](#).

## **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA), which protects student academic records, applies to all institutions that receive funding from the U.S. Department of Education. Breach of FERPA can result in the revocation of all federally awarded financial aid. Compliance with FERPA is stringently monitored.

An institution is answerable to a student's parents until the student reaches 18 years old and thereafter to the student. A student is someone who is currently attending classes or who formerly attended classes at the college. Applicants for admission are not protected by FERPA.

FERPA stipulates that information about a student may be released only to those college employees who have a "legitimate educational interest" in it. A legitimate interest may proceed from exercise of such functions as academic advising, writing letters of recommendation on behalf of a student, verification of major or degree requirements, verification of admission requirements (testing, ESL, etc.), departmental or other recommendation for scholarships or awards, and departmental or college program reviews.

The college will not disclose any identifiable information about a student without that student's written consent, except directory information as listed below (and other exceptions that need not be addressed here). A student may restrict the release of any or all directory information by completing a form available in the Registrar's Office. Directory information includes name, date and place of birth, current or permanent address and phone number, academic major, enrollment status, degrees and awards received, participation in Brooklyn College activities or sports, dates of

attendance (not daily attendance records), previous educational institution attended, photograph, and e-mail address.

FERPA mandates that anyone to whom information is released may not release that information to a third party. The following guidelines will help faculty members meet that responsibility:

- Do not release information about students to other persons.
- Student scores or grades may not be displayed publicly in association with names, social security numbers, or other personal identifiers.
- All papers, examinations, or lab reports containing student names and grades should be secured. Students should not have access to the scores and grades of others in the class.
- Refer all requests for directory information to the Office of the Registrar.
- Do not release information that could easily be traced to an individual student,
- Do not give account passwords to others and do not store written passwords in a desk.
- Keep a computer monitor out of view of those who may enter your work area.
- Do not leave a computer unattended when logged into CUNYfirst.
- Do not leave printed documents in view of those who may enter your work area.
- Shred all printed documents that are no longer needed.
- Do not release information about grades to parents, spouses, or any other family member of students.
- **When in doubt err on the side of caution and do not release student educational information.**

If you have questions about your responsibilities under FERPA or need further information, please consult the [Office of the Registrar](#).

## Policy on Academic Integrity

Academic dishonesty is prohibited in the university and is punishable by academic and disciplinary penalties, including failing grades, suspension, and expulsion. Academic dishonesty includes cheating, plagiarism, obtaining unfair advantage, and the falsification of records and official documents.

If an instructor, upon investigation, substantiates that an alleged violation has occurred or if the student admits to the violation, the faculty member must report the violation. In keeping with the

principle of due process, students must be notified of any charges and sanctions for academic integrity violations and be given the opportunity to be heard.

Please visit [www.brooklyn.cuny.edu/bc/policies](http://www.brooklyn.cuny.edu/bc/policies) for the full text of the CUNY Policy on Academic Integrity along with the Brooklyn College implementation procedures and guidelines. You may also contact your department chairperson or the Office of the Associate Provost for Faculty and Administration.

## **Student Absence on Account of Religious Belief**

A student who, because of their religious beliefs, does not attend classes on a particular day or days shall be excused from any examination or other work. It is the responsibility of the faculty and the administration to provide the student with an equivalent opportunity to make up any examination or any study or work requirements. For a full description of the policy, consult the Brooklyn College Bulletin or the college website.



# Faculty Development, Resources and Support

## Faculty Professional Development

The Office of the Associate Provost for Faculty and Administration has developed a section of their website as a “clearinghouse” of information related to faculty professional development. In addition to the annual orientation series for new faculty and new department chairs, the college and university offer a wide range of resources, funding opportunities, workshops, training, and other activities to promote the professional growth of our faculty as scholars and teachers.

- Resources and Opportunities for Faculty
  - Brooklyn College Resources
  - CUNY Internal Resources
  - External Funding and Resources
- Faculty Workshops, Seminars and Training

Please visit [www.brooklyn.cuny.edu/APFA](http://www.brooklyn.cuny.edu/APFA) and click on the “Faculty Professional Development” section for more details.

## Faculty Support and Funding

The Office of the Associate Provost for Faculty and Administration maintains a listing of various resources and opportunities on its website under the [Faculty Professional Development](#) section.

**Grant Opportunities.** For faculty interested in sponsored programs, professionals in the [Office of Research and Sponsored Programs](#) (ORSP), 2158 Boylan Hall, ext. 5622, provide such services as identification of funding sources, assistance with proposal development, advice concerning budget preparation, and post-award grant administration. Faculty are encouraged to discuss any grant-related matters with a member of the office staff. ORSP also conducts an annual seminar in grantsmanship and other training for faculty.

**CUNY Office of Faculty Affairs** provides resources for faculty development, including workshops and grant opportunities. In addition to programs sponsored directly, this office collaborates across the university to support faculty. Visit the [CUNY Faculty Affairs](#) website for more resources and opportunities.

**PSC–CUNY Adjunct/CET Professional Development Fund** provides grants of up to \$3,000 to adjunct faculty who are teaching six or more classroom contact hours in the semester and to continuing education teachers who are teaching a minimum of 20 hours per week. (Other eligibility criteria are explained in the guidelines brochure on the PSC website.) The grants can be used towards research, courses, conferences, field studies and other activities that will enhance your professional development.

The grant application and complete guidelines are found on the [Adjunct/CET Professional Development Fund](#) page of the PSC-CUNY website.

**PSC–CUNY Travel Support.** The PSC-CUNY Agreement provides partial travel support to assist members of the bargaining unit in attending professional meetings and conferences related to their work at the college. Priority is given to members of the instructional staff who will make presentations. Adjuncts are eligible to apply. Since funds are limited, support typically provides only a portion of transportation expenses for meetings outside of New York City. Faculty are encouraged to supplement this support with other resources, such as external research grants or PSC-CUNY grants.

The PSC-CUNY travel budget is administered in [each of the five schools](#) by the Dean's Office, which can provide complete information about application and reimbursement procedures.

## Brooklyn College Library

The library website ([library.brooklyn.cuny.edu](http://library.brooklyn.cuny.edu)) provides faculty with up-to-date information and access to library services, programs, resources and collections.

**Reserves.** Electronic Course Reserves (E-Reserves) provides access to reserve material twenty-four hours a day, seven days a week, through a faculty member's Blackboard course site. Students have the ability to view and print these materials from any computer with Internet access. Faculty may upload their own materials or have this work done by library staff who will scan the documents, create PDFs, and upload them to the Blackboard site. Materials may also be placed on physical reserve in the library's reserve reading room.

For assistance with reserve procedures, please call the Reserves Office, ext. 5424, or send an e-mail message to [reserves@brooklyn.cuny.edu](mailto:reserves@brooklyn.cuny.edu).

**Interlibrary Loan.** Interlibrary Loan (ILL) is a service that obtains library materials that are not otherwise available to the Brooklyn College community. Most ILL transactions are done

electronically through a secure online ILLiad account. (Books held by other CUNY libraries may be requested directly through CUNY+, the shared online catalog.)

The Library absorbs all interlibrary loan costs, but patrons are responsible for overdue and lost book fees. Full instructions for requesting interlibrary loan materials are found on the library's website. For more information, contact the ILL Office, ext. 4414 or [ill@brooklyn.cuny.edu](mailto:ill@brooklyn.cuny.edu).

**Reference Librarians.** The reference librarians are available to assist faculty and students with research-related questions in-person and by chat, e-mail and phone. The library website includes resources organized by subject, along with the contact information for the assigned faculty librarian supporting that subject area.

**Library Instruction.** Library instruction on any topic is available to faculty and students. The Library highly encourages faculty in all departments to schedule library sessions for those courses that have a research component. See the library website or call ext. 5340 for more information.

**Open Educational Resources (OER).** In addition to saving our students hundreds of thousands of dollars, increasing access and improving equity, OER offer new ways to engage with the content of your courses and reimagine how you approach pedagogy. The OER team in the Library is here to help you get started and walk you through the possibilities—from simple changes to your course materials to a more comprehensive pedagogical shift. To learn more, including funding opportunities to develop your materials and courses, visit the [OER Guide for Faculty](#) website.

**24/7 Reference Help.** The Brooklyn College Library participates in a nationwide consortium of libraries providing chat reference assistance to all readers. Faculty and students may get help with questions twenty-four hours a day, seven days a week, even when the library is closed. Click “Ask a Librarian” on the library’s home page to use the service.

## Academic Information Technologies (AIT)

Part of the Brooklyn College Library, Academic Information Technologies ([ait.brooklyn.cuny.edu](http://ait.brooklyn.cuny.edu)) assists faculty members in using computer and Web-based resources to improve their teaching and further their academic research.

**Faculty Training and Development Laboratory**, 382 Library, ext. 4634, provides training and consultation. Free color laser printing and wide-format inkjet printing are also available.

**Blackboard** is the CUNY-wide course management system. Support and training for the creation of course sites, from simply supplementing a class to delivering a course either partly or fully online.

**Multimedia Classrooms.** AIT has two multimedia classrooms, each accommodating twenty-five participants (or more if computers are shared). Reservations for these classrooms may be made via the library's website or by phone at ext. 4634.

## Center for Teaching and Learning

The [Robert S. Matthews Center for Teaching and Learning](#), 2420 Boylan Hall, ext. 5211, is the campus hub for resources, support, and innovation in relation to pedagogy and teaching. The mission of the Center for Teaching and Learning (CTL) is to foster an outstanding educational experience for all students by providing faculty with resources for effective teaching and learning. As a forum for the thoughtful and respectful exchange of ideas and practices, the CTL encourages anti-racist, trauma-informed, student-centered pedagogy. It supports curricular development, pedagogical innovation, program improvement, planning, assessment, and a campus-wide culture focused on excellence in teaching, through an emphasis on self-reflection among the teaching faculty.

The CTL offers a range of resources and support for teaching staff at Brooklyn college in a variety of formats. They provide pedagogical resources asynchronously via weekly emails, the CTL website, and via the Brooklyn College Guide to Online Pedagogy (GCGO) located on Blackboard. The CTL hosts *Communities of Practice* for faculty across each School and around Anti-Racist Pedagogy; and provides synchronous workshops on a wide range of topics weekly.

More information about the resources and activities of the CTL can be found on their website at [www.brooklyn.cuny.edu/CTL](http://www.brooklyn.cuny.edu/CTL).

## Writing Across the Curriculum

The Brooklyn College Writing Across the Curriculum (WAC) program helps faculty members integrate writing into their courses, comment on student writing more quickly and effectively, and improve the quality of their students' writing.

Please visit the [WAC website](#) to explore the full range of resources available to both faculty and students, including workshops, writing toolkits and rubrics. You may also contact the Writing Across the Curriculum program at ext. 5211.

## **Faculty Day Conference and Awards Ceremony**

The annual Faculty Day Conference and Awards Ceremony afford all of us an opportunity to pause from business as usual in order to recognize and celebrate the accomplishments of the Brooklyn College faculty. The day features a multidisciplinary conference—including workshops, panel discussions, presentations, art gallery, academic poster sessions and informal roundtable discussions over lunch—culminating in an awards ceremony and reception.

Please visit [www.brooklyn.cuny.edu/facultyday](http://www.brooklyn.cuny.edu/facultyday) for more information about the conference. Adjunct faculty are encouraged to participate in the conference.

# Helpful Resources to Support Your Students

## Counseling Resources

A congenial yet professional demeanor is appropriate for office hours. Overly friendly behavior may be misinterpreted as an offer of friendship or, worse, as a sexual advance. If you believe that a student might become violent or otherwise behave inappropriately during a meeting, you should move the conference to the department office, where other persons are present. If you believe a student might make a complaint about you, you should make careful notes during the interview or immediately afterward.

Counseling of students generally concerns the following matters: (1) the course they are currently taking; (2) the department's major or college-wide requirements and related course options (usually during registration); (3) graduate school options or a future career; (4) a problem at home (e.g., family conflict, financial uncertainty) or with another teacher or course.

**Course Counseling.** Faculty may help students immensely by meeting individually with them to discuss their term projects and other issues with their coursework. Students having difficulty studying, understanding the course materials or writing may be referred to the [Learning Center](#), 1300 Boylan Hall, ext. 5821, for tutoring and supplemental instruction in many subjects (see more details below). Tutoring may also be available in the department. Please consult your chairperson.

If a student disputes a grade on an assignment or a test during the semester, the instructor should be prepared to explain the grade and, if necessary, review the student's performance.

**Curricular and Registration Counseling.** Adjunct faculty are generally not asked to assist with this type of departmental counseling. Students should be referred to the department chairperson (or deputy chairperson) or the department office. Student may also be referred to the [Center for Academic Advisement and Student Success](#) (CAASS), 3207 Boylan Hall, ext. 5471, for general curriculum and registration advisement.

**Career Counseling.** As an expert in your field, you may be able to provide valuable guidance to students who are considering majoring in your department. Students without definite or practical career goals should be directed to the [Magner Career Center](#), 1303 James Hall, ext. 5969. The center provides comprehensive career services and has a wide variety of resources available to students.

Students frequently ask faculty members to write letters of recommendation for them. Such letters may be critical to a student's receiving certain types of financial aid or progressing to the next stage of a career. Before agreeing to write such a recommendation, the faculty member should be knowledgeable about the student's abilities and goals.

**Personal Difficulties.** Faculty members may help students with personal problems—for example, by accepting a late assignment when the student has been seriously ill or had a death in the family. Difficult cases should be referred to the chairperson or, if appropriate, to the Office of Student Assistance and Referral (SAR), 2113 Boylan Hall, ext. 5352. This office can direct students and faculty to the most appropriate information, services or other resources (both on- and off-campus).

[Personal Counseling](#), 0203 James Hall, ext. 5363, is available to Brooklyn College undergraduate and graduate students. A staff of psychologists, counselors and social workers are available to assist students with personal issues or problems. Emergency consultations and referrals to outside services are also provided. Workshops are offered on stress management, time management, test anxiety, etc. All services are free and confidential. No information is released without consent of the student.

## Learning Center

The [Learning Center](#), 1300 Boylan Hall, ext. 5821, offers students free tutoring, supplemental instruction and technological support for courses across the curriculum. Peer tutors work with students on writing in general and course work related to freshman English, ESL, general education courses, the natural sciences, business and accounting, computer and information science, foreign languages, and mathematics.

Students working on writing assignments can get help with every stage of the writing process. Those who wish to work on their writing are recommended to schedule an appointment for regular weekly meetings or an individual session. For all other subjects unrelated to writing, students may drop in without an appointment during the Center's advertised days and times. Sessions are conducted in small groups or one-on-one depending on availability.

## Center for Student Disability Services

The [Center for Student Disability Services](#), 138 Roosevelt Hall, ext. 5538, is responsible for ensuring the successful integration of students with disabilities into the Brooklyn College community and for determining what constitutes appropriate, reasonable accommodations. Students with disabilities must register with the center in order to have access to its services, which include preadmission interviews, priority registration, individual counseling, auxiliary aids (readers, writers, laboratory assistants), individual testing accommodations and arrangements, advocacy and direct liaison with offices that provide college services.

Students who request accommodation for a disability in a course must present a Verification of Disabilities/Course Accommodations Request form signed by the student and by the coordinator of the program. The instructor signs this form and the student returns it to the program office. The form certifies that appropriate documentation of a disability has been provided to the Center. (The documentation itself is confidential.) A student who requests an accommodation for a disability without presenting the form should be referred to the Center for Student Disability Services.

Questions about the appropriateness of a required accommodation should be discussed with the program coordinator. If agreement cannot be reached, the ADA/504 compliance officer in the Office of Diversity and Equity Programs will resolve the matter. In the meanwhile, accommodation must be provided until it is set aside or modified by the compliance officer.



# Workplace Policies

## Sexual Misconduct

CUNY is committed to maintaining an employment and academic environment free from all forms of exploitation, intimidation or harassment, including sexual harassment, sexual violence, intimate partner/dating violence and stalking. These behaviors are illegal and prohibited by university policy. The university strives to foster a harassment-free environment — one in which all its members can work, study and learn in an atmosphere of courtesy and mutual respect. The college may be able to investigate off campus incidents if occurring between members of the campus community. Even where the college may not have the ability to investigate, it can offer referrals to on and off-campus supportive services.

The CUNY [Policy on Sexual Misconduct](#) may be found on both the Brooklyn College and CUNY websites. Allegations of sexual misconduct can be reported to the college's Title IX Coordinator at 718.951.5000 ext. 6468, the Department of Public Safety at 718.951.5511, the New York City Police Department, and/or the New York State Police.

## Policy on Equal Opportunity and Non-Discrimination

It is the policy of the Board of Trustees of The City University of New York and of Brooklyn College to provide, for all persons, equal educational and employment opportunities in a working and learning environment in which students and employees are able to realize their full potential as productive members of the college community.

To this end, it is the college's policy that its educational and employment programs will be administered without regard to race, color, national or ethnic origin, religion, gender, sexual orientation, age, alienage or citizenship, disability or veteran status, or other factors irrelevant to productive participation in the programs of the college. Further, in keeping with local, state, and federal mandates and recognizing the many benefits that accrue from a community of diverse experience and cultural heritage, the college pledges to act affirmatively in providing employment opportunities for qualified women, racial and ethnic minorities, Vietnam-era veterans, and individuals with disabilities.

CUNY's [Policy on Equal Opportunity and Anti-Discrimination](#) can be found on both the CUNY and Brooklyn College websites. Inquiries or complaints related to any equal opportunity and

anti-discrimination laws and the CUNY non-discrimination policy should be addressed to the college's Title IX Coordinator at 718.951.5000 ext. 6468.

## **Campus and Workplace Violence Prevention Policy**

The university has a long-standing commitment to promoting a safe and secure academic and work environment. All members of the university community are expected to maintain a working and learning environment free from violence, threats of harassment, intimidation, or coercion. In compliance with New York State law, all employees are required to complete workplace violence awareness training. The university has established a [Violence Prevention Policy](#) requiring each campus to have a workplace violence prevention program.

The Workplace Violence Prevention plan may be reviewed on the Office of Human Resource Services [policies page](#). Workplace violence should be reported to Human Resource Services and can also be reported to the Department of Public Safety or the New York City Police Department.

## **Intimate Partner and Dating Violence in the Workplace**

The City University of New York (CUNY) disapproves of violence against women, men or children in any form regardless of sexual orientation or gender identity, whether as an act of workplace violence or in any employee's personal life. Intimate partner and dating violence can spill over into the workplace, compromising the safety of both victims and co-workers and resulting in lost productivity, increased health care costs, increased absenteeism and increased employee turnover.

Brooklyn College is committed to full compliance with all applicable laws governing intimate partner and dating violence in the workplace, to promoting the health and safety of its employees, and to making a significant and continual difference in the fight to end intimate partner and dating violence. Intimate partner and dating violence can be reported to the college's Title IX Coordinator at 718.951.5000 ext. 6468, the Department of Public Safety, at 718.951.5511, the New York City Police Department, and/or the New York State Police.

## **Student Complaints about Faculty Conduct in Academic Settings**

The university recognizes its responsibility to provide students with a procedure for addressing complaints about faculty treatment of students that is not protected by academic freedom and not

covered by other procedures. Examples might include incompetent or inefficient service, neglect of duty, physical or mental incapacity, and conduct unbecoming a member of the staff.

Students are encouraged to attempt to resolve complaints informally with the faculty member or to seek the assistance of the department chairperson or campus ombudsman to facilitate informal resolution. If students have any question about the applicable procedure to follow for a particular complaint, they should consult with the Office of the Vice President for Student Affairs. In particular, the Vice President for Student Affairs should advise a student if the complaint is governed by some other procedure.

The full policy may be found on the college [website](#). The department chairperson, the Office of the Associate Provost for Faculty and Administration or the Office of the Vice President for Student Affairs can answer questions about the implementation of this policy, including the investigation and appeals process.

## **Use of College Property**

Policies concerning the use of college property govern the receiving, tagging, relocation, and salvage of all college-owned equipment and furniture. Off-campus use of college property requires approval by appropriate heads of offices or departments; personal property that is used on campus must comply with established identification procedures. Details concerning the use of college property are published in the Brooklyn College Policies and Procedures Manual on Property Management, Risk Assessment, Internal Control, and Central Routing, which may be obtained from the Office of the Assistant Business Manager.

## **CUNY Computer Use Policy**

The university's computer resources are dedicated to the support of the university's mission of education, research and public service. In furtherance of this mission, the university respects, upholds and endeavors to safeguard the principles of academic freedom, freedom of expression and freedom of inquiry.

All users of CUNY/Brooklyn College computer resources, whether affiliated with the university or not, are required to adhere to the [CUNY Computer Use Policy](#).

## Records Retention and Disposition Schedule

The CUNY Records Retention and Disposition Schedule, revised July 2006, requires the following schedule of retention for the basic records related to instruction:

- Instructors' grade records, test scores, and marking sheets be retained for two years.
- Examination questions, term papers, completed examinations, and answer sheets must be retained for one year after the course is completed.
- Course and laboratory attendance records must be kept for six years.
- Retention of course syllabi and lesson plans is prescribed by each department.

Departments should keep such records in the department office or other accessible location for easy retrieval. Questions about this policy may be addressed to the Office of Legal Affairs and Labor Relations, 1405 Boylan Hall, ext. 3118.

The new Records Retention and Disposition Schedule may be found on the CUNY policy website at [www.cuny.edu/policy](http://www.cuny.edu/policy).

# Other College Information and Services

## Emergency Alerts and Closings

All faculty, students and staff may subscribe to the CUNY Alert System to receive notifications via cell phone (text and/or voice), land line telephone and e-mail. To sign up to receive these alerts, please visit [www.cuny.edu/alert](http://www.cuny.edu/alert).

An emergency closing is a cancellation of classes or suspension of campus operations for a full day or part of a day because of adverse weather conditions, interruption of transportation, or other major emergency. The decision is made by the president or the president's designee. The college is open unless a specific announcement of closing is made through the college's information telephone service at 718.951.5000, on the college's website, by radio broadcast, or (in the case of early closings) by announcements from the Office of the Senior Vice President for Finance and Administration.

Closure announcements must refer specifically to Brooklyn College. Occasionally, radio stations confuse CCNY and CUNY and announce that the City University has closed when in fact only CCNY is closed.

## Tuition Waivers

Part-time (adjunct) instructional staff members are eligible for tuition waivers after completing ten consecutive fall and spring semesters of adjunct employment with the university. Once eligible, an adjunct may receive a waiver of tuition for one undergraduate or one graduate course per semester.

All candidates must apply for admission to the CUNY college at which they wish to take a course. Instructional and student fees are not waived.

## Transit Benefit

The Commuter Benefits Program, administered by WageWorks, provides CUNY employees with a personal commuter account funded on a pre-tax basis through payroll deductions. The tax-free funds may be used for MTA NYCT, Long Island Railroad, Metro-North Railroad, NJ Transit, PATH, NY

Waterway, Paratransit and the MTA's Access-A-Ride program and parking at or near public transit to commute to work. Contact the [Benefits Office](#), 1219 Boylan Hall, ext. 4255, for details and the application materials.

## **CUNY Work/Life Program**

The CUNY Work/Life Program, presented by CCA@Your Service, is a free benefit to employees, and their family members and friends. This includes a significant other, children, parents, siblings, grandparents, aunts, uncles, cousins, roommates—anyone who has an impact on your life.

CCA@Your Service offers free and confidential assistance, resources, referrals, and counseling any time, any day, for any issue—all provided by qualified professionals. The program also provides access to a range of support and convenience services from emotional health and wellness support to assistance with daily work/life concerns like dependent care and financial/legal challenges, including free short-term counseling sessions (up to three), and unlimited counseling by phone.

For more information, visit the [CUNY Work/Life Program](#) page of the Human Resources Services website.

## **Discounts**

Employee discounts on entertainment and travel (Barclays Center, zoos, etc.), computers and software, neighborhood restaurants, health and fitness centers, wireless phone services, financial services and more. Visit the [Discounts](#) page of the Human Resource Services website for more information.

## **Brooklyn College Information Line**

Calling (718) 951-5000 from a touch-tone telephone connects you to the Brooklyn College Information Line. A 24-hour service, it provides recorded information and a directory of college programs, departments, and services.

## **The Women's Center**

The Brooklyn College [Women's Center](#), 227 Ingersoll Hall Extension, ext. 5777, is one of the oldest college women's centers in the United States.

By expanding the conventional direct services approach of traditional women's centers, which focuses on solving immediate crises through referrals and/or counseling, the Brooklyn College Women's Center is committed to adopting a wide range of multidimensional needs-driven program activities that address the emotional, intellectual, physical and financial well-being of the whole person.

Our challenge is to create, promote and organize programs that raise awareness of women's issues and in return empower participants to live a life that will reduce victimization, encourage self-sufficiency and independence, and model the skills to help women organize and sustain an environment of self-awareness where they are better able to maintain a healthy life style and make choices that will positively impact their own future.

## **LGBTQ Resource Center**

The [LGBTQ Resource Center](#), 219 Student Center, ext. 5739, is both a welcoming space and supportive network for lesbian, gay, bisexual, transgender, queer/questioning, intersex, and asexual and/or ally students, staff and faculty at Brooklyn College. By fostering a culture of respect, advocacy and empowerment, the center promotes an inclusive community where everyone is celebrated for who they are and has the opportunity to learn, work and grow in a supportive environment.

The center aims to bring together the talents of students, faculty and staff for the express purpose of educating the campus community through academic programming, the arts and entertainment about issues that affect the LGBTQIA community.

## **Lactation Rooms**

A lactation room is available for nursing mothers in the Early Childhood Center, 1604 James Hall, and in the John Whyte Room, 303 Student Center.

## Room for Quiet Reflection

The Room for Quiet Reflection, 408 Student Center, is available to all students as a means to support the holistic wellness of the college community.

This space allows individuals of all religious faiths and nonreligious beliefs to experience a place for peace, meditation, and/or reflection throughout the day. The Room for Quiet Reflection is intended for individual use and not for any organized group activity or meetings. The room is not reservable and is available whenever the Student Center building is open.

## Safety and Security

**Emergency Number.** For on-campus emergencies, call ext. 5444 or 911.

**Office of Campus and Community Safety Services**, 0202 Ingersoll Hall, ext. 5511, is open 24/7 to provide a safe and secure environment for all college faculty, staff, and students and protects college property. Security officers are trained peace officers who enforce the policies and procedures of the college and the criminal and civil laws of New York. Safety and security are the responsibility also of all members of the campus community.

**Campus Access.** The campus is open Monday through Thursday, 7:30 a.m. to 11 p.m., and Friday, Saturday, and Sunday, 7:30 a.m. to 6 p.m. The college is closed on public holidays and on any other designated days, as published on the Academic Calendar. Faculty have 24-hour access to campus on presentation of an ID card. Entrances are:

- Bedford Avenue Gates
- Bike Rack Gate, Campus Road and East 27th Street
- East Gate, Campus Road and Nostrand Avenue
- Hillel Gate, Campus Road and Hillel Place
- James Hall (*24-hour access*)
- Roosevelt Hall (*24-hour access*)
- West Gate, entrance to parking lot
- Whitehead Hall, Campus Road and East 27th Street (*24-hour access*)

**Keys and Locks.** Keys to offices, classrooms, and restrooms may be obtained by submitting a key request card, signed by the department chairperson or office director, to the Office of Campus and Community Safety Services. A small fee for each key is payable at the Bursar's Office.



For emergency repairs or installations, contact the office by phone, ext. 5511. If you are locked out of an office or classroom, contact the Office of Campus and Community Safety Services, ext. 5511.

**Shuttle and Escort Service**, ext. 5511, for faculty, staff and students operates whenever the campus is open. The shuttle is available between campus and the parking lots and the two nearby subway stations. A walking escort service is also available during the same hours. Contact the Office of Campus and Community Safety Services approximately 20 minutes before an escort or shuttle is needed.

## Faculty Photo IDs

All faculty, staff, students, and long-term visitors must present a college ID card or the electronic ID in the BC Navigator mobile app to enter the campus. The library, the public computing lab, and the Brooklyn College Student Center also require ID for entry.

New employees must report to the Photo ID Center/Enrollment Services, West Quad Building, where a photo identification card will be prepared upon presentation of appropriate personal identification. There is a \$5 replacement fee for lost IDs. ID cards are the property of the college and must be returned at the end of employment.

## BC Navigator App

BC Navigator is the official mobile app of Brooklyn College. It provides access to core Brooklyn College services and personalized information on your phone—including a digital ID. It is available for both iOS and Android devices.

## Dining Facilities

The lower level of Boylan Hall offers a cafeteria service, a kosher dairy bar and a Starbucks coffee cart. Monday through Thursday, 8 a.m. to 7 p.m., and Friday, 8:00 a.m. to 2 p.m., when classes are in session. In the Library Café, the campus hosts a Starbucks, which serves coffee and other hot beverages, as well as cold drinks, baked goods and snacks. Open Monday through Thursday, 8 a.m. to 7 p.m., and Fridays, until 2 p.m. The James Hall Kiosk serves the west campus by providing various food and drink options. Open Monday through Thursday, 8:30 a.m. to 6:30 p.m., and Fridays, until 2 p.m. Shorter hours are in effect during the summer and intersession.





**Brooklyn  
College**

**CUNY** THE CITY  
UNIVERSITY  
OF  
NEW YORK