

Brooklyn College

*Faculty
Handbook*



Second Edition

Fall 2007

Preface to the Second Edition

The first edition of the *Faculty Handbook* was a remarkably well-thought out, well organized, comprehensive and helpful guide for faculty. The second edition, largely building on the organization and contents of the first edition, updates information on the College's mission, university and College policies and practices, governance, faculty development and campus life. No doubt the task of updating the handbook was made considerably easier because it was based on the good work of the writers and contributors of the first edition. I am indebted to all of them and thought the following acknowledgments made by my predecessor deserve reprinting.

— Associate Provost Jerry Mirotznik

Acknowledgments

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Special thanks are due to the Office of College Communications for bringing the project to fruition.

— Associate Provost Eric Steinberg (1988–2003)



Nota Bene

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 University or Brooklyn College. The policies, procedures and College information have been paraphrased or otherwise presented for readability. Employees are advised to consult the appropriate 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.

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*Nil
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Labore*

PRINCETON
COLLEGE



Chapter 1: Governance and Organization of the City University of New York

The City University of New York (CUNY), which was created by New York State legislation in 1961, evolved from the Free Academy, underwritten by the people of New York City in 1847. The University comprises eleven 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 at Queens College, the School of Professional Studies, and the Sophie Davis School of Biomedical Education. More than 250,000 students are enrolled at campuses throughout the five boroughs of New York City.

The Board of Trustees

Brooklyn College, as a unit of the City University of New York, operates under the provisions of the Bylaws and policies of the board of trustees. The board is composed of seventeen members: ten are appointed by the governor of New York State, including at least one from each borough of New York City; five are appointed by the mayor of New York City, one from each borough; all are appointed with the advice and consent of the State Senate. Two are elected ex officio members: the chairperson of the University Faculty Senate, who does not vote; and the chairperson of the University Student Senate, who may vote. A chair and a vice-chair of the board of trustees are appointed by and serve at the pleasure of the governor. Members of the CUNY Board of Trustees, except the ex officio members, are appointed (or reappointed) for seven-year terms. In general, the board sets policy and approves actions of the University; determines the Bylaws of

the University, from which all units derive or adopt specific governance structures; appoints the chancellor of the University and the presidents of its colleges; and approves plans and programs for each constituent college.

The full board meets approximately six times per year. The board operates through a series of standing and special committees that deal with major items of policy and practice before they are presented to the full board. The board holds at least one public hearing each year in each of the five boroughs of the City of New York to hear from concerned individuals about City University issues.

The chancellor of CUNY is the chief educational and administrative officer and is assisted by two executive vice-chancellors, vice-chancellors for major administrative areas, University deans and administrators, and their staffs.

The chancellor oversees the administration of policies approved by the board of trustees, recommends to the board policies and actions on all educational activities of the University, and coordinates college matters involving business and financial procedures and management. It is the chancellor's responsibility as well, with the advice of the Council of Presidents, to prepare the operating and capital budgets of the University for consideration by the board and presentation to the state and city.

The Council of Presidents, chaired by the chancellor, is established by the Bylaws of the University to provide unified and cooperative leadership in the University. The council not only advises the chancellor on the budget and on the formulation and revision of a Master Plan for public higher education in the city (which is sent quadrennially to

the State Board of Regents), but also makes recommendations directly to the chancellor on matters concerning the physical and instructional development of the University at large. The president of each college unit is specifically charged with the administration of his or her own institution and in this capacity is responsible directly to the chancellor. The particular governance plan and organizational structure of Brooklyn College are described in Chapter 5.


University Faculty Senate (UFS)

The University Faculty Senate represents the interests of the entire CUNY faculty in matters of governance and academic affairs. Questions of faculty status, academic freedom, scholarship, research, and teaching, as well as the rights of faculty in governance, are routine interests of the senate. Delegates are elected by each college, their number depending on the size of the faculty. At present, Brooklyn College has eleven members serving in the Senate.

Professional Staff Congress (PSC)

Instructional staff members of the University are represented by their union, the Professional Staff Congress (PSC), a chapter of which is on each campus. 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. Agency fees are automatically deducted from paychecks of full-time instructional staff members, except those employees who serve in excluded titles.

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).

Chapter 2: The Mission of Brooklyn College

Brooklyn College is a comprehensive, state-funded institution of higher learning in the borough of Brooklyn, a culturally and ethnically diverse community of two-and-one-half million people. As one of the eleven senior colleges of the City University of New York, it shares the mission of the University, whose primary goal is “To maintain and expand its commitment to academic excellence and to the provision of equal access and opportunity for students.”

Mission Statement

Brooklyn College’s mission statement embodies the College’s values, mirrors its characteristics, and affirms its basic purposes:

Brooklyn College provides a superior education in the arts and sciences. Its students will become independent and critical thinkers, skilled communicators, culturally and scientifically literate, and oriented to innovation. Its graduates will be marked by a sense of personal and social responsibility, the knowledge and talents to live in a globally interdependent world, and the confidence to assume leadership roles.

Brooklyn College encourages and supports its faculty to thrive as high-achieving teacher scholars, as proficient in their research as in their mentorship of students. It esteems the loyalty and commitment of its staff.

Together, the Brooklyn College faculty, students, and staff reach out to, work with, and serve their communities.

Chapter 3: Facts about Brooklyn College

Founding

Brooklyn College was established in 1930 in downtown Brooklyn as the first public coeducational liberal arts college in New York City, when the municipally funded Board of Higher Education merged the Brooklyn branches of the College of the City of New York (CCNY) for men and Hunter College for women. Its Division of Graduate Studies was instituted in 1935.

Midwood Campus

Twenty-six acres were acquired in 1935. At the time, the land was used as a golf course, a football field, and the staging area for the big-top shows of Barnum and Bailey Circus.

Enrollment History

Under an open enrollment policy adopted by the legislature and the City University of New York in 1969, the College doubled the size of its student body, which peaked in 1975 at more than 34,000 students. Between June and September 1976, when New York City's fiscal crisis required retrenchment in resources, the student body fell by 11,000 students.

As part of the stabilization of the city's financial structure, tuition was imposed, New York State assumed responsibility for funding the CUNY senior colleges, and, shortly thereafter, the open admissions policy was abrogated for the senior colleges. These changes, and a reduced pool of graduates from local high schools, brought further decline in enrollment at Brooklyn College, which

stabilized at 13,000 to 16,000 students from the mid-1980s to the present. Enrollment in fall 2006 was 15,947 students, of whom approximately three-quarters were undergraduates.

Academic Growth

Between 1979 and 1985—following a decennial evaluation by the Commission on Higher Education (CHE) of the Middle States Association of Colleges and Schools and painstaking internal reassessment prompted by chronic budget crises for the University and the College—Brooklyn College undertook significant administrative reorganization and academic reform.

With the exception of the School of Education, the system of academic schools of affiliated departments that had been established in the early 1970s was abolished and the College returned to a centralized academic structure.

This reform gave the College a stronger administrative structure and a more stable academic footing, so that it could manage its total resources better and allocate those resources—however reduced—more rationally by virtue of better short- and long-term planning.

In September 1981, after four arduous years of planning, a College-wide Core Curriculum was established. That Brooklyn College was able to achieve consensus for comprehensive reordering of its approach to general education and requirements—which soon became a national model—is a singular achievement and a credit to its faculty. It embodies and expresses the faculty's best attempt to provide students the foundational knowledge, skills, and abilities that will inform and enrich their lives. In 2006, a revised Core Curriculum was instituted preserving

the informing principles of the core and adapting the curriculum to the needs of our students.

Recent Recognition

Brooklyn College has continued to distinguish itself as one of the nation's leading public institutions of higher education. The Brooklyn College faculty includes winners of Pulitzer Prizes, ASCAP Awards, Guggenheim and Fulbright Fellowships, and the Rome Prize, among other recognition.

In 1989 a report by the National Endowment for the Humanities cited the College for developing “a core that has led to revitalization of Brooklyn College and drawn much public attention and praise.” In a nationwide survey of academic deans by the Carnegie Foundation for the Advancement of Teaching in 1987, Brooklyn College was among the five most frequently cited for success in general education. In 1992 Brooklyn College was one of only six colleges and the sole public institution whose students received both a Rhodes Scholarship and a Marshall Fellowship. In 2005 yet another Brooklyn College student was awarded the prestigious Rhodes Scholarship. Brooklyn College students were among those selected as Harry S. Truman Scholars in both 1991 and 2006.

Based on cost, financial aid, and educational quality, The Princeton Review in 2007 named Brooklyn College one of the best overall values among the nation's academically outstanding colleges and ranked it among their “Top Ten” in both 2005 and 2006. In particular, The Princeton Review cites the College's “very serious and admirably diverse undergraduate population,” its excellent liberal arts curriculum, and the high caliber of its faculty.

The College received a prestigious 2001 Educators of Distinction Award from Saludos Hispanos in recognition of its commitment to higher education success for Hispanics.

The On-Course Advantage (TOCA) program, an accelerated program for academically strong students who wish to earn their college degree in four years or less, was recognized with the Outstanding Institutional Advising Program Award in 2005 by the National Academic Advising Association. Freshman Year College, which provides special block programming for selected freshmen and an extensive faculty development program, has received national recognition, including the 1999 Noel-Levitz Retention Excellence Award for outstanding student retention and success. Transformations, a faculty development program connected with Freshman Year College, was honored with the 1998 Theodore M. Hesburgh Award, sponsored by TIAA-CREF.

Alumni

Marquis *Who's Who* publications, which cite achievement in every important field of endeavor, list more than 3,000 alumni of Brooklyn College. More than 300 Brooklyn College alumni are presidents, vice-presidents, or board chairpersons of major corporations. A 1996 National Research Council study of baccalaureate origins of Ph.D. recipients between 1920 and 1992 ranked Brooklyn College nineteenth in the nation. Each year, the College's graduates receive more than 350 acceptances to law schools and medical schools, including such institutions as Harvard, Yale, Stanford, and the University of Pennsylvania.

Capital and Strategic Plans

In 1995, the New York State Legislature responded to the College's detailed capital master plan, approved by the State of New York, by authorizing hundreds of millions of dollars of phased funding to finance a totally rebuilt and greatly expanded library, a new west quad, significant restoration of existing buildings (including compliance with the Americans with Disabilities Act), and development of an "electronic campus."

The New York City Council and the Topfer family generously supported the construction of the Library Café, which opened in March 1999 and was expanded in 2005. It offers group-study rooms, eighty networked workstations, portals for laptop computers, and is open twenty-four hours a day.

Brooklyn College is implementing a Strategic Plan (2005–2010) and the CUNY Master Plan (2008–2012).

Accreditation

Brooklyn College is accredited by the Middle States Commission on Higher Education, the Council on Education for Public Health, the American Board of Examiners in Speech Pathology and Audiology, the American Dietetic Association, and the National Council for Accreditation of Teacher Education. Brooklyn College's academic programs are registered by the New York State Department of Education. Documentation is available in the Office of the Provost, 3137 Boylan Hall.

Memberships

Brooklyn College is an institutional member of the following major educational organizations: the American Association for Higher Education, the American Association of State Colleges and Universities, the American Council on Education, the Association of American Colleges and Universities, the Council for Higher Education Accreditation, the International Association of Universities, the Middle States Association of Colleges and Schools, and the National Council of Educational Opportunity Associations.

“Nil sine magno labore”

The Brooklyn College seal contains this inscription, a reminder that nothing can be achieved without hard work. This motto symbolizes the dedication and achievement that have always been the hallmark of Brooklyn College students, faculty, and staff.

Chapter 4: The Campus

Brooklyn College is situated on a twenty-six-acre campus. Its two tree-lined quadrangles lie east and west of Bedford Avenue. Three neo-Georgian buildings overlook the east quad; at the far end of the west quad is the new facility for student services and athletics.

Presiding over the East Quadrangle is **La Guardia Hall**, with its signature bell tower. Dedicated to New York's Mayor Fiorello La Guardia, who championed the construction of the campus, this historic building houses part of the Brooklyn College Library.

Boylan Hall, named for the College's first president, William A. Boylan, houses administrative offices, academic departments, classrooms, the Costas Memorial Classics Library, the Meier Bernstein Art Library, the Digital Media Center, the Learning Center, the Roberta S. Matthews Center for Teaching, art studios, a dining room and cafeteria, and the Barnes & Noble College Bookstore.

Across the East Quadrangle is **Ingersoll Hall**, named for former Borough President Raymond V. Ingersoll. Ingersoll Hall and its extension contain academic departments, classrooms and laboratories, electron microscopes, the Office of Campus and Community Safety Services, and the Applied Sciences Institute, which comprises seven research institutes: Applied Vision; Aquatic Research and Environmental Assessment Center (AREAC); Electrochemistry; Feeding Behavior and Nutrition; Neural and Intelligent Systems; Semiconductor; and Surfactant Research.

The newly renovated and greatly expanded **Brooklyn College Library**, completed in fall 2002, encompasses three buildings, La Guardia Hall, the **Harry D. Gideonse addition**, named after the College's second president, and the new wing, which overlooks the Lily Pond. The new library houses more than 1,300,000 volumes, documents, and microforms, more than 40,000 print and electronic subscriptions, and 25,000 audiovisual units. Among its special collections are the College Archives, the Brooklyniana Collection, the Manuscripts Collection, the College Oral History Archives, the Robert L. Hess Collection on Ethiopia and the Horn of Africa, and the Walter W. Gerboth Music Library.

Next to the library and adjacent to Campus Road is **Whitehead Hall**, named for the British-American philosopher Alfred North Whitehead. It contains academic departments, social science classrooms, the Nathan Schmukler Investment Library, a well-equipped Television Center, sculpture studios, and the Morton and Angela Topfer Library Café.

Across from Whitehead Hall on Campus Road is the **Brooklyn College Student Center**. The center is the venue of many special events, including lectures, films, conferences, colloquia, parties, meetings, and other activities for students, faculty, staff, and alumni. Student Government offices are also located there. The facilities include newly renovated meeting rooms and the Campus Conference Center on the sixth floor and penthouse.

The **Brooklyn Center for the Performing Arts at Brooklyn College**, at the eastern end of the campus, near Hillel Place, includes Walt Whitman Auditorium, with

seating for 2,400; George Gershwin Theater, which seats 482; the 150-seat Sam Levenson Recital Hall; and the 100-seat New Workshop Theater. Each hall has accommodations for patrons who use wheelchairs, with companion seating. Hundreds of musical, theatrical, and dance productions performed by students, faculty, and professional artists and companies are presented here each year. In addition to Gershwin Theater, Gershwin Hall houses a unique electronic computer music and recording studio, music classrooms, practice and rehearsal spaces, teaching studios, and the administrative offices of the Brooklyn Center.

The **Leonard and Claire Tow Center for the Performing Arts** is a new building that will be constructed at the east end of the campus. This new venue will provide additional performance space for the Conservatory of Music and the Theater Department. Additionally, the Film Department will have the ability to screen films in the new center, and there will also be exhibition space for the fine arts. Planning and design are currently under way.

Roosevelt Hall, on the West Quadrangle, was dedicated in 1936 by President Franklin Delano Roosevelt. Design and planning are in progress for the complete renovation of Roosevelt Hall along with Ingersoll Hall to provide state-of-the-art science facilities.

James Hall, named for the American psychologist William James, contains the School of Education, several social science departments, psychology laboratories, and the Magner Center for Career Development and Internships.

The **West Quad project** is well under way and scheduled to be completed in 2008. Plaza Building was demolished in 2004 and replaced by a tree-lined quadrangle and a new building abutting the athletic field. The West Quad Building gathers under one roof many student services—enrollment services, financial aid, the registrar, and scholarship offices. It also houses indoor sports and fitness facilities, including a swimming pool, squash and racquetball courts, and a gymnasium for athletic competition, as well as classrooms and academic offices for the Department of Physical Education and Exercise Science.

The **West End Building (W.E.B.)**, formerly known as the Field Building, was fully renovated in 2004. The facilities include the Public Computing Lab with over 250 computers, student lounge areas, office and meeting spaces for student clubs, classrooms and specialized screening halls for the Film Department, and the Office of Student Testing.

Outdoor Spaces. In addition to the beautiful green quadrangles, popular meeting places on campus include the wooden deck in front of Whitehead Hall and the Lily Pond, located between Ingersoll Hall and the library.

Chapter 5: College Governance and Organization

Brooklyn College is chartered by the Board of Regents of the State of New York and governed by the State Education Law, which incorporates the Rules of the Board of Regents and the Regulations of the Commissioner of Education. Board policy and state law are administered by the Commissioner of Education through the New York State Education Department.

Each college of the University must have its own governance plan, which treats such matters as organization and duties of the faculty, departments, and students. A copy of the Brooklyn College Governance Plan, as amended and approved June 28, 2004, is available in the Office of the Associate Provost. The Brooklyn College tables of organization may be found in appendix A.

College governance structures are established to meet specific needs and objectives; some of these structures may be at variance with plans called for in the University Bylaws but are permitted by them. Under these Bylaws, responsibility for policy at the college level is shared among the president, the faculty, and students.

The president of each college is specifically charged with administration of his or her institution and has affirmative responsibility to conserve and enhance the educational standards and general academic excellence of the college under his or her jurisdiction. The president serves the chancellor as his or her adviser and executive agent on campus. The president is also directed to consult with the faculty, through appropriate bodies, such as the

College Committee on Personnel and Budget, on matters of appointment, reappointment, tenure, and promotion.

The Bylaws reserve to the faculty of each institution, subject to guidelines established by the board of trustees, responsibility for the formulation of policy related to curriculum, admission and retention of students, credits, attendance, and the granting of degrees. Recommendations in these matters by the Brooklyn College Faculty Council are forwarded by the president to the chancellor and the board, subject to clearance by the Office of the Executive Vice-Chancellor for Academic Affairs.

As stipulated in the Brooklyn College Governance Plan, the College's internal organization includes the bodies discussed below; relevant articles of the governance plan are identified in parentheses.

The Policy Council (Article I)

Membership. The president, vice-presidents, assistant vice-presidents, and full deans representing the administration; elected faculty members and elected students, each group equal to the number of administrators. The Executive Committee of the Policy Council includes one member elected by each constituency. The president serves as chairperson of Policy Council and of its Executive Committee.

Functions. Recognizing the authority of other College governance bodies, the Policy Council may make recommendations to the president in all areas of operation of the College, serves as a forum for discussing issues of College concern, and may submit recommendations for



action to other College governance bodies. All amendments to the Brooklyn College Governance Plan must be approved by the Policy Council and by the president before submission to the board of trustees.

The Faculty

The faculty consists of all persons of faculty rank or faculty status (see Chapter 8) and conducts the customary educational affairs of a college faculty. Under the Bylaws, the faculty meets as a whole at least once each semester—the Stated Meeting of the Faculty—at the call of the president, who chairs the meeting. In fall 2006, there were 534 full-time and 722 part-time faculty members.

The Faculty Council (Article II)

Membership. All department chairpersons; an additional delegate from each department elected by department members; delegates-at-large, equal to the number of instructional departments, elected by divisions (Arts, Humanities, Sciences, and Social Sciences); up to five members chosen from heads of interdisciplinary programs.

Function. Faculty Council serves as the legislative body of the faculty. The faculty, through the Faculty Council, is responsible for the formulation of policy related to the admission and retention of students, student attendance, curriculum, awarding of college credit, and granting of degrees.

Committees. The viability of Faculty Council depends on the work of its committees, which are described in Appendix B.

Faculty Council Steering Committee. Composed of the elected chairperson and the secretary of Faculty Council, the elected chairperson of the Faculty Council Committee on Committees, and two additional members elected by Faculty Council, the Steering Committee serves as an Executive Committee and meets regularly with the president.

Department Organization (Article III)

Leadership and responsibility for quality, excellence, and the improvement of instruction in a department reside with the department's chairperson. Each department, subject to approval of Faculty Council, shall have control of the educational policies through the vote of its faculty members. Various other committees, both standing and ad hoc, shall be created as decided by the department.

Election of department chairpersons. In accord with the CUNY Bylaws, department chairpersons are elected for three-year terms subject to presidential and board approval. (Exceptions are the library, for which there are special provisions in the Bylaws, and the appointed dean of the School of Education, who also serves as chairperson.) Under the Brooklyn College Governance Plan all department members with faculty rank or faculty status are eligible to vote for department chairperson (see "Definition of Faculty" in Chapter 8).

Duties of department chairpersons. (Section 9.3 of the Bylaws of the Board of Trustees).

- a. Maintain departmental records.
- b. Assign courses to and arrange programs of

instructional staff members of the department.

- c. Initiate policy and action concerning the recruitment of faculty and other departmental affairs.
- d. Represent the department before the College Faculty Council, the Council on Administrative Policy, the College Personnel and Budget Committee, and the CUNY Board of Trustees.
- e. Preside at meetings of the department.
- f. Be responsible for the work of the department's Appointments Committee, which he or she chairs.
- g. Prepare a tentative departmental budget, subject to approval by the department's Appointment Committee.
- h. Transmit the tentative department budget with recommendations to the president.
- i. Arrange for careful observation and guidance of the department's instructional staff members.
- j. Make a full report to the president and to the College Committee on Faculty Personnel and Budget of the action taken by the department Appointments Committee when recommending a candidate for tenure. The report should consist of the candidate's teaching qualifications and classroom work, relationship with his or her colleagues and students, and scholarly and creative work.
- k. In accord with the PSC-CUNY Agreement, observe and hold an annual evaluation conference with every member of the department, other than tenured full professors, and prepare a memorandum thereof.
- l. Generally supervise and administer the department.

Departmental Appointments Committee. An Appointments Committee composed of the chairperson and four other faculty members is elected by each department on the same cycle as the chairperson. The Appointments Committee is responsible for proposing a department budget and for recommending appointments, reappointments, leaves, and tenure of instructional staff members in the department to the College Personnel and Budget Committee.

The Departments

Brooklyn College is organized into the academic departments and interdisciplinary and special programs listed below:

Academic Departments

Africana Studies
Anthropology and Archaeology
Art
Biology
Chemistry
Classics
Computer and Information Science
Economics
Education, School of
English
Film
Geology
Health and Nutrition Sciences
History
Judaic Studies
Library

Mathematics
Modern Languages and Literatures
Music, Conservatory of
Philosophy
Physical Education and Exercise Science
Physics
Political Science
Psychology
Puerto Rican and Latino Studies
SEEK
Sociology
Speech Communication Arts and Sciences
Television and Radio
Theater

Interdisciplinary and Special Programs (excluding those administered by department chairpersons)

American Studies Program (B.A.)
Autism Spectrum Disorders (Advanced Certificate)
Broadcast Journalism Program (B.S., housed in Television
and Radio but requires courses in other departments)
Caribbean Studies Program
(dual major; requires a primary major)
Children's Studies (concentration for education majors)
Communication Program (B.A.)
Environmental Studies Program (B.A.)
General Science Teacher, grades 5–9 (M.A.)
Honors Academy:
Coordinated B.A.-M.D. Program (offered jointly with
SUNY Downstate College of Medicine)
William E. Macaulay Honors College

Dean's List Honors Research Program
Engineering Honors Program
Mellon Mays Minority Undergraduate Fellowship
Minority Access to Research Careers (MARC)
Research Colloquium
Scholars Program

Linguistics Program (B.A.; also dual major;
requiring a primary major)

Liberal Studies Program (M.A.)

Performance and Interactive Media Arts Program
(Advanced Certificate; M.F.A.)

Social Studies Teacher, 7–12 (M.A.)

Studies in Religion Program (dual major;
requires a primary major)

Women's Studies Program (B.A.)

Special programs

CUNY Baccalaureate Degree Program

Special Baccalaureate Program for Adults

Council on Administrative Policy (CAP) and College Personnel and Budget Committee (P&B) (Article IV)

Membership. The president, vice-presidents, assistant vice-presidents, full deans, and department chairpersons. The president serves as chairperson.

Function. To discuss issues of importance to the College and its educational mission and make recommendations to the president; to receive from the president for discussion and advice any significant plans of the administration in the areas of general education policy,

planning, priorities, personnel and budget; to establish, in conformity with the Bylaws, the Brooklyn College Governance Plan and the standards and policies concerning personnel that appear in the Collective Bargaining Agreement; to serve as a principal means of communication between the president and the academic departments. The Liaison Committee, consisting of three chairpersons elected annually, serves as the chairpersons' advisory group to the president, with whom they meet regularly.

When CAP meets to consider recommendations for appointment and reappointment without tenure, it meets as the College Personnel and Budget Committee (P&B) as stipulated in the Bylaws. Only department chairpersons and the dean of the School of Education vote on these recommendations.

Committee on Promotion and Tenure (Article V)

Membership. Department chairpersons and the dean of the School of Education as voting members. The chairperson of the Liaison Committee of CAP serves as chairperson.

Function. Working through a series of divisional committees based on the department divisions below, and ultimately through the full body, the committee makes recommendations to the president on promotions and tenure. The president meets with the appropriate committee(s) to discuss any case for which he or she requires additional information before making a recommendation to the board of trustees. The four divisions with their constituent departments are:

Arts

Art

Film

Music, Conservatory of

Television and Radio

Theater

Humanities

Classics

English

Judaic Studies

Library

Modern Languages and Literatures

Philosophy

Speech Communication Arts and Sciences

Sciences

Biology

Chemistry

Computer and Information Science

Geology

Health and Nutrition Sciences

Mathematics

Physical Education and Exercise Science

Physics

Social Sciences

Africana Studies

Anthropology and Archaeology

Economics

Education, School of

History

Political Science

Psychology

Puerto Rican and Latino Studies

Search for Education, Elevation and Knowledge (SEEK)

Sociology



Council of Student Governments (Article VI)

Membership. The three student government associations represent the College of Liberal Arts and Sciences (day session students), School of General Studies (evening- and weekend-session students), and graduate students. Each of the student government associations is governed by its own constitution. The presidents of the three student government associations serve as the Council of Student Governments.

Function. To charter or otherwise authorize athletic teams (excluding intercollegiate athletics), publications, organizations, clubs, and so on; to appoint student members to Faculty Council committees; to allocate the Student Government fee in accordance with the University Bylaws; to make recommendations to other College and University bodies.

Chapter 6: Administrative Structure of the College

The administrative structure of Brooklyn College is represented in the tables of organization provided in Appendix A. These tables are dated to establish a point of temporal reference for any future revisions. Major organizational changes occur from time to time; several have been effected in recent years.

The principal administrative divisions are:

- President
- Provost and Vice-President for Academic Affairs
- Vice-President for Finance and Administration
- Vice-President for Institutional Advancement
- Dean of Student Affairs

Reporting directly to the president is the Office of Affirmative Action, Compliance, and Diversity. The three vice-presidents, the director of government relations, the director of community relations, and the dean of student affairs report to the president. The provost is considered the senior vice-president.

The principal officers reporting to the provost are the associate provost, the assistant vice-president for enrollment services, the dean of undergraduate studies, the dean of research and graduate studies, and the chief librarian. Each of these offices has subsidiary offices as indicated on the tables. All academic departments report to the provost through their respective chairpersons. The associate provost and the undergraduate and graduate deans have oversight of and responsibility for specific matters related to the academic departments.

The principal officers reporting to the vice-president for finance and administration are the assistant vice-president for finance, budget, and planning/comptroller; the assistant vice-president for facilities planning and operations; the assistant vice-president for human resource services; the director of computing services; the director of budget and purchasing; and the director of legal services/college attorney.

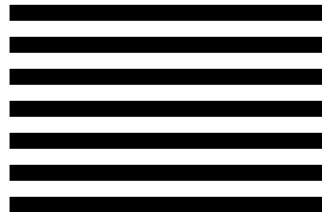
The principal officers reporting to the vice-president for institutional advancement are the director of development, the director of communications, the director of alumni affairs, and the producing director of CCSI/Brooklyn Center for the Performing Arts.

Chapter 7: Brooklyn College Workforce and Workforce Policies

The Brooklyn 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.).

Policy on Equal Employment Opportunity and Affirmative Action

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 employment opportunities in a working environment that allows employees to realize their full potential as productive members of the College community. To this end, it is the College's policy that its employment programs 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 matters irrelevant to productive participation in the programs of the College. Further, in keeping with local, state, and federal mandates and cognizant of the many benefits to be gained from a community of diverse experience and cultural heritage, the College pledges to act affirmatively in providing employment opportunities for qualified women, members of racial and ethnic minority groups, Vietnam-era veterans, and persons with disabilities.



All Brooklyn 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 Affirmative Action, Compliance, and Diversity. 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 Affirmative Action, Compliance, and Diversity, 2147 Boylan Hall, ext. 4128.

In addition to the College's Office of Affirmative Action, Compliance, and Diversity, 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. The telephone numbers of these offices may be found in the Manhattan telephone directory under government listings (blue-edged pages).

Sexual Harassment Policy

The policy of the City University of New York is to promote a cooperative work and academic environment of mutual respect among students, faculty, and staff. Harassment on the basis of gender is inconsistent with this goal and contrary to the University's policy of equal employment and educational opportunity. It is a violation of this policy for any member of the University community to engage in sexual harassment or for any member of the University community to take action against anyone for reporting sexual harassment.

The University's policy against sexual harassment is enforced by Brooklyn College through the Sexual Harassment Panel, which consists of students and members of the faculty, administration, and staff. There are both formal and informal procedures for dealing with complaints of or concerns about sexual harassment. Any person who believes that she or he has been harassed is encouraged to contact a member of the panel.

A complete statement of the University's sexual harassment policy and procedures and the names of members of the Sexual Harassment Panel may be obtained from the coordinator of the Sexual Harassment Panel or in the Brooklyn College Library; the Office of the Dean of Undergraduate Studies; the Office of the Dean of Student Affairs; the Office of Affirmative Action, Compliance, and Diversity; the Office of Legal Services; or the Office of Human Resource Services. The policy is also published on the College Web site at www.brooklyn.cuny.edu/bc/policies.

Workplace Violence Policy

The University 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, intimidation, or coercion.

The University prohibits workplace violence. Violence, threats of violence, intimidation, harassment, coercion, or other threatening behavior towards people or property will not be tolerated. Individuals who violate this policy may be removed from University property, are subject to disciplinary and/or personnel action up to and including termination and/or referral to law enforcement authorities for criminal prosecution.

The University, at the request of an employee or student, or at its own discretion, may prohibit members of the public, including family members, from seeing an employee or student on University property unless necessary to transact University-related business.

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

The complete text of this policy may be found on the CUNY policy Web site at www.cuny.edu/policy or by contacting the Office of Campus and Community Safety Services.

Chapter 8: Faculty Personnel Matters


Definition of Faculty

The Bylaws of the University define faculty as “all persons having faculty rank or faculty status.” **Faculty rank** is held by “all persons who are employed full time on an annual salary basis in titles on the permanent instructional staff, except college laboratory technicians,” and includes full-time faculty in the titles of assistant professor; associate professor; and professor. **Faculty status** is held by “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.”

For further information, see pertinent parts of the Bylaws: Article VIII, sections 8.1 to 8.3, and Article XI, section 11.7ff. The Bylaws may be consulted in the Office of Human Resource Services, 1231 Boylan Hall, or the Office of the Associate Provost, 3227 Boylan Hall. The Bylaws are also available online at www.cuny.edu/policy.

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 the publications, 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 their personal file annually.



The administration file contains only materials requested by the College or supplied to it in connection with a faculty member's initial employment, promotion, and tenure. An employee does not have access to this file. Faculty personnel files are maintained in each academic department. For further information, see Article 19 of the PSC-CUNY Agreement.

Faculty Recruitment

Faculty hiring must comply with the Brooklyn College and CUNY Equal Employment Opportunity and Affirmative Action policies (see Chapter 7) and with CUNY rules on publicizing vacancies. For additional information see Section 9.6 of the University Bylaws and the Brooklyn College Employment Discrimination Policy and Complaint Procedure. Faculty members may request a copy of the Employment Discrimination Policy and Complaint Procedure from the Office of Affirmative Action, Compliance, and Diversity.

Appointment and Reappointment Process

Full-time faculty in professorial titles, full-time instructors and full-time lecturers are subject to annual reappointment until tenure is achieved. During their first full year of service they are considered for reappointment during the spring semester; in subsequent years they are considered for reappointment during the fall semester. Upon recommendation of the College and approval of the CUNY Board of Trustees, tenure is granted effective September 1 of the eighth continuous year of appointment.

Instructors who have four or more years of continuous full-time service in that title immediately preceding appointment to the rank of assistant professor shall receive credit for two years of service toward the achievement of tenure in the title of assistant professor. A faculty member who wishes to waive this service credit must submit a written request to the assistant vice-president for human resource services by August 31 preceding the first full-year appointment as assistant professor.

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, part-time faculty who have served not fewer than six consecutive semesters (exclusive of summer sessions) in the same department during the three years immediately preceding the appointment may be appointed in the spring for the following academic year, if in the judgment of the College there is reasonable expectation of sufficient adjunct employment. Such appointments also depend on sufficient course registration, changes in curriculum, and adequate funds. For additional information, see Articles 9 and 10 of the PSC-CUNY Agreement and Section 9.7 of the Bylaws.

Tenure Procedures

Full-time faculty who have been appointed for a seventh consecutive year in nonsubstitute professorial titles are automatically considered for reappointment with tenure. The process begins during the spring semester of the sixth year of service and continues into the following fall

semester. The president of the College makes recommendations to the CUNY Board of Trustees during the fall semester.

Candidates for tenure must furnish their departments a current curriculum vitae, other completed College forms, and publications that have appeared since their initial appointment at the College. The materials are sent to four external evaluators.

A candidate's application is acted on initially by the department Appointments Committee and subsequently by: (1) the Divisional Promotion and Tenure Review Committee, consisting of one tenured associate or full professor (not the chairperson) from each department of the division, and (2) the College-wide Promotion and Tenure Committee, composed of all chairpersons in the College. Only the Divisional Review Committee interviews the candidate. Candidates are informed in writing by the department Appointments Committee and by the College-wide Promotion and Tenure Committee whether they have been recommended for reappointment with tenure.

Candidates who have not completed their full probationary period are eligible for tenure in exceptional cases, such as when appointment to the faculty entails continuation of tenure awarded at another academic institution or when a prestigious fellowship interrupts continuous service during the probationary period.

Tenure Criteria

As is the case with reappointment in general, accomplishments in the areas of (1) teaching, (2) scholarship and research, and (3) service are pertinent to decisions on reappointment with tenure. In the case of tenure, teaching effectiveness, scholarship, and professional growth are major factors, which may be supplemented by service to the department, the College, and the public.

Each untenured faculty member must be observed at least once a semester (during the first ten weeks of the semester) for an entire classroom period. She or he must also be invited to an evaluation conference with the chairperson or the chairperson's designee at least once a year. The observation and evaluation reports that memorialize these events and become part of the faculty member's personal personnel file provide evidence of her or his accomplishments in the three areas noted above. For further information, see Article 18 of the PSC-CUNY Agreement, the Max-Kahn Memorandum, and the Statement of the Board of Higher Education on Academic Personnel Practices in the City University of New York, effective January 1, 1976.

Promotion Procedures

Faculty in the titles assistant professor and associate professor are eligible for promotion to the titles, respectively, associate professor and professor. The promotion calendar is similar to the tenure calendar: it begins during the spring semester and extends into the following fall semester. In the fall semester, the president of the College makes recommendations to the board of trustees. Promotion generally becomes effective on January 1 of the next year.

Candidates for promotion to the rank of associate professor must furnish their chairperson a current curriculum vitae, other completed College forms, and, if untenured, publications that have been completed during the previous three years and accepted for publication. These materials are sent to four external evaluators. A candidacy is first considered by the department Promotions Committee, which consists of the chairperson, all professors and associate professors, and, subsequently, by (1) the divisional Promotion and Tenure Review Committee, consisting of one tenured associate or full professor (not the chairperson) from each department of the division, and (2) the College-wide Promotion and Tenure Committee, composed of all chairpersons. Only the Divisional Promotion and Tenure Committee interviews the candidate. Candidates are informed in writing by the department Promotions Committee and by the College-wide Promotion and Tenure Committee whether they have been recommended for promotion.

Candidates who do not receive an affirmative vote of a majority of professors and associate professors in the department may still be considered by subsequent committees upon written request to the president.

Candidates for promotion to the rank of professor must furnish their chairperson a current curriculum vitae, other completed College forms, and publications that have been completed during the previous three years and accepted for publication. These materials are sent to four external evaluators.

The same process of review applies to candidates for the promotion to the rank of professor. However, at the departmental review stage only full professors and the chairperson vote on promotions to professor.

Promotion Criteria

While judgments on promotion must be sufficiently flexible to permit a judicious balancing of excellence in teaching, scholarship, and other criteria, including service to the institution and the public, candidates for promotion to the rank of associate professor are expected to present evidence of scholarly achievement since their appointment as assistant professor and of continued effectiveness in teaching.

Candidates for promotion to professor are expected to meet all the qualifications for the rank of associate professor and also to have established a reputation for excellence in teaching and scholarship in their discipline. The decision on promotion to professor is based primarily on evidence of accomplishments since the last promotion.

Certificate of Continuous Employment (Lecturers)

Full-time lecturers shall be eligible for a certificate of continuous employment (CCE) upon their sixth appointment in that title. The guarantee of full-time reappointment accompanying CCE is subject to the conditions and limitations of the contract. CCE is valid only for the title of lecturer at the College issuing the certificate and does not transfer to other units of the University. Reappointments with CCE are reviewed in the same manner as tenure for faculty in professorial titles.

Faculty Leaves

(Scholarship and Creative Work)

The University provides full-time members of the faculty with various kinds of leave for research and other purposes. All academic leaves must be approved by a faculty member's department Appointments Committee and the College Personnel and Budget Committee. For further details about leaves, including application deadlines, faculty members may contact their department chairperson or the Office of the Associate Provost.

Fellowship leaves are available for research (including study and related travel), improvement of teaching, and creative work in literature and the arts. Tenured members of the instructional staff, including college laboratory technicians, are eligible for these leaves, as are certificated lecturers. Tenured instructional staff who have completed six years of continuous paid full-time service with the University, exclusive of nonsabbatical or fellowship leaves, are eligible for a fellowship leave (formerly sabbatical leave).

Fellowship leaves are available in three forms: one year at 80 percent pay; one semester at 80 percent pay (40 percent of the annual salary); or one semester at full pay. A full-year fellowship leave may be split between two fall or two spring semesters. Each application must be approved by the department Appointments Committee before being considered by the College Personnel and Budget Committee. Full-pay fellowship leaves are competitive and are considered only once a year, in February, by the College Personnel and Budget Committee.

Scholar incentive awards of up to one-quarter pay are intended to promote bona fide, documented scholarly work, including creative work in the arts. Full-time faculty in professorial titles, instructors, and lecturers who have completed at least one year of continuous paid full-time service with the University or six years of creditable service since the last such award are eligible for a leave of one or two semesters. Supporting documentation—evidence of outside funding or support, or a minimum of two letters supporting the project, solicited by the College from experts outside the institution—must accompany an application for this leave. A scholar may be compensated for up to 25 percent of her or his salary, but the total amount of the award plus outside support may not exceed 100 percent of the faculty member's salary. (NOTE: Untenured faculty members who receive a scholar incentive award may not count any part of the academic year in which the leave is taken toward tenure. Time served in the previous full academic year will connect with time served in the next full academic year following return from leave.)

Special leaves (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. Members of the faculty are totally relieved of work assignments for the duration of the leave of one or two semesters. It is Brooklyn College policy not to grant special leaves to untenured faculty except in rare and compelling circumstances, since this leave constitutes a break in service for purposes of tenure. Employees on

unpaid leaves are not covered by the University's health and welfare benefits once they are off the University payroll. Continuation of benefits is available on a self-pay basis for a period of eighteen months. It is important to contact the Benefits Office of Human Resource Services to obtain necessary information and forms.

Partial leaves of one or two semesters may be requested by full-time faculty in professorial titles, instructors, or lecturers who desire a reduction in teaching load with a proportionate reduction in salary. A partial leave relieves a faculty member only of teaching; other recognized faculty responsibilities, such as committee service, remain in force. A faculty member does not earn credit toward a fellowship leave while on partial leave.

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.

Faculty Leaves (Non-Academic)

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

Temporary disability leave. Faculty earn twenty days of paid temporary disability leave per year. Unused leave may be carried forward to a maximum balance of 160 days. Medical documentation is required for persons absent more than five consecutive calendar days, except weekends, holidays, and official recesses. The Personnel

Office may also request documentation in cases that suggest a pattern of leave abuse.

Family Medical Leave (FMLA). Persons who have completed twelve months of full-time service are entitled to up to twelve weeks per year of family medical leave to care for their own serious medical condition or that of their child, spouse, domestic partner; or parent; or for the care of a newborn or the adoption or foster care of a child. Family medical leave for the employee's own medical condition is charged to temporary disability leave and then to annual leave if the employee is in a category that accrues leave. FMLA leave to care for a child, a spouse or domestic partner; or the employee's parent must be charged to annual leave if the employee is in a category that accrues leave. If an employee does not accrue leave or has exhausted available leave, the balance of the twelve-week period will be without pay but with health benefits. Beyond the twelve-week period, medical leave will be without pay and without employer-paid health benefits; the employee has the right to continue health coverage under COBRA on a self-pay basis.

Family medical leave is subject to review and approval by Human Resource Services. Employees must conform to the University FMLA policy and must submit supporting medical documentation acceptable to Human Resource Services and the University. Denial of FMLA leave by the College may be appealed to the University.

Maternity leave. There is no separate category for maternity leave. After a normal birth, a mother is usually considered temporarily disabled for six weeks. Complications, such as surgical delivery, may extend the



period of disability. In some difficult pregnancies, a physician may determine that an expectant mother is disabled before delivery. Medical documentation acceptable to Human Resource Services is required to support the employee's absence.

It is important to note that temporary disability leave runs concurrently with family medical leave (see above); that is, the first day of absence for medical reasons is the first day of temporary disability leave and also the first day of FMLA leave. Expectant mothers are urged to meet with the staff of Human Resource Services early in pregnancy to be fully informed of their benefits and leave options.

An untenured faculty member who goes on unpaid maternity or child care leave may not count the affected academic year toward tenure. Time served in the previous full academic year will connect with time served in the next full academic year after return from leave. Alternatively, a faculty member may wish to put himself or herself forward with his or her regular tenure class, that is to say, technically, to apply for early tenure. This option must be discussed with the employee's chairperson, the associate provost, and Human Resource Services.

Special leave for child care. All members of the instructional staff are entitled to up to eighteen months of unpaid leave to care for a newborn child for whom they are legally responsible (see Article 16.8 of the PSC-CUNY Agreement). This leave runs concurrently with FMLA.

Retirement leave (Travia). Faculty who meet the requirements for retirement in their respective pension tiers, who have made a bona fide application for retirement, and who have 160 days of unused temporary disability

leave in their leave bank will be placed on paid Travia (terminal) leave of five months. Persons with fewer than 160 days of unused temporary disability leave will be placed on paid Travia leave for calendar days—excluding weekends, holidays, and official recesses—equal to one-half the unused temporary disability days banked.

Annual leave and holidays. Annual leave for teaching faculty is contractually set as the day following spring Commencement through the day prior to the first day of fall semester classes. Library faculty hired prior to January 1, 1988, accrue thirty days of annual leave per year. Those hired on or after January 1, 1988, earn twenty days of annual leave the first year and add one day on each anniversary of date of hire to a maximum of thirty days per year. Holidays are set by the University. A copy of the official holiday calendar may be downloaded from the Human Resource Services Web site:
www.brooklyn.cuny.edu/bc/offices/hr.

Jury duty. Faculty called to jury duty must notify their department chairpersons and Human Resource Services before beginning their service. Faculty who serve during the academic year may not keep their stipends. Faculty who serve during the annual leave period may keep their stipends.

Military service. The University has an established procedure, in conformity with New York State Law, that accords reservists twenty-two paid work days or one calendar month of service each year. Faculty whose days of service exceed that period cannot be paid for the extra days.

Chapter 9: Faculty Responsibilities

Multiple Positions

It is a long-standing policy of the City University of New York that persons appointed to full-time faculty positions at any campus must consider that appointment, and its attendant responsibilities to teaching, service, and scholarship and research, their primary professional commitment. For this reason, no other employment is permitted unless it relates to the professional interests, strengthens the professional competence, or enriches the professional performance and does not interfere with the professional standing of a faculty member. Even where outside work or employment satisfies these conditions, the multiple-position policy of CUNY limits the time that a full-time faculty member may give to such activities during the academic year to an average of one day a week. The PSC-CUNY Agreement places specific restrictions on multiple teaching and nonteaching positions within CUNY.

The CUNY multiple-position policy affirms that, with the exception of additional teaching, extra compensation may not be paid to full-time faculty members for work done during the academic year within CUNY or any of its associated organizations, regardless of the source of funding, except for urgently needed short-term assignments. The policy also restricts the compensation faculty may receive for summer teaching within CUNY, for participation in a special summer training institute, or for participation in a scholarly research project supported by outside funding.

Brooklyn College's Council on Administrative Policy (CAP) has approved additional regulations, which prohibit multiple-teaching positions for certain department and College administrators.

Recognizing that faculty in untenured professorial titles and instructors must devote substantial time to research and creative and scholarly work, CAP also prohibits multiple-teaching positions in these categories. Faculty members may obtain complete statements of CUNY and Brooklyn College multiple-position policies from the Office of the Associate Provost. The CUNY multiple position policies (section 5.14) may also be found online at www.cuny.edu/policy.

Multiple-position forms submitted each semester are reviewed by the department Appointments Committee and the Office of the Associate Provost.

Senior Faculty Responsibilities

The University recognizes that senior faculty members (associate professors and professors) have a special responsibility to orient junior faculty and new faculty and to maintain the academic vitality of a department. Senior faculty members are expected to give guidance and assistance to new and junior faculty on matters of teaching and scholarship and to conduct teaching observations or other peer evaluations at the request of the department chairperson.

Faculty Attendance

All faculty members are obligated to meet all classes at the time and place scheduled and for the prescribed number

of hours. Classes must meet for the full fourteen weeks of the semester (plus the scheduled final examination) and the full duration of the summer session, in accordance with the College calendar. Except for library bibliographic instruction, library assignments or written assignments are not acceptable substitutes for a class meeting.

Classes must meet at their assigned time as indicated in the *Schedule of Classes*. Any deviation from this schedule, including scheduling classes during common hours (Tuesday and Thursday, 1:30 to 3:30 p.m.) must receive prior written approval by the department chairperson and the dean of undergraduate studies or the dean of research and graduate studies. Classes must begin promptly at designated start times; repeated delays constitute a de facto deviation from the *Schedule of Classes* and are, therefore, not permissible without prior approval. Final examinations must be given at times designated in the *Schedule of Classes*.

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, West Quad Building, ext. 5148.

During the academic year (summer leave excluded), faculty members who wish to be off campus for professional reasons, such as professional conferences or meetings, must obtain approval of the department chairperson. Also, arrangements must be made to have any missed classes taught by another faculty member. 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 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. For absences due to illness of more than five consecutive calendar days (exclusive of weekends, authorized holidays, and recesses), faculty must file with Human Resource Services a temporary disability leave form accompanied by a physician's report.

All full-time faculty members are expected to attend monthly department meetings and the semiannual Stated Meeting of the Faculty.

Workload and Teaching Assignments

In accordance with the Workload Settlement Agreement between CUNY and the PSC, the annual workload for full-time faculty in professorial titles is twenty-one hours and for full-time instructors or lecturers, twenty-seven hours. For persons holding substitute appointments in these titles, the annual workload is, respectively, twenty-four hours and thirty hours. Fall and spring semesters and winter intersession are included in calculating annual workload hours. Teaching, administrative assignments, or other activities performed during the summer annual leave period are subject to the limitations of the CUNY multiple-position policy (see above).

The current PSC-CUNY Agreement permits the faculty workload to be managed over a three-year period: classroom contact hours not scheduled in one year because the courses assigned to the faculty member do not permit an exact correspondence with the stated workload may be scheduled in a subsequent year within the three-year period. Thus, a faculty member's workload in a given year may differ from the figures above. Calculated over a three-year period, the average annual teaching contact hour workload should equal the above hours. The three-year periods are discrete cycles (i.e., not continuous or rolling) that begin only when the faculty member deviates from the annual workload hours above.

As noted in Chapter 5, a department chairperson is responsible for arranging the programs of the members of his or her department and 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. Courses taught at the Graduate Center during an academic year are calculated in the annual workload. Also included in the annual workload calculations are reassigned time hours for departmental or College-wide administrative functions and special research/scholarship activities.

Faculty are generally given workload credit for teaching organized classes that meet at regularly scheduled times according to a formula that equates workload hours and classroom contact hours. For other courses, including independent study sections and tutorials, the College uses the following compensation formulas:

- For each independent study and tutorial section, a half-hour for the first student and a quarter-hour for each additional student, total compensation not to exceed the credit for the course; where a faculty member supervises independent study work on different topics, the compensation formula is a half-hour per student.
- A half-hour for each master's thesis student.
- For internship and fieldwork courses, where the primary responsibility of the faculty member is coordination, one eighth-hour per student.
- In the doctoral program the workload compensation for independent study sections and supervision of dissertations is six-tenths hours per student.

Adjunct faculty, excluding graduate assistants, shall not be assigned more than nine classroom contact hours during a given semester in any one unit of CUNY. During that semester the adjunct may also teach a maximum of one course of not more than six hours at another unit of CUNY. Adjuncts are also permitted to teach one additional course in a special immersion program during the intersession period.

The current agreement between the City University of New York and the Professional Staff Congress-CUNY requires one professional hour weekly of adjuncts who teach six or more contact hours at one CUNY campus. This provision does not apply to nonteaching adjuncts, to employees with full-time appointments, or to employees appointed to summer-session teaching. The professional hour is to be used for professional assignments related to

the adjunct faculty member's academic responsibilities, including, but not limited to, office hours, professional development, and participation in campus activities, training, and orientation workshops. It is scheduled in consultation with the chairperson at the beginning of the semester.

Graduate students who hold the title of graduate assistant A shall not be assigned more than 240 contact teaching hours or 450 hours of nonteaching assignments during the work year.

Graduate students who hold the title of graduate assistant B shall not be assigned more than 120 contact teaching hours or 225 hours of nonteaching assignments in the B title during the work year. If a graduate assistant B also holds an adjunct or other hourly position, his or her combined assignment may not exceed 240 contact teaching hours or 450 hours of nonteaching assignments during the work year.

Graduate students who hold the title of graduate assistant C (a purely teaching position) shall be assigned a maximum of 180 classroom-teaching hours during the work year. They are also permitted to hold an adjunct teaching position if the combined assignment does not exceed 270 teaching hours during the work year.

Course and Classroom Requirements

Course prerequisites and corequisites. SIMS, the Student Information Management System (see the section "Counseling Responsibilities" below), blocks students from registering for a course in the absence of the prerequisite or corequisite courses listed in the Brooklyn College

Bulletin. In departments whose courses have many pre- and corequisites, students may be required to contact the department to obtain departmental permission, which is then entered in SIMS.

During the first class meeting of the semester, faculty should remind students of the stated prerequisites and corequisites of a course. In general, students lacking any prerequisite or corequisite should be advised to drop the course or add the corequisite before the end of the first week of classes.

Course syllabus. All faculty members are expected to organize their courses for greatest teaching efficacy over a fifteen-week semester. All requirements of a course must be explained clearly and completely at the first class meeting.

All faculty members should provide students with a clear and practical course syllabus that helps them plan and structure their studies. Ideally, a course syllabus should include the following information:

- a. Course learning objectives;
- b. A list of all required books and other materials for the class (with prices, if known);
- c. Assignments for each class meeting, lab requirements, and due dates for papers or other projects;
- d. Attendance requirements;
- e. Date, time, and place of the midterm examination and the final examination;
- f. Criteria for determining the final grade for the course and specific weight of each component of

the course, including the mandatory final examination, except for those courses exempt from this requirement;

- g. An indication whether the final grade will be based on a curve or scale;
- h. A reminder of the Academic Integrity Policy (see Chapter 10);
- i. An indication whether students will be given an opportunity to revise and resubmit essays or other assignments;
- j. The instructor's office location and office hours; and
- k. The instructor's office telephone number or department number where messages may be left, the instructor's home telephone number (optional), and the instructor's e-mail address.

Please bear in mind that Brooklyn College PrintWorks, 0200 Boylan Hall, ext. 5463 or 5464, requires at least one week to print a course syllabus. It is also highly recommended that the syllabus be placed on the course section's Blackboard electronic course management site. (See Chapter 11 for Blackboard information and instructions.)

Auditors should be informed of their responsibilities in a course at the time of registration.

Course readings and other materials. Assigned textbooks should be ordered well in advance of the start of a course to ensure their timely arrival at the College Bookstore (see Chapter 11). The same lead time should be observed to

place books, documents, articles, media and other materials on electronic reserve, as well as on-site in the Library (see Chapter 11). With advance notice, copy services in the immediate neighborhood will prepare a packet of supplementary readings for a course. Reproduction in bulk may be done by Brooklyn College PrintWorks. Copyrighted materials may not be reproduced by PrintWorks without permission from the publisher. Conformity with copyright restrictions in the production and sale of course packets and the presentation of materials on a Web site, including Blackboard, is the responsibility of the instructor.

At the first class meeting faculty often give their students a basic bibliography or reading list of materials other than the books to be purchased for the course. These may include a course packet of additional photocopied readings, books or audiovisual materials placed on reserve in the library, software on reserve in a computer laboratory, and Web sites for the course. This bibliography should be part of the course syllabus. Exact locations of all materials should be clearly stated.

Semester schedule. Many new students are not familiar with the pattern of the academic cycle and need to be reminded of key dates during the semester: last day to add a class; last day to drop a class (with or without “W” grade); filing date for graduation; last day to make up incomplete grades from the previous term; the date, time, and place of the final examination. In particular, students need to be reminded of the importance of withdrawing from a course before the tenth week of the semester in

order to avoid a penalty grade. First-year students, especially, are often ignorant of these dates and of the wisdom of dropping a course for which they cannot prepare adequately.

These dates and the procedure for dropping a class appear in the *Schedule of Classes*. Students should also be urged to read the section of the Brooklyn College *Bulletin* on the academic regulations of the College.

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 maintain and/or submit attendance records in a timely manner may hinder students from receiving their financial aid awards.

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 at one of the first meetings of a course.

Students with excessive absences should be reminded of your attendance requirements. You may seek legitimate, documented excuses from such students.

Class-size limits are determined by chairpersons in consultation with the dean of undergraduate studies and the dean of research and graduate studies 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. An instructor who wishes to admit students into a course beyond its assigned limit should give the students' names and ID numbers to the department office so that overalls may be entered in SIMS, the Student Information Management System. This must be done before the end of the first week of classes, the period when a student may add a course.

Classroom decorum. To preclude distraction or disruption, it is reasonable to request that electronic devices such as beepers, cell phones, and, in some instances, notebook computers be turned off during the classroom period. Tape recording is permitted at the discretion of the instructor. Disruptive students should be reported immediately to the Office of the Dean of Student Affairs, 2113 Boylan Hall, ext. 5352.

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. At each of the last three class meetings of a course, instructors should remind students of the date, time, and place of the final examination.

Multiple copies of examinations should be reproduced well in advance by BC PrintWorks, using the account number of the faculty member's department. For security reasons, only the instructor is permitted to pick up copies of an examination prepared at PrintWorks.

Faculty are required to give final examinations in the fifteenth week of every undergraduate course unless

specifically exempted by Faculty Council. Since the total number of hours required by the New York State Education Department includes the final examination period, final examinations may not be given during the last week of classes but only during examination period.

Dates of undergraduate final examinations are listed in the *Schedule of Classes* and on the Office of the Registrar's Web site. The time of a scheduled examination may be changed only with approval of the department and the Office of the Registrar.

A student who is absent from a final exam may be given a grade of INC (see the section "Registration and Grading Procedures," below). The Center for Academic Advisement and Student Success (CAASS), in concert with the faculty member, grants permission for undergraduate makeup examinations and absentee examinations. Graduate students must obtain permission for makeup and absentee examinations from the Office of the Dean of Research and Graduate Studies.

A candidate for graduation may receive authorization from CAASS, with the concurrent approval of the instructor or the department chairperson, to take a reexamination to raise the final grade of a course taken in the student's last term and required for graduation.

Weekly graduate seminars that do not have a final examination should hold their last meeting during the fifteenth week of the semester. An official list of courses that are exempt from final examinations is maintained by the Office of the Registrar.

All copies of final examinations must be kept by a department for at least one year in the event a student

wishes to see the exam or appeal a grade. Faculty should inquire in their department where final examinations are stored.

The Scheduling section of the Registrar's Office, West Quad Building, ext. 5418, is responsible for scheduling all undergraduate final examinations and for any changes in the final examination schedule. Students or faculty may contact the office whenever a student encounters a conflict between final examinations or whenever there is any question about the final examination schedule.

Papers. When assigning a paper, 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);
- footnotes and bibliography, including recommended style;
- acceptability of e-mail submission, including acceptable file formats;
- due date.

Students are greatly helped by a schedule of specific dates, i.e., when their research should be completed, when an outline and a first draft should be done, and when the final paper must be submitted. Some faculty members ask to see the earlier stages of students' papers. Students who require extra help in writing papers should be referred to

the Learning Center (see Chapter 12).

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.

Audiovisual and computer equipment. Teaching may be made more effective by using audiovisual materials, including CD-ROMs, DVDs, or the Internet. Faculty members should check what equipment the department owns before contacting the New Media Center (see Chapter 11).

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. For additional information, consult the Faculty Guide to Computing.

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 Web sites to be used in a course.

Field trips. Field trips must be approved by the department chairperson and the undergraduate or graduate dean. All students participating in a trip, including minors, must complete a release form, which may be obtained from the Office of Legal Services, 1405 Boylan Hall. The forms have

been adapted from the University's "Rules and Regulations Governing Field Trips Involving Students Who are Minors" and must include the name of a relative to be contacted in case of emergency.

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.

If a student becomes ill in class. Medical emergencies should be reported immediately to the Office of Campus and Community Safety Services (ext. 5511). 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. Before the withdrawal deadline—the end of the tenth week of the semester (see the *Schedule of Classes*)—at least one 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.

Alerting failing students and providing early warning to freshman students. Instructors must caution students who are doing poorly before the end of the tenth week so that those with insurmountable difficulties may withdraw from the course with a “W” grade. Poor performance is usually defined as a grade lower than C.

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.

SEEK students in difficulty should be seen in conference and referred to counselors in the SEEK Department, 2207 Boylan Hall. They need a counselor’s permission to drop a course. The same obtains for ESL students, who should be referred to a counselor in 1420 Ingersoll Hall. Graduate students in difficulty should speak

to the graduate deputy or program head. Other academic matters may be discussed with the coordinator of graduate studies in the Office of the Dean of Research and Graduate Studies, 3238 Boylan Hall. Graduate students in education may wish to see the dean or an assistant dean in the School of Education.

Roberta S. Matthews Center for Teaching

2420 Boylan Hall, ext. 521 | The center offers a wide range of practical resources to improve pedagogy. At a monthly Brown-Bag Lunch, a specific topic is explored, such as “How to Write an Accurate Exam,” “The Unbearable Lightness of Grading,” or “How to Create a Syllabus.” The center also presents at least one program each semester in its Teachers on Teaching series, which sponsors discussions with Brooklyn College faculty known for their excellent pedagogy. At least once a year, the center sponsors a daylong conference to which guests from other CUNY campuses and from outside the University are invited to consider such themes as “Teaching the World in Your Classroom,” “Scholarship and Pedagogy: Can They Cohabit?” and “Teaching Writing Across the Curriculum.” A schedule of activities may be obtained by calling the office.

Study-Abroad Programs

Brooklyn College is affiliated with a number of study-abroad programs, described in the *Brooklyn College Undergraduate Bulletin*. If you wish to work with or initiate such a program in your department, speak to the chairperson and the Dean of Undergraduate Studies.

Center for Student Disability Services

138 Roosevelt Hall, ext. 5538. It is the policy of the University and of the College, pursuant to federal, state, and local law, to provide meaningful access to College programs and activities to all Brooklyn College students with disabilities, so that they may demonstrate mastery of unmodified course material. The center will arrange accommodations and support services for students with disabilities. (See Chapter 12 for a description of the program.)

Students who request accommodation for a disability 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 program. (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 Affirmative Action, Compliance, and Diversity will resolve the matter. Meanwhile accommodation must be provided until it is set aside or modified by the compliance officer.

Counseling Responsibilities

“Student guidance” is among the nine elements considered when academic performance of a faculty member is reviewed (see the PSC-CUNY Agreement, Article 18, Professional Evaluation). CUNY full-time faculty are contractually obligated to make themselves available to students. At Brooklyn College full-time faculty are asked to set aside two or three regular office hours on campus each week during the semester. Departments assign office space to help faculty meet this responsibility (see Article 30 of the current PSC-CUNY Agreement). Adjunct and other part-time faculty exempt from the professional hour have no obligatory office hours, although most departments assign them an office. Many adjuncts who wish to improve their teaching effectiveness hold office hours on their own time before or after class.

Instructors should inform their chairperson of their office hours at the beginning of each semester. They should also publish these hours in their course syllabus and on the College Web site.

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) an independent study project; (5) a problem at home (e.g., family conflict, financial uncertainty) or with another teacher or course.

The College’s automated student records systems are useful in academic counseling:

- **WebCentral** (<https://portal.brooklyn.edu>) is a new Web-based informational portal for faculty. Like the student version of WebCentral, faculty members create their own personal Central ID and password, which allows one-click access to many useful tools.

From the WebCentral portal, faculty may view their assigned teaching schedule; view or export class rosters; access WebGrade, Attendance Online and Student Degree Progress reports (degree audit); manage Access Codes; and communicate by posting information to the student portal. Certain tools on the WebCentral portal may require SIMS/SALI access approval.

- **SIMS** (Student Information Management System) is Brooklyn College's computerized system of student records. SIMS access allows faculty advisers to view transcripts or enter permissions for courses during the registration period. Access to SIMS is obtained at the chairperson's written request to the registrar.
- **SALI** (SIMS Access Local Area Network Interface) is Brooklyn College's student records system in a Windows environment. It gives departments easy access to rosters, student lists, labels, and other student-related information. An application form for SALI access is available from the Computer Center's Help Desk or the Office of the Registrar.

Course counseling. Faculty may help students immensely by meeting individually with them to discuss their term projects. Students most commonly need help with research and with organizing their papers. Staff members at the Magner Center for Career Development and Internships, 1303 James Hall, ext. 5696, help students manage their time effectively to complete a project on schedule.

Students having difficulty studying or writing may be referred to the Learning Center, 1300 Boylan Hall, ext. 5821, for tutoring (see Chapter 12). Tutoring may also be available in a department. Please consult the 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. On complaints about final grades, see "Grade Appeals," below.

Curricular and registration counseling. Faculty members may be asked to assist with departmental counseling during peak registration periods. The chairperson of each department usually oversees the assignment of registration-counseling duties. The Brooklyn College *Bulletin* and the *Schedule of Classes* are useful resources for counseling students, especially during registration periods.

Curricular or registration problems beyond the purview of a department should be referred to the Center for Academic Advisement and Student Success (CAASS), 3207 Boylan Hall, ext. 5471 (undergraduates), or to the Office of the Dean of Research and Graduate Studies, 3238 Boylan Hall, ext. 5252 (graduate students).

Graduate students in the School of Education should go to 2105 James Hall, ext. 5447. Counselors at these offices will answer faculty members' questions over the telephone.

Career counseling. As an expert in your field, you 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 Center for Career Development and Internships.

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

Independent study. Independent study is intended for mature, highly motivated students who undertake a project under a faculty member's guidance. A student should be informed of the purpose, schedule, and expected result of a particular study at the beginning of the semester, in writing if you prefer. Chairpersons should be informed of these independent study projects before the start of the semester. For College policy about faculty workload compensation for independent studies, see the section "Workload and Teaching Assignments," above.

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 student

ombudsperson, Office of the Dean of Student Affairs. A useful brochure, *How to Identify, Assist, and Refer Students with Personal Problems and/or Disruptive Behavior*, is available in Personal Counseling, 0203 James Hall, ext. 5363.

A new student medical withdrawal and re-entry policy was adopted by the University effective July 2007. Its purpose is to provide an alternative to the disciplinary process for addressing threatening or disruptive student behavior; when such behavior may be related to a mental health or other medical condition. In such cases the Office of the Dean of Student Affairs should be notified so that appropriate action may be taken.

A congenial yet professional demeanor is appropriate to 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.

Registration and Grading Procedures

Faculty members should consult the current Brooklyn College *Bulletin* for changes in procedures described below.

Class rosters. 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.

During a term, instructors receive four class rosters for each course section: first-day rosters, first-week rosters, online attendance rosters, and online grade rosters. Both the online attendance and grade rosters are accessed via the WebCentral portal (<https://portal.brooklyn.edu>).

The registrar distributes hard copies of first-day and first week class rosters to faculty; these need not be returned. Approximately six weeks into the semester, the registrar posts rosters of each course on the Web using the Attendance Online system. Attendance Online enables an instructor to indicate that a student listed on the official registration roster never attended class or to show the last date of attendance. In accordance with New York State and CUNY requirements, instructors must review these rosters and return them to the registrar. A student who claims to be registered in a class but is not listed on the online roster should report immediately to the Office of the Registrar, West Quad Building.

Course grades are submitted to the registrar by the WebGrade system also accessed via the WebCentral portal. A student whose name does not appear on the grade roster must report to the Office of the Registrar. Faculty members are expected to submit final grade rosters promptly, usually within forty-eight hours of administering an exam.

Verification grade rosters for the preceding semester are distributed in hard copy approximately three weeks into a given semester. Instructors should note discrepancies, sign each roster, and return them to the Office of the

Registrar:

Registration procedures. Continuing undergraduates and all graduate students may register by telephone or via WebSIMS. Freshmen and new transfer students register in person through the Office of the Dean of Undergraduate Studies. Late registration takes place throughout the first week of classes.

During the first ten days of classes, students may apply to the Office of the Registrar to take a course Pass/Fail. An instructor receives no notice of a student's grading option.

With permission of the instructor and the department chairperson, students may add a course during the first twenty-one days of a semester. During this same period students may drop a course. Late add or drop forms are available in the Office of the Registrar.

From the fourth through the tenth week of the semester students may apply at the Office of the Registrar to withdraw from a course. The grade of "W" will automatically appear on the final grade roster.

Auditing. With permission of the instructor and the department chairperson, anyone may audit a course if there is room in the class. Auditors must register in the Office of the Registrar, beginning on the first day of classes. Auditors receive no grade and no credit toward a degree. For additional information, see the *Schedule of Classes*.

Reporting grades to students. Under no circumstances should students' final grades be posted in a public place, such as on a bulletin board or an office door. Grades are made available on the Web and by telephone via SIMS,

the Student Information Management System, within twenty-four hours of submission.

Students may check their grades via the telephone registration system, (212) 671-2700, or on the Web. In October, the registrar mails a printed transcript to every currently enrolled student.

Authorized grades. A student who has satisfied the requirements of a course may receive one of the following final grades (listed with grade-point equivalent):

** These grades are used at the undergraduate level only.*

Undergraduate Division grades. D- is the lowest passing

A+ 4.00	B+ 3.30	C+ 2.30	D+ 1.30*
A 4.00	B 3.00	C 2.00	D 1.00*
A- 3.70	B- 2.70	C- 1.70*	D- 0.70*
			F 0.00

grade for undergraduate courses. Percent equivalents in the Undergraduate Division are as follows:

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

INC (incomplete) should be given only when there is a reasonable expectation that a student can successfully complete the requirements of the course. This includes students who have not taken the final examination but are expected to pass after its completion.

INC grades at the undergraduate level are changed to FIN (equivalent to an F) if a student fails to resolve the grade by the middle of the following semester; i.e., mid-April or mid-November.

PEN (pending) should be given only when an instructor has determined that a student has violated the CUNY Policy on Academic Integrity, has submitted a Faculty Action Report form reporting the violation, and is seeking both an academic and a disciplinary sanction.

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

CR (credit) is used only for Television and Radio 70.

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

Pass/Fail option. 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. Honors courses may not be undertaken for a P/F grade. Pass grades may not be changed to another grade. Courses completed with a Pass grade are not computed in determining eligibility for the Dean's Honor List.

Graduate Division grades. C is the lowest passing grade in the Graduate Division. Grades of C-, D+, D, and D- are not applicable. The F grade denotes failure to satisfy requirements of the course.

INC (incomplete) is given only when there is a reasonable expectation that a student can successfully complete the requirements of a course.

A grade of INC at the graduate level must be resolved within a period determined by the instructor but not to exceed one year from the end of the term in which the course was taken. If a student fails to complete required work in this period, the grade automatically becomes FIN, which is equivalent to an F.

A student who receives an INC grade for not completing the final examination and has permission of the Office of the Dean of Research and Graduate Studies must take a makeup examination by the end of the following semester. If a student does not receive permission or fails to take a timely makeup exam, the grade automatically becomes FIN, which is equivalent to an F.

PEN (pending) should be given only when an instructor has determined that a student has violated the CUNY Policy on Academic Integrity, has submitted a Faculty Action Report form reporting the violation, and is seeking both an academic and a disciplinary sanction.

SP (satisfactory progress) is used for graduate-level thesis research courses when the thesis has not been completed and for special courses that extend over more than one semester.

P (passed) is used only when a graduate-level thesis has been handed in and approved by the Dean's Office.

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

Withdrawal from courses. Undergraduate or graduate students who unofficially withdraw from a course—i.e., stop attending during the semester—should be assigned a grade of WU or WN. WU signifies that there was either insufficient basis for a grade or the student was passing the course when he or she stopped attending. WN is assigned to students who appear on the official registration roster but never attended class.

WF is an official withdrawal initiated by the student or the College, indicating a student was failing prior to leaving the course.

WF, WU, and WN are penalty grades equivalent to F. Therefore, students are well advised to request official withdrawal from a course (W grade) before the end of the tenth week of classes.

Departmental honors. Requirements for departmental honors vary by department and are available from the department office. Department faculty confer departmental honors by majority vote. Departmental honors, as verified by the Degree Audit unit in the Office of the Registrar, are entered on a student's transcript and, at the student's request, on the diploma as well.

F-grade replacement. Students who received a failing grade (F, FIN, WF, WU, or WN) in a Brooklyn College course and who retook the course at Brooklyn

College and earned a grade of C- or better may have the failing grade replaced by the passing grade in the calculation of a cumulative grade point average. The original failing grade will remain on the transcript, preceded by a pound sign (#). A note in the "Comments" section will indicate that the failing grade was replaced. The failing grade is used in computation of the grade point average only for the term in which the student received it. No more than sixteen failing undergraduate credits or six graduate credits may be replaced with passing credits in the calculation of a cumulative grade point average. Please see the official F-grade Replacement policy for special limitation.

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. INC grades may be changed when the missing work or examination is submitted. The appropriate deadlines are published in the *Schedule of Classes* each semester. INC grades not resolved by deadlines stipulated by the College automatically become FIN, equivalent to failure. Once a letter grade has been assigned and recorded, the instructor may not accept additional work to raise the grade.

To change a grade, an instructor must submit a Request for Change of Grade form, available in the department, to the department chairperson. If the

request is approved, the chairperson or the deputy chairperson countersigns the form. Forms for grade changes for undergraduates are sent to the Center for Academic Advisement and Student Success (CAASS); those for graduate students are sent to the Office of the Dean of Research and Graduate Studies. The appropriate office either approves the change and forwards it to the registrar for entry on the student's transcript or returns it to the department of origin with reasons for its disapproval. In either case, the student is notified of the decision by CAASS or the Office of the Dean of Research and Graduate Studies.

Grade appeals. Grade appeals proceed through three stages:

- i. A student speaks with the instructor who assigned the grade to assure that the grade is accurate and that it reflects all work submitted.
- ii. If not satisfied, the student may ask the department chairperson for a review. The chairperson will refer the case to a department appeals committee, which reviews written evidence (and, in some cases, hears testimony) provided by both the student and the instructor. If the appeals committee recommends that a grade be changed, the department should inform the Center for Academic Advisement and Student Success (CAASS) (for undergraduate courses) or the coordinator of graduate studies (for graduate courses) and submit a change of grade form.

- iii. The student or the instructor may appeal a department decision to Faculty Council's Committee on Course and Standing (for undergraduates) or the Committee on Graduate Admissions and Standards (for graduate students), whose decision is final.

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. Breach of institutional policy can be disciplined by closing a SIMS computer account.

An institution is answerable to a student's parents until the student reaches eighteen 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.

The Family Educational Rights and Privacy Act 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 computer 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 an office or workstation area,
- Do not leave a computer unattended when logged into SIMS or SALL,
- Do not leave printed documents in view of those who may enter an office or workstation 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 or need further information, please consult the registrar.

Faculty Serving as Principal Investigators with Respect to Sponsored Program Employers

See Appendix E.

Use of Hazardous Materials

Faculty members who work with hazardous chemical, biological, or radioactive materials must know and follow appropriate safety procedures.

Office of Environmental Health and Safety (EHS),

1219 Boylan Hall, ext. 5400. The office implements mandated environmental and occupational health and safety programs and provides technical and administrative support in matters of radiation safety, management of hazardous materials, occupational health and safety, and chemical safety.

The office maintains service contracts for chemical waste and biomedical waste removal and a radiation safety badge service. The College's standing committee on radiation safety concerns itself with the safe use, storage, and disposal of radioactive materials.

Use of Human Subjects in Research

All research that is conducted as an institutional responsibility of a University employee or that uses University property must conform to regulations of the U.S. Department of Health and Human Services.

In all activities involving human subjects:

- the rights and welfare of a subject must be adequately protected;
- the risks to a subject must be outweighed by the potential benefits to him or her or by the importance of the knowledge to be gained;
- informed consent of the subject must be obtained by adequate and appropriate methods;

- conduct of the activity must be reviewed at timely intervals by a college's Committee on the Rights and Welfare of Human Subjects.

Such concern for the rights of a subject must be made evident in planning, requesting support for, conducting, and reporting on the projects.

All funded and nonfunded research by faculty members—on campus or elsewhere—involving human participants must be reviewed and approved prior to inception by the Brooklyn College Committee on the Rights and Welfare of Human Subjects. This requirement also applies to research performed on campus by persons not associated with Brooklyn College.

A manual describing University policies and application procedures is available from the Office of the Brooklyn College Committee on the Rights and Welfare of Human Subjects, 4110 Ingersoll Hall, ext. 1232 or 5026. This information is also available online at www.rfcuny.org. The chairperson of the committee may be consulted on the use of human participants in research or on the review process.

Care and Treatment of Laboratory Animals

It is the official policy of the City University of New York that research and educational activities involving laboratory animals meet the requirements of the U.S. Department of Agriculture, U.S. Department of Health and Human Services, and New York State Department of Health with respect to care and use of such animals. Protocol review, control of animal purchasing, and assurance of adequate

veterinary care and facilities are the responsibility of the Brooklyn College Institutional Animal Care and Use Committee (IACUC). The IACUC reports annually to the agencies named above. The members of the committee are appointed by the president.

A complete policy statement may be obtained from the Office of Legal Services, 1405 Boylan Hall, ext. 3118.

Academic Convocations and Public Occasions

Commencement. Each year chairpersons select, on a rotating basis, one-third of a department's tenured or certificated faculty to take part in Commencement Exercises. The College also welcomes other faculty members who wish to participate in the exercises. They should notify their chairperson or the dean of student affairs, 2113 Boylan Hall, ext. 5352.

Presidential Convocation. The chairperson and an additional representative from each department are invited to the annual Presidential Convocation held for all incoming undergraduates at the beginning of the academic year.

Open houses. From time to time, the Office of the Assistant Vice-President for Enrollment Services will request that departmental representatives attend open houses for prospective or admitted students.

Chapter 10: Other Policies and Regulations Concerning Academic and College Life

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 an alleged violation has occurred or if the student admits to the violation, the faculty member must report the violation.

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

College Procedures. These procedures aim to facilitate the transparent and timely processing of cases while, at the same time, protecting students' due process rights.

- An instructor who suspects a student of violating the CUNY Policy on Academic Integrity should allow the student to complete the assignment in question. Afterwards the instructor should review with the student the facts and circumstances of the case whenever possible.
- Before filing any report or seeking any sanction, the instructor should collect evidence to support his or her case. Copies of all pertinent materials should be made and relevant Web pages should be printed.

- In determining a sanction the instructor should consult with the academic integrity official and the department chairperson. The academic integrity official will request from the Office of the Dean of Student Affairs information on the student's history of previous violations. In cases where a disciplinary sanction is being considered, the dean of student affairs should also be consulted. The choice of sanction sought will rest with the faculty member in the first instance, but the College retains the right to bring disciplinary charges against the student.
- When only an academic sanction is sought, the instructor submits the reduced grade to the registrar and completes the Faculty Action Report (FAR) form and sends it to the academic integrity official.
- When an academic sanction and a disciplinary sanction are sought, the instructor submits a PEN (pending) grade to the registrar; sends the completed Faculty Action Report (FAR) form to the academic integrity official, and sends a completed Disciplinary Complaint Form with documentation to the dean of student affairs.

In cases of an academic sanction, the student has the right to appeal the charge and/or the sanction to the Department Academic Integrity Committee. Should the appeal be denied, the student may appeal to the College-wide Academic Integrity Committee, whose decision is final. The appeal procedures for disciplinary sanctions follow the Student Disciplinary Procedures.

The full text of the CUNY Policy on Academic Integrity along with the Brooklyn College implementation procedures and guidelines may be found at www.brooklyn.cuny.edu/bc/policies. You may also contact your department chairperson, the Office of the Dean of Undergraduate Studies or the Office of the Dean of Research and Graduate Studies.

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 Dean of Student Affairs. In particular, the dean of student affairs should advise a student if the complaint is governed by some other procedure.

The full policy may be found on the CUNY policy Web site at www.cuny.edu/policy. The department chairperson, the Office of the Associate Provost or the Office of the Dean of Student Affairs can answer questions about the implementation of this policy, including the investigation and appeals process.

Misconduct in Research and Similar Educational Activities

A fundamental purpose of the University is to foster an environment that promotes the responsible conduct of research, discourages research misconduct, and deals promptly with any allegations or evidence of such misconduct. The University policy pertains to and sets out procedures to be followed in connection with allegations of fabrication, falsification, and plagiarism in research, as defined by the policy. The policy covers all research conducted by University faculty, staff, and postdoctoral associates, regardless of the academic discipline of the researcher or the sponsorship or source of support for the research.

The full policy relating to the disposition of allegation of misconduct in research is available in the Office of the Associate Provost and on the CUNY policy Web site at www.cuny.edu/policy.

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:

Policy on Computer Use

Computer resources of the City University of New York must be used in a manner consistent with the University's educational mission. Users are expected to adhere to the following regulations:

- Use of College computer resources is subject to College regulations, and all users are expected to be familiar with these regulations.
- Computer resources that require an account may be used only as specifically authorized.
- Account holders must safeguard that account. A password should be changed frequently and disclosed to no one.
- Users may not circumvent system protection facilities.
- Users may not knowingly use any system to produce system failure or degrade performance.
- Users may not engage in unauthorized duplication, alteration, or destruction of data, programs, or software. Users may not transmit or disclose data, programs, and software that belong to others, nor may they duplicate copyrighted material.
- Users may not engage in improper use of computer hardware. This includes, without limitation, tampering with equipment, unauthorized attempts to repair equipment, and unauthorized removal of equipment components.
- Users may not use computer resources for private

purposes, including, without limitation, for profit or for illegal purposes.

- Users may not use computer resources to abuse computer personnel or others. Such abuse includes, without limitation, sending abusive or anonymous messages within CUNY or beyond.
- The City University of New York and Brooklyn College reserve the right to monitor, under appropriate conditions, all data in the system to protect the system and to ensure compliance with regulations.

Any user found in violation of these rules shall be subject to one or more of the following measures:

- Suspension or termination of computer privileges;
- Disciplinary action by appropriate College or University officials;
- Referral to law enforcement authorities, when appropriate;
- Other appropriate legal action, including, without limitation, action to recover civil damages and penalties.

Policy on Intellectual Property

The University has a policy that defines ownership, distribution, commercialization rights, and procedures for the management of products of research, writing, and invention by members of the University. A copy of the CUNY Intellectual Property Policy is available in the Office of the Dean of Research and Graduate Studies and

on the CUNY policy Web site at www.cuny.edu/policy.

Records Retention and Disposition Schedule

The University's Records Retention and Disposition Schedule, revised May 2007, requires that instructors' grade records, test scores, and marking sheets be retained for two years. Final 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 Services, 1405 Boylan Hall, ext. 3118.

The new Records Retention and Disposition Schedule may be found on the CUNY policy Web site at www.cuny.edu/policy.

Evaluation of Students' Credit

Transfer credit. The Transfer Evaluations unit of the Office of the Registrar, West Quad Building, ext. 5911, evaluates transfer credit of students who have attended another institution of higher education.

Advanced placement. Students who have completed college-level courses in high school and taken the Advanced Placement Program tests administered by the College Entrance Examination Board may be considered for exemption, with or without credit, from equivalent

college courses. Each department makes its own decisions about exemption and credit.

Yeshiva credit. A maximum of 32 equivalency credits may be granted for postsecondary studies at a yeshiva. Cases are decided individually. Details are available in the Office of Transfer Evaluations.

Military service. A veteran may receive up to 6 credits toward a baccalaureate degree for four months or more of documented active service and up to 12 credits for at least one year of documented active service. These credits are given as elective credits only. Students must apply to the Center for Academic Advisement and Student Success (CAASS) for evaluation of military service.

Calendar

All campuses of the City University of New York follow a uniform academic calendar for the fall and spring semesters. The calendar for each semester appears in the *Schedule of Classes*. It is also forwarded to each department by the Scheduling section of the Office of the Registrar for distribution to the faculty.

The Office of the Associate Provost prepares an annual administrative calendar for use by College and department administrators. The administrative calendar contains such items as dates of meetings of College governance bodies and College deadlines for personnel actions.

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 academic and administrative calendars.

Common Hours

Generally, no classes are scheduled on Tuesday and Thursday between 1:30 and 3:30 p.m. so that student clubs may meet and other activities may occur without conflict. Evening common hours are scheduled for four evenings each semester, on which class meetings may be abbreviated. For complete information about evening common hours, please consult the *Schedule of Classes*.

Black Solidarity Day

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

Student Absence on Account of Religious Belief

A student who, for religious reasons, does not attend classes on a particular day or days shall be excused from any examination or other work. The student shall have equivalent opportunity to make up any examination or study or work requirements. For a full description of the policy, consult the Brooklyn College *Bulletin*.

Student Membership on Faculty Committees

Brooklyn College's Governance Plan requires that students majoring in a department be represented on the department Curriculum Committee. Many of the standing committees of College governance bodies also include students, e.g., all standing committees of Policy Council and the following Faculty Council committees: Admissions; Campus Planning; Computer Utilization and Educational Technology; Core Curriculum; Faculty-Student Disciplinary; Graduate Curriculum and Degree Requirements; Honorary Degrees; Library; Master Planning, Educational Policy, and Budget; Undergraduate Curriculum and Degree Requirements. For a complete list of Faculty Council committees and their charges, see Appendix B.

Student Evaluation of Faculty

Part-time and full-time members of the faculty who teach during the fall semester must be evaluated by their students in each regularly scheduled course. Faculty members who teach only during the spring semester undergo a similar evaluation.

For each section taught, instructors receive packets that contain instruction sheets and questionnaires to be distributed to their students at a class meeting during the evaluation period. Two students are designated to collect responses and return them to the department office, where they are prepared to be processed by Information Technology Services (ITS). ITS provides faculty members and department chairpersons with reports of student

responses. Copies of the reports are placed in an instructor's personal personnel file; data also appear online via the WebCentral portal.

Reservation of Space on Campus

The Scheduling section of the Registrar's Office, ext. 5148, is responsible for scheduling all departmental course offerings and such events as examinations, special classes, tutorials, and workshops. Room requests for noninstructional purposes, such as departmental meetings or presentations by outside speakers, are handled by the Office of Student Activities in the Student Center, ext. 5712.

Reservation for space within the Library, including the Woody Tanger Auditorium, New Media Center rooms, and the Academic Information Technology multimedia classrooms may be requested via the Library's Web site or by e-mail at newmedia@brooklyn.cuny.edu.

Posting of Notices

Bulletin boards are assigned annually by the Office of the Assistant Dean for Student Development. Academic departments and other College offices usually receive boards adjacent to their offices.

Student organizations, academic departments, and administrative offices may post notices on public bulletin boards in the basement of Boylan Hall, in the Student Center, and on classroom bulletin boards. Notices may not be placed on doors, windows, walls, lampposts, or other similar areas. These notices will be removed and disciplinary action may follow.

Smoking Policy

CUNY policy prohibits smoking inside any University or College building, including offices, hallways, stairwells, restrooms, and other common areas. Canisters are located at all major entrances, where cigarettes must be extinguished before entering College buildings. For additional information about the University smoking policy consult the Office of Human Resource Services, 1219 Boylan Hall, ext. 5131.

Alcohol Policy

The University and Brooklyn College enforce state and local ordinances regulating possession, use, and distribution of alcohol wherever their students or employees, their premises, or their auspices are implicated. Any forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization is prohibited. The manual *Drug and Alcohol Education: Policies and Procedures* may be obtained in the Office of Human Resource Services, 1219 Boylan Hall.

Emergency Closing

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 (718) 951-5000, by radio broadcast, or (in the case

of early closings) by announcements from the Office of Human Resource Services.

Radio stations broadcasting Brooklyn College messages are:

WADO 1280 AM

WBLS 107.5 FM

WCBS 880 AM and 101.1 FM

WFAS 1230 AM and 103.9 FM

WINS 1010 AM

WLIB 1190 AM

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

Conflict of Interest Policy

See Appendix E.

Chapter 11: College Services for Faculty

Processing Faculty Appointments

A faculty member must furnish an academic department or administrative office all original documentation necessary to place him or her on payroll. The College retains a photocopy of these documents and returns the originals to the faculty member. The department or administrative office prepares and submits a complete appointment package to the Personnel Systems Unit of the Office of Human Resource Services. No one may be placed on payroll unless the appointment package is complete and has been reviewed by the Personnel Systems Unit.

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.

On occasion, even when all appointment materials are complete and an employee has begun work, he or she may learn that the state's processing of the appointment and issuing of the first paycheck have been delayed. In that case, the faculty member may request an emergency advance against the delayed paycheck. Such a request must be directed to the College payroll staff, which will obtain an advance from the Business Services Office. The maximum amount of an advance is 60 percent of the gross of the delayed check, and Business Services Office protocols are followed.

Payroll and Check Distribution

The Payroll Office, 1156 Boylan Hall, ext. 5091, processes the payroll for all tax-levy employees. Every other Thursday full-time tax-levy employees are paid for the two-week period ending the previous Wednesday. The payroll is submitted to Albany two weeks before payday; there is no "payroll lag." In fiscal terms, employees are paid to current. This provision does not apply to senior executives of the administration and other persons not represented by a collective bargaining unit.

The Payroll Office offers many helpful services: electronic direct deposit of paychecks, the purchase of savings bonds via automatic deduction, and enrollment in the state's College Savings Program allowing employees to save pretax monies toward their children's education. Employees may also join the PSC-CUNY Credit Union or the New York City Municipal Credit Union, both of which offer a range of services. Faculty members must make their own arrangements to join a credit union. Additional information on payroll services is available on the Human Resource Services Web site: www.brooklyn.cuny.edu/bc/offices/hr/.

Check Distribution, West Quad Building, under the direction of the bursar, receives all state payroll checks and disburses them to College employees. Checks may be picked up at the office after 3 p.m. on the Wednesday before payday. Those who have direct deposit may either pick up payroll stubs or have them sent to the department.

Brooklyn College Information Line

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

ATM

An ATM is located near the main entrance of Boylan Hall.

Human Resource Services

The Office of Human Resource Services includes the Office of the Assistant Vice-President; the Personnel Services Office, composed of the Instructional Staff Unit and the Civil Service Unit; Labor Relations; Environmental Health and Safety; the Personnel Systems Unit; the Payroll Office; and the Fringe Benefits Office.

Members of the faculty will have most frequent contact with the Payroll Office, the Fringe Benefits Office, and the Instructional Staff Unit, which is located in 1231 Boylan Hall, ext. 5137, and manages routine personnel matters for the faculty. Among the services offered by the unit are administrative support of all faculty personnel actions after initial appointment: annual reappointment; reappointment with tenure; promotion to associate professor or professor; and all nonacademic faculty leaves (see Chapter 8).

Fringe Benefits

Retirement Benefits. Full-time faculty must join one of two pension systems: Teachers Retirement System (TRS) or TIAA-CREF (the Optional Retirement Program or ORP). Selection is made within the first thirty days of appointment to a tenurable position and is irrevocable. Both programs require that both employees and management make contributions.

TRS is a defined benefit program, i.e., upon meeting the eligibility requirements for retirement in a given pension tier (per New York State Pension Law), a retiree receives a monthly income from TRS until death, in keeping with the option selected. Should an employee leave New York State government employment after the pension vests, funds must remain in the pension system until the employee reaches retirement age. Pension funds may, however, be transferred to another New York State defined benefit plan at an eligible institution.

The ORP, administered by TIAA-CREF, is a defined contribution plan: both management and employees contribute set amounts. When an employee separates from University service, funds in TIAA-CREF go with the employee, even if the employee leaves before retirement.

It is important to note that health benefits may be retained only by persons who meet the retirement criteria of their particular pension tier and, where applicable, their collective bargaining agreement (see Appendix C).

Health benefits. The University participates in the City of New York Employee Benefits Program. Full-time faculty may select one of several health plans. Some plans impose

no cost on the employee, while others impose a modest cost (see Appendix C).

Adjunct faculty who meet certain requirements may select an HMO health plan offered by the PSC-CUNY Welfare Fund. The plan imposes no cost on a single employee, but a substantial cost on an employee who wishes family coverage.

For full-time members of the instructional staff, the PSC-CUNY Welfare Fund provides prescription drug benefits in coordination with the employee's chosen health plan. The Welfare Fund also provides the following coverage for full-time members of the instructional staff: disability insurance, life insurance, dental insurance (a copayment may be required by the provider), and optical benefits. Employees who choose the GHI-CBP health plan with the optional extended rider also participate in the Welfare Fund's backup major medical insurance program. Other optional items that may be purchased through the Welfare Fund are additional disability insurance, additional life insurance, long-term disability insurance, catastrophic medical coverage, and long-term/nursing/home care insurance.

This brief statement is only an overview of benefits. Complete information should be sought in a full counseling session with the benefits coordinator, 1227 Boylan Hall, ext. 4255, immediately upon initial appointment.

A faculty member must inform the benefits coordinator of any previous enrollment in a city pension system, as it may affect the benefits he or she is entitled to as a Brooklyn College employee. The PSC-CUNY Welfare Fund also has a benefits office that is a resource for faculty.

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 director of human resource services for academic personnel in the Office of Human Resource Services, 1231 Boylan Hall, ext. 5137. The faculty member must support the request with full medical documentation.

Faculty Research and Development

Brooklyn College faculty members are expected to engage in original research that generates new ideas and explores new paths in their respective fields, often by securing outside funding. Brooklyn College research centers and institutes that offer faculty members collaborative research opportunities are listed in Appendix D.

The following are some of the ways Brooklyn College promotes faculty research and scholarship:

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. ORSP, which aims to expand the external funding base of Brooklyn College, puts special emphasis on multi-source funding strategies that allow faculty to develop projects

ranging from small seed grants to large training or research projects. Faculty are encouraged to discuss any grant-related matter with a member of the office staff. ORSP conducts an annual seminar in grantsmanship for new faculty. Visit the ORSP Web site for more information at www.brooklyn.cuny.edu/bc/offices/orsp.

ORSP also helps faculty find resources on the Internet. Its Web site, winner of the Links2 Go Key Resource Award, has links to proposal preparation information and many federal, state, and private funding sources. In addition, faculty may access the Sponsored Program Information Network (SPIN), a funding source database, and the Federal Information Exchange (FIE), an e-mail service that notifies faculty about funding announcements based on a profile of interests. ORSP facilitates contact between Brooklyn College faculty and the Research Foundation of the City University of New York. A direct link to the Research Foundation's Web site is provided on the ORSP home page. The Research Foundation provides such administrative support as purchasing, personnel payroll and benefits, accounting, and other fiscal services.

PSC-CUNY Faculty Research Award Program. The Professional Staff Congress—City University of New York Faculty Research Award Program provides annual awards of up to \$10,000 for faculty research projects. An application packet, which is reviewed by a panel in the appropriate discipline, is generally available during the summer each year; and the application deadline is typically October 15. First-year faculty may opt for a slightly later deadline. Emergency out-of-cycle applications are also accepted. Information about the program is available from

the Office of Research and Sponsored Programs, which will advise you about the application and review process.

Multi-campus Collaboration Grants. A grant program administered through the Research Foundation provides support for collaborative research of faculty from two or more CUNY campuses. The application deadline is usually in the spring. Information about this and other funding opportunities is distributed to faculty regularly by ORSP.

The Ethyle R. Wolfe Institute for the Humanities

Fellowships. The Wolfe Institute offers fellowships annually to full-time faculty “to forward significant projects of scholarly research and writing in the humanities.” Fellows are fully released from teaching and commit themselves to full-time research and writing on the project for which the award was made. They will be expected to share their work with the greater College community by participating in the activities of the Wolfe Institute and will normally give at least one public lecture and one faculty seminar on their work in progress.

Whiting Teaching Awards in the Humanities. A grant from the Mrs. Giles Whiting Foundation releases junior faculty in the humanities or related areas who have demonstrated excellence in teaching to pursue research or scholarly work for one or two semesters. Candidates, who must be in their second or third year of continuous tenure-track service, are nominated by their department chairperson and reviewed by a committee of academic administrators and faculty. Additional information about the Whiting awards is available from the Office of the Associate Provost.

CUNY leaves. The City University of New York provides leaves to promote research. Further information about these leaves appears in Chapter 8.

The Provost's Un-sponsored Research Fund is open to the entire faculty and provides reassigned time to pursue scholarly and creative projects. The fund is made available through a competitive process and faculty awards are selected in the fall and spring preceding the semester of the award by the Provost's Committee on Reassigned Time to Pursue Scholarly and Creative Projects.

The Provost's Initiative for Excellence in Research and Scholarship (PIERS) aims to stimulate research and scholarly activity, also in all fields, by encouraging mentoring among the faculty, creating peer support groups, improving opportunities for interdisciplinary projects, and generally preparing faculty members to seek external support.

Reassigned time for new untenured faculty. For the purpose of encouraging scholarship, the current PSC-CUNY Agreement provides for reassigned time for new professors in order to engage in scholarly or creative work related to their academic disciplines. All untenured faculty who receive an initial appointment to a professorial title on or after September 1, 2006, will receive twenty-four contact hours of reassigned time to be used during their first five annual appointments. These hours are scheduled and approved by the department chairperson.

CUNY Faculty Development Program. Each year CUNY offers full-time faculty a series of one-day colloquia and one- or two-semester seminars that promote innovation

in teaching, learning, and scholarship. Faculty members are encouraged to propose offerings in the Faculty Development Program. Further information may be obtained from the Office of Research and University Programs, 33 West 42 Street, New York, New York 10036, (212) 642-2151, or the Office of the Associate Provost, 3227 Boylan Hall, ext. 5024.

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. Full-time faculty members, adjuncts, HEOs, and graduate fellows on the College payroll are eligible to apply. Deans, some center directors, and a few other job titles are not eligible.

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 by the dean of research and graduate studies, 3238 Boylan Hall, ext. 5252. Complete information about application and reimbursement procedures is distributed to all eligible staff members each year.

Leonard and Claire Tow Faculty Travel Fellowship Program. Leonard and Claire Tow Faculty Travel Fellowships provide funds for travel and related expenses for research or study in the United States or abroad. All full-time faculty are

eligible to apply; preference is given to junior faculty members who wish to advance their research. The fellowships may not be used to attend conferences or professional meetings. Applicants must submit a proposal by October 31 for travel during the following calendar year. A committee reviews the proposals and reports its recommendations to the president, who selects the fellows.

Transformations Seminar. Transformations is an award-winning annual faculty development seminar, funded by CUE (Coordinated Undergraduate Education initiative) and offered through the office of the dean of undergraduate studies. Topics focus on integrative and effective pedagogies, targeting especially the first 60 credits of study and general education. Participants receive one course of reassigned time or summer salary and are expected to put in about 90 to 135 hours of involvement with the seminar, including six to seven group meetings.

The New Faculty Fund provides support for creative and scholarly activities for tenure-track junior faculty in the rank of assistant and associate professor as they move toward tenure. This small grant, normally ranging between \$200 and \$800, may support a portion of items such as publication, performance and production costs; research supplies and instruments; travel for research; and translation services. Application forms and additional information are available from the Office of the Provost.

Faculty Newsletter

The *Faculty Newsletter*, published once each semester, carries articles by and interviews with faculty on their research, articles on College programs, and reports on other areas of interest, as well as listings of recent publications and conference presentations. Material may be submitted to the Office of the Associate Provost, 3227 Boylan Hall, ext. 5024.

Faculty Day

Faculty Day emerged from a desire to foster a sense of community and to enrich the quality of intellectual and social life on campus. Held annually near the end of the spring semester, it affords an opportunity to pause from business as usual in order to meet with colleagues from diverse disciplines and celebrate the accomplishments of Brooklyn College faculty.

Faculty Day is a multidisciplinary conference—symposia, artistic and poster presentations, a luncheon with roundtable discussions, and a festive talent show—that culminates in an awards ceremony and reception. At the conference, colleagues engage in stimulating conversations about research and teaching. At the awards ceremony, members of the faculty are cited for excellence in teaching, creative achievement, and College citizenship. Faculty Day is a faculty initiative planned each year by a faculty committee and enthusiastically supported by the College administration. Programs and scenes from past conferences may be viewed at www.facultyday.org.

Academic Information Technologies (AIT)

Part of the Brooklyn College Library, AIT (<http://ait.brooklyn.cuny.edu>) assists faculty members in using computer and Web-based resources to improve their teaching and further their academic research in the following ways:

Faculty Training and Development Laboratory, 382

Brooklyn College Library, ext. 4634. The lab provides a variety of services to meet both individual and group needs: access to computer hardware, a wide array of software, technology support and advice, and drop-in consultations with knowledgeable staff. A scanning service for documents, images, and media is available. Free color laser printing and wide-format inkjet printing are also available.

The lab offers small-group workshop training in digital technologies and Web-related topics such as streaming media, scanning text and graphic elements, and Adobe Creative Suite. General technology and software workshops are also offered throughout the year. Faculty may arrange for individual training and assistance with computing projects, either at the lab or in their offices. Workshop schedules may be found on the AIT Web site.

Blackboard is the CUNY-wide course management system. Without being more technology savvy than knowing how to use a keyboard and mouse, an instructor can use Blackboard to create a course site that includes an interactive syllabus, learning materials, reserve documents, and even quizzes and examinations. Instructors can create course sites that vary from simply supplementing a class to delivering a course either partly or fully online.

Faculty must contact AIT to activate a Blackboard course site. AIT also offers workshops at several levels to help faculty learn how to use Blackboard effectively.

Technology services and resources. From off-campus, faculty members can access electronic information resources licensed by CUNY and Brooklyn College, access Microsoft Exchange e-mail, and manage their Blackboard course sites and Brooklyn College Web pages. The Technology @ Brooklyn College Web site (<http://brooklyn.cuny.edu/technology>) and the Faculty Guide to Academic Computing @ Brooklyn College (<http://www.brooklyn.cuny.edu/bc/pubs/facguide>) are published jointly by Information Technology Services (ITS) and Academic Information Technologies (AIT). These guides provide information on current systems, services and facilities and describe the roles of the support teams.

Multimedia classrooms. AIT has two multimedia classrooms, each accommodating twenty-five participants (or more if computers are shared). Each classroom has one instructor station that broadcasts its screen display to a large screen. The rooms offer interactive modules on computers with advanced graphics and sound capabilities and are available for teaching. The rooms may also be used to train colleagues in creating multimedia applications. Support is available from AIT technical staff. Reservations for these classrooms may be made via the library's Web site.

Advisory Committee on Academic Computing (ACAC)

Made up of faculty members from the humanities, arts, sciences, and social sciences, the Advisory Committee on Academic Computing advises the AIT staff on the continuing development of the academic computing and teaching-with-technology program at Brooklyn College.

Morton and Angela Topfer Library Café

Located on the lower level of Whitehead Hall, the Topfer Library Café is a state-of-the-art computer facility that houses more than eighty PC and Apple multimedia-capable workstations with standard applications and full access to the Web, CUNY+, and other databases. The café also offers four wired group-study rooms, informal seating areas, and a coffee and snack bar. WiFi is also available.

Technical support and printing are available when the service desk is staffed. Faculty may arrange with the café manager to make printed materials, photocopies, diskettes, and CDs available to their students during hours when the service desk is staffed. Except for holidays, the café is open twenty-four hours a day, seven days a week, to faculty, staff, and students with valid Brooklyn College IDs.

Brooklyn College Library

The library Web site (<http://library.brooklyn.cuny.edu>) provides faculty with up-to-date information and access to library services, programs, resources and collections.

Library reserves, ext. 5424. Electronic Course 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, create PDFs, and upload them to the Blackboard site.

Materials can also be placed on physical reserve in the library's reserve reading room. Forms for both electronic and on-site reserves are due at least four weeks before the beginning of a semester. Books that are wanted for reserves but are not held by the Brooklyn College Library should be requested well in advance through the reserves office so that they may be purchased before the start of the term. Faculty members may also place personal copies on reserve. Bound periodicals and interlibrary loan materials are not eligible for reserves.

At the end of each semester, reserve materials held by the library are returned to the stacks without notice to the instructor. Faculty who wish to keep materials on reserve for the following term must notify the Reserves Office before the end of the semester. For assistance with reserve procedures, please call the Reserves Office, ext. 5424, or send an e-mail message to reserves@brooklyn.cuny.edu.

Interlibrary Loan, ext. 4414. The library's Interlibrary Loan unit obtains materials not held by the Brooklyn College Library. (Books held by other CUNY libraries may be requested directly through CUNY+, the shared online catalog.) Instructions are found on the library's Web site.

Interlibrary loan forms are available online or in hard copy at the Information Services desk. Requests may also be e-mailed to ill@brooklyn.cuny.edu or sent directly from the OCLC's WorldCat by clicking on the ILL icon in the item record.

The Library Research Services Office will obtain books, periodical articles, documents, and other library materials not held by the Brooklyn College Library through interlibrary loan and from commercial document suppliers.

E-mail notification is sent to faculty when an interlibrary loan item arrives. Material is picked up and returned at the Circulation Desk. Loan periods are indicated on the fronts of books. Renewals may be requested via e-mail, phone, or in-person at the ILL Office, room 360 and are determined by the lending library. Photocopies need not be returned. There is no charge to the reader for any interlibrary loan.

Library instruction, ext. 5340. Library instruction on any topic is available to faculty and students. See the library Web site for more information.

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.

The Woody Tanger Auditorium (WTA), Room 150 Library. The Woody Tanger Auditorium is a place where the College community can make use of a high-tech communications infrastructure. Whether showing a DVD, conducting a video- or tele-conference, screening a 16mm film, holding a debate, or hosting a guest speaker, users find the Tanger Auditorium perfect for large groups, which benefit from contemporary technology tools and expert support.

The New Media Center (NMC), ext. 5327. The New Media Center, located on the second floor of the library, provides faculty and students with a variety of services, including a state-of-the-art computing facility, access to the video portion of Brooklyn College's non-print collection, and viewing/presentation rooms for small and large groups.

Brooklyn College Bookstore

Lower Level, Boylan Hall, ext. 5150. The College bookstore sends book order forms to departments several months in advance of the pertinent semester. Forms may be returned by mail, fax, telephone, or e-mail, or they may be delivered personally. Orders may also be placed via the Barnes & Noble/Brooklyn College Bookstore Web site at <http://brooklyn.bncollege.com/> (simple Web site registration required).

Instructors should allow ample time for the delivery of ordered books, usually not less than three weeks. The bookstore informs instructors of books on back order. In a rare emergency, books may be ordered via two-day mail. If no books are to be ordered for a particular course,

please notify the bookstore so that students may be informed. Whenever possible, the bookstore offers used books at reduced prices.

On presentation of a Brooklyn College identification card, faculty members receive a 10 percent discount on all merchandise purchased in the bookstore.

Mailing Services

0239 Boylan Hall, ext. 5237. Brooklyn College Mailing Services provides all postal services except registered mail and money orders. Express mail forms and envelopes are available. Window hours are 10 a.m. to 5 p.m., Monday to Friday. Outgoing mail for the U.S. Postal Service leaves Brooklyn College at 3 p.m. Mail for same-day processing must be brought to the mailroom no later than 2:30 p.m.

All outgoing mail must show a return address: the department name, Brooklyn College, 2900 Bedford Avenue, Brooklyn, NY 11210-2889. Large manila envelopes must be sealed with clear tape; they may not be stapled. Personal mail must be franked in advance by check with proper proof of identification.

A CUNY messenger picks up inter-campus mail once per day and distributes it throughout the University the following day.

The mail drop is located outside the Mailing Services Office in the basement of Boylan Hall. Mail is picked up at 9:30 a.m. and 2:30 p.m.

Chapter 12: Other College Services and General Information

Health Services

Brooklyn College Health Clinic, 114 Roosevelt Hall, ext. 5580. The clinic offers health care to undergraduate and graduate students. For services offered, see the Brooklyn College Bulletin.

Emergency Medical Squad (EMS), 021 Ingersoll Hall Extension, ext. 5859; Emergency Only, ext. 5858. EMS provides emergency medical service, including ambulance service, for the entire campus community. Prompt, professional response to emergencies is ensured by radio links among staff members, the medical base, and the Campus and Community Safety Services Office. Staffed by certified medical technicians and dedicated, highly trained student volunteers, the service operates whenever the College is in session and at most sports events.

Training courses that lead to New York State certification as an emergency medical technician are offered for credit by the Department of Physical Education and Exercise Science.

Health Programs/Immunization Requirements Office, 0708 James Hall, ext. 4505. This office ensures that the College complies with New York State Public Health Law 2165, which requires that postsecondary students be immunized against measles, mumps, and rubella. All incoming students must be at least partially immunized (one dose each of measles, mumps, and rubella vaccine)

before they may register. They must be fully immunized (a second measles vaccination) as well as have completed and signed a meningococcal meningitis response form by thirty days after the first day of classes. Students may be exempted for medical or religious reasons or if they were born before 1957. Students must document compliance at the Health Programs/Immunization Requirements Office, where their record will be reviewed and their questions answered.

Notices of noncompliance are sent to students and to faculty during the first, third, and fifth weeks of classes. Noncompliant students may not attend classes after the thirty-day grace period and will receive an administrative withdrawal grade (WA) for all classes.

The College must pay a penalty of \$2,000 for each noncompliant student and relies upon the faculty to assist in notifying students who are noncompliant.

Disability Services

Center for Student Disability Services, 138 Roosevelt Hall, ext. 5538. Students with documented disabilities are entitled to approved modifications, appropriate academic adjustments, and auxiliary aids that enable them to participate in and benefit from all educational programs and activities at Brooklyn College. Irrespective of disability, these students must observe the same academic and department standards as their peers. The Mamie and Frank Goldstein Resource Center provides adaptive equipment for studying, taking tests, and other academic activities.

Safety and Security

Emergency number. For on-campus emergencies, call ext. 5444.

Office of Campus and Community Safety Services, 0202 Ingersoll Hall, ext. 5511. Open twenty-four hours a day, seven days a week, Campus and Community Safety Services provides 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. Faculty have twenty-four hour access to campus on presentation of an ID card. Entrances are:

- Bedford Avenue Gates
- Bike Rack Gate, Campus Road and East 27th Street, open twenty-four hours a day
- East Gate, Campus Road and Nostrand Avenue
- Hillel Gate, Campus Road and Hillel Place
- Roosevelt Hall, open twenty-four hours a day
- West Gate, entrance to parking lot
- Whitehead Hall, Campus Road and East 27th Street

Keys and locks, ext. 5511. 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 \$1 fee for each key is payable at the Bursar's Office. Locks are installed or repaired by requisition to the Office of Campus and Community Safety Services. Requisition forms may be obtained in 0202 Ingersoll Hall. 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.

Shuttle and escort service, ext. 5511. A shuttle service for faculty, staff, and students operates whenever the campus is open: Monday to Thursday, 7:30 a.m. to 11 p.m., and Friday to Sunday, 7:30 a.m. to 6 p.m. 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 or ask the officer at the gate to request an escort.

Crime prevention. The Office of Campus and Community Safety Services distributes booklets, flyers, and a newsletter, Look Out, to alert the campus to any specific problem or known hazard and to provide information and safety tips. The office will also provide security surveys and crime prevention presentations on request.

Fire prevention. The Office of Campus and Community Safety Services monitors campus fire alarm systems and is

responsible for general fire safety. It also conducts periodic fire drills. At least once each semester, faculty must follow fire drill procedures that are provided to each department. Fire wardens from each department assist in evacuating a designated area at the direction of Campus Safety personnel. Fire safety information and surveys are available on request.

Parking enforcement. Parking spaces (including those reserved for persons with disabilities), speed limits, and no-parking areas are clearly marked. Tickets are given for parking violations and must be cleared to retain parking privileges. Parking decals may be purchased through Auxiliary Accounting, 1146 Boylan Hall, ext. 5241.

Bicycle rack, Campus Road and East 27 Street. Maintained by the Office of Campus and Community Safety Services, the bicycle rack is for use while the bike owner is on campus.

Lost and found, 0202 Ingersoll Hall, ext. 5511. The Office of Campus and Community Safety Services maintains a lost and found service for the campus. There is also a lost and found service in the Student Center.

Faculty IDs

Photo identification (ID) card. All faculty, staff, students, and long-term visitors must present a College ID card to enter the campus and should wear it while on campus, especially when the College is closed. The library, the public computing lab, and the Brooklyn College Student Center also require an ID card for entry.

All visitors to the campus must present identification and be issued a visitor's pass to enter the campus. A one-day visitor's pass may be obtained at any campus entrance.

New employees must report to the Photo ID Office, 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.

Tuition Waivers

All full-time instructional faculty and staff are eligible for tuition waivers for courses taken at any CUNY campus after one year of service for undergraduate courses and without a service requirement for graduate courses.

Tuition may be waived for an unlimited number of undergraduate credits and for no more than six graduate credits per semester. Tuition waivers are granted only for a fall or spring semester and are valid for one semester.

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.

Recreation and Athletic Programs

Office of Recreation, Intramurals, and Intercollegiate Athletics, West Quad Building, 4 floor, ext. 5366. The College sponsors an extensive recreation program, ranging from noncompetitive workouts to organized tournaments in both individual and team sports. The recreation staff oversees leisure-time use of campus facilities by individuals and intramural teams. Recreation leaders supervise the facilities, assist in setting up equipment, help in cases of injury, and enforce regulations.

Recreation Program. Athletic facilities include gymnasias equipped for basketball, volleyball, badminton, and table tennis; a swimming pool; indoor racquetball and squash courts; and outdoor tennis, paddleball, and handball courts. Equipment, such as basketballs and racquetball racquets and balls, may be borrowed from the Recreation Office, first-come, first-served.

A state-of-the-art fitness center offers Universal, Nautilus, Quentin Treadmill, LifeCycle, and StairMaster equipment, and aerobics and weight training. A 400-meter, Tartan-surfaced track and Artificial-Turf athletic field are fully lit for night use. Lockers, showers, and the Sports Rehabilitation Center are also found in the West Quad Building. Schedules for the facilities and rules, regulations, and notices about coming and special events are available at the Recreation Office. Notices are also posted on bulletin boards outside the office.

A current Brooklyn College ID card with a recreation permit sticker is necessary to participate in recreational

activities. Faculty members may purchase memberships for themselves and family members. Please contact the Office of Recreation, ext. 5366, for current membership rates and other fees. Children under the age of eighteen are not permitted to use the fitness center.

Rules. Faculty members and guests are expected to keep College facilities clean and to observe rules and regulations, which may be obtained from the Recreation Office.

Intramurals Program. The Office of Recreation, Intramurals, and Intercollegiate Athletics organizes tournaments open to faculty, staff, and students in a variety of individual and coed team activities, such as basketball, football, softball, volleyball, racquetball, tennis, free-throw shooting contests, swimfests, and an Olympics competition.

Membership in a recreation program is not necessary to participate in intramural sports. Those who wish to compete in a tournament may file an entry form in the Recreation Office. The Recreation Office will assist students and faculty in joining an established team or starting a new team. All teams must submit official roster forms, available in the Recreation Office.

Intercollegiate athletics. Brooklyn College sponsors sixteen varsity teams: men's and women's basketball, cross-country, outdoor track and field, indoor track, tennis, swimming, and volleyball, and men's soccer and women's softball. These teams compete on the NCAA Division III level as members of the Eastern College Athletic Conference (ECAC) and the City University of New York Athletic Conference (CUNYAC).

Cultural Activities on Campus

For more than five decades the **Brooklyn Center for the Performing Arts at Brooklyn College** has brought professional performing artists to the community in its series of concerts, dance, comedy, and film. The administrative office is in 154 Gershwin Hall, ext. 5296.

The **Art Department** mounts regular exhibitions focusing on a particular artist or theme in its gallery. The Theater Department produces a mainstage series of four major plays annually, on which faculty, students, and guest directors collaborate. Several M.F.A. thesis productions, directed, designed, costumed, and acted by students, are presented each year.

The **Conservatory of Music** produces nearly one hundred concerts, recitals, operas, master classes, and festivals each year. The Institute for Studies in American Music (ISAM) publishes a semiannual newsletter and organizes scholarly festival conferences around a particular composer or musical topic. Conservatory ensembles include an orchestra, wind ensemble, jazz ensemble, percussion ensemble, contemporary music ensemble, chorus, chamber chorus, and the Brooklyn College Opera Theater; the only opera company in the CUNY system. Events are scheduled by the Conservatory Concert Office, ext. 5792.

The **Brooklyn College Television Center**, ext. 5585, provides production facilities and technical support for the Department of Television and Radio. Its professional studio and equipment are available to M.F.A. students in television for Brooklyn College productions and for rental by private clients.

The **Brooklyn College Preparatory Center for the Performing Arts**, ext. 4111, offers noncredit courses in music, drama, and dance for young people and in music for adults.

The Conservatory of Music and the Art, Film, Theater, and Television and Radio Departments regularly sponsor guest lectures, special showings, performances, master classes, and colloquia. Qualified faculty and members of their families may participate in most College performing arts events, ensembles, and festivals. Call the appropriate department, institute, or center for information.

Social Organizations

Brooklyn College Faculty Circle was established in June 1977 to promote social and cultural activities, a sense of community, a respect for scholarship, and service to the College. Membership is open to faculty, administrators, and retirees. Every fall term Faculty Circle and PSC-CUNY Brooklyn Chapter jointly sponsor a welcoming reception for newcomers to meet their colleagues and other members of the College community. Faculty Circle offers a wide range of social functions, including luncheon seminars, holiday parties, wine and beer tastings, poetry readings, and other unique events.

Faculty Circle oversees the faculty lounge and holds many of its functions in the relaxed and comfortable lounge located in room 1238 Boylan Hall. Among the organization's main events is an annual fund raiser for student scholarships and the library. Funds are raised through raffles, auctions, bake sales, and other activities. A small membership fee is charged to help meet expenses. A board of directors meets monthly to plan and coordinate activities.

Black Faculty and Staff Association (BFSA). The purpose of BFSA is to advance the interests and general well-being of black faculty, staff, and students at Brooklyn College and in surrounding communities. BFSA supports other organizations with similar objectives and encourages the Brooklyn College community to serve the community needs of the borough in particular and New York City in general.

Latino Faculty and Staff Organization (LFSO). Formed in the early 1980s as an advocacy and networking group, LFSO sponsors forums, lectures, and colloquia on issues pertaining to the Latino/Latina reality. It meets monthly during the academic year and dues are minimal. More information may be obtained from the Department of Puerto Rican and Latino Studies, ext. 5561.

Dining Facilities

The lower level of Boylan Hall offers two dining areas: the Cafeteria and the Georgian Room. The **Cafeteria**, which seats more than five hundred, is open Monday through Thursday, 7 a.m. to 7 p.m., and Friday, 7:30 a.m. to 2 p.m., when classes are in session. Shorter hours are in effect during the summer and intersession. Kosher food is available at a separate counter in the cafeteria. Specialty coffees may be purchased at a Starbucks cart in the cafeteria.

The smaller, quieter **Georgian Room**, open Monday through Thursday, noon to 2 p.m., offers a daily buffet with several hot entrees and a salad bar. Adjacent to the Georgian Room are two conference rooms that may be reserved for luncheon meetings by calling the catering services at ext. 4348.

Information, Publications, and Public Relations

The **Office of Communications**, 2118 Boylan Hall, ext. 5882, publishes the Brooklyn College *Undergraduate Bulletin*; the *Bulletin of the Graduate Studies Division*; the *Schedule of Classes*; the *Student Handbook*; *Brooklyn College Magazine*; the student newsletter *Around the Quad*; a campus map; and the Commencement program. It also publishes the *Faculty Newsletter* and a variety of brochures, newsletters, flyers, invitations, and posters for recruitment, special academic programs, cultural events, and development and alumni activities.

As the primary conduit of information for and about the College, the Office of Communications disseminates news to internal and external audiences by media releases, the College Web site, and e-mail. The office furnishes the media newsworthy stories about recent faculty, student, and College awards, notable research activities, and significant campus events; refers reporters to members of the faculty whose expertise is appropriate for commentary on current issues; and informs the College community of events of interest.

Brooklyn College Alumni Association (BCAA)

The **Office of Alumni Affairs**, 1239 Ingersoll Hall, ext. 5065, offers valued services designed especially for alumni and provides a variety of ways for them to stay connected to their alma mater and each other.

The Brooklyn College Alumni Association (BCAA)

meets as local chapters, raises money for the College, and sponsors chapter events, such as lectures by members of the College faculty. Under the aegis of a national board of directors, seventeen active alumni chapters and ten affiliate groups flourish across the country and abroad. Faculty members traveling for research or attending professional meetings may be invited to talk to alumni groups on a topic in their area of expertise.

Alumni return to the campus for a fiftieth reunion at Commencement and for Alumni College Day, in the early spring. The Annual Gala Alumni Reunion and the Post-fiftieth Alumni Event occur in the fall.

Brooklyn College Foundation (BCF)

The Brooklyn College Foundation (BCF), 1122 Ingersoll Hall, ext. 5074, incorporated in 1958 and governed by a board of trustees, is composed of loyal alumni and friends of the College, who promote its development, support its academic mission, and protect the welfare of its students.

The foundation raises funds for scholarships and awards, fellowships, professorships, visiting scholar programs, lectureships, cultural resources, laboratories, and campus improvements. Funds are solicited from alumni, friends of the College, faculty and staff members, foundations, and corporations.

Learning Center

The Learning Center, 1300 Boylan Hall, ext. 5821, offers students tutoring 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, Core Curriculum courses, the natural sciences, computer and information science, foreign languages, and mathematics.

Students may get help with every stage of the writing process from brainstorming to outlining to composing to proofreading. They work with Core Curriculum tutors in small discussion groups. The Learning Center also offers review sessions that prepare students for midterms and finals and special workshops on such topics as passing CUNY Assessment Tests, writing a research paper; preparing a graduate thesis, and using computers for word processing and accessing the Internet.

The center has forty PCs connected to the College LAN, some Macintosh computers available for general use, and special equipment for students with disabilities.

Chapter 13: Legal Matters

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 Brooklyn College logo should conform to the guidelines of the Graphic Standards Manual, available in the Office of Communications; when in doubt, consult with the College's graphic design manager, 2146 Boylan Hall.

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.

Accepting Services of Subpoenas and Other Legal Documents

The Office of Legal Services, 1405 Boylan Hall, ext. 3118, 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 Legal Services.

Lawsuits

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

Human Rights Complaints

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

Indemnification

New York State Public Officers Law, Section 17, provides for the defense and indemnification of an employee in a civil action, and indemnifies the employee in the event there is a judgment against the employee, provided the alleged act that is the basis for the lawsuit occurred while the employee was acting within the scope of his or her public employment or duties, subject to the discretion of the New York State Attorney General.

Should you have any questions, please call the Office of Legal Services, ext. 3118.

Appendix A: Brooklyn College Organizational Structure

Office of the President

Provost and Vice-President for Academic Affairs

Vice-President for Finance and Administration

Vice-President for Institutional Advancement

Dean of Student Affairs

Director of Affirmative Action, Compliance, and Diversity

Director of College and Community Relations

Director of Government and External Affairs

Principal, Midwood High School at Brooklyn College

Provost and Vice-President for Academic Affairs

Academic Departments and Programs

Associate Provost

Dean of Undergraduate Studies

Dean of Research and Graduate Studies

Dean of the School of Education

Chief Librarian/Executive Director of Academic

Information Technologies

Heads of Centers and Institutes

Assistant Vice-President for Enrollment Services

Brooklyn College Academy

Early College High School for Science, Technology
and Research

Vice-President for Finance and Administration

Assistant Vice-President for Human Resource Services

Assistant Vice President for Finance, Budget,
and Planning/Comptroller

Assistant Vice-President for Facilities Planning
and Operations

Assistant Vice-President for Information Technology Services

Director of Legal Services

Director, Campus and Community Safety Services

Vice-President for Institutional Advancement and Executive Director of the Brooklyn College Foundation

Director of Development

Director of Alumni Affairs

Director of Communications

Director and General Manager, Brooklyn Center for
the Performing Arts

Producing Director, Brooklyn Center for the
Performing Arts

Director, Preparatory Center for the Performing Arts

Dean of Student Affairs

Assistant Dean for Student Affairs

Assistant Dean for Student Development

Director of Personal Counseling

Director, Health Clinic

Director of International Student Services

Director of Recreation, Intramurals, and
Intercollegiate Athletics

Coordinator of Student and Veterans Affairs

Executive Director, Student Center



Appendix B: Faculty Council Committees

Steering Committee

The Steering Committee consists of five members of Faculty Council as provided in Article III of the Faculty Council Bylaws. These bylaws define the duties of the Steering Committee as follows: The Steering Committee shall form the agenda and plan the orderly conduct of business for the meetings of Faculty Council, coordinate the operation of committees, supervise the implementation of Faculty Council directives, alert Faculty Council to matters requiring its attention, advise the president and members of the administration on all matters of interest to the faculty of the College, establish and maintain active liaison with other governance bodies of the College, and, on its own authority, call a special session of Faculty Council.

These bylaws also provide for the Steering Committee to act as the Executive Committee of Faculty Council in certain specified ways.

Committee on Committees

The Committee on Committees consists of six members of Faculty Council as provided in Article IV of the Faculty Council Bylaws. These bylaws define the duties of the Committee on Committees as follows: The Committee on Committees shall make nominations to Faculty Council with respect to the faculty membership of all standing Faculty Council committees. The Committee on Committees shall report periodically to Faculty Council on the effectiveness of the committee structure.

Committee on Campus Planning

The Committee on Campus Planning shall consist of four faculty members and two student members. The faculty-student Committee on Campus Planning is to review the allocation, reallocation, maintenance, and rehabilitation of currently available space; to recommend, if necessary, that specific space assignments be initiated, changed, or eliminated; to recommend procedures concerned with campus security. The committee shall submit to Faculty Council in March an annual report of its activities

Committee on Master Planning, Educational Policy, and Budget

The Committee on Master Planning, Educational Policy, and Budget shall consist of six members of the faculty and one student. It shall be charged with identifying current and emerging needs in all areas within the jurisdiction of the faculty and with making appropriate recommendations. In addition, the committee shall consider the budgetary policy of the College, particularly the effect of budgetary decisions on the academic program. The committee shall exercise an advisory role in the formation of the fiscal policy of the College and shall keep the Faculty Council informed on all developments in this area. The committee shall consult with all student, faculty, and administrative agencies pertinent to its duties and shall have access to all relevant documentation. It shall submit to the Faculty Council reports and recommendations appropriate to its charge, including an annual report in May.

Committee on College Integrity and Academic Freedom

The Committee on College Integrity shall consist of five members of the faculty: the Chairperson of Faculty Council, one additional member of the Steering Committee of Faculty Council appointed by the Chairperson of Faculty Council, and three members of the faculty elected by Faculty Council; the committee chairperson shall be one of these three. The committee shall assume initiative and responsibility for protecting the reputation and integrity of the College by prompt comment on such documents, reports, statements, or actions as it may judge to be inimical to the welfare of the College. The committee will also make recommendations pertaining to all issues of academic freedom at Brooklyn College. The committee shall submit recommendations to the Faculty Council when and as required. It shall submit to the Faculty Council at its regular April meeting an annual report of its activities.

Committee on the Library

The Committee on the Library shall consist of four members of the faculty and one student. It shall have power to formulate policy in those matters which relate to the effectiveness of the library in furthering the educational aims of the College. It shall evaluate in cooperation with the Library Department the services of the library. The committee shall also act as an advisory body to the chairperson of the Library Department. The committee shall submit all major policy formulations to the Faculty Council for approval before their implementation.

It shall submit to the Faculty Council at the regular March meeting an annual report of its activities.

Committee on Computer Utilization and Educational Technology

The Committee on Computer Utilization and Educational Technology shall consist of four members of the faculty and one student. The committee shall make recommendations to the Faculty Council with respect to the use of College computer facilities for teaching and administrative purposes, for faculty research, and for other relevant functions. The committee shall keep the College and the various departments aware of the latest developments in educational technology and advise on problems of procurement and distribution of technological educational equipment and facilities. It shall submit to the Faculty Council at its regular March meeting an annual report of its activities.

Committee on Admissions

The Committee on Admissions (Undergraduate) shall consist of four members of the faculty and one student. The committee shall monitor all policies and procedures involving the recruitment, admission, and placement of students; shall evaluate these policies and procedures; and shall make recommendations to Faculty Council for their improvement whenever appropriate. The committee shall have access to the College records needed to carry out this responsibility. The committee shall submit an annual report in May and any other reports that it considers advisable.

Committee on Graduate Admissions and Standards

The Committee on Graduate Admissions and Standards shall consist of five members of the faculty. It shall have power to formulate policies with respect to standards, admissions, scholastic requirements, and academic standing, including retention standards, size of programs, excessive absences, dropping of courses by students, absences from final examinations and reexamination, residence requirements, leaves of absence, readmission of students dropped for poor scholarship, change of grade, maximum extension of time for the completion of entrance conditions and requirements for degrees, honors in the Division of Graduate Studies, and appeals from the decisions of the administrative officers in these areas. It shall interpret faculty policies with respect to the standing of students. The committee shall submit all major policy formulations to the Faculty Council for approval before the implementation of such policies. It shall submit to the Faculty Council at its regular April meeting an annual report of its activities.

Committee on the Core Curriculum

The Committee on the Core Curriculum shall consist of seven members of the faculty and two students (one from CLAS and one from SGS). The function of the committee shall be to review the implementation of the Core Curriculum and to make recommendations for any desirable modification. It shall receive Core Curricular proposals from the sponsoring departments and, after approving them, transmit them to the Committee on Curriculum and

Degree Requirements for presentation to Faculty Council with recommendations. In addition, it shall cooperate with the administration in establishing faculty seminars on the Core Curriculum. The committee shall have access to all information needed to carry out its charge and shall report annually to Faculty Council in May on the effectiveness of the Core Curriculum.

Committee on Course and Standing

The Committee on Course and Standing shall consist of five members of the faculty. It shall have power to formulate policies with respect to scholastic requirements and academic standing, including retention standards, size of programs, attendance, withdrawal from courses, absence(s) from final examinations, reexaminations and absentee examination, residence requirements, leaves of absence, readmission of students dropped for poor scholarship, changes of grade, extension of time for completion of entrance conditions, scholarship warnings, graduation with honors, and modifications of degree requirements in individual cases. In these areas, it shall interpret faculty policy and shall act on appeals from decisions of administrative officers.

The function set down for this committee shall apply to all undergraduate degree-bearing programs. The committee shall submit all major policy formulations to the Faculty Council before the implementation of such policies. It shall submit to the Faculty Council at its regular meeting in May an annual report of its activities.

Committee on Curriculum and Degree Requirements

The Committee on Curriculum and Degree Requirements shall consist of five members of the faculty and five students. It shall be charged with reviewing proposals concerning curriculum and degree requirements submitted to it by the departments and programs, and it shall transmit its recommendations on these proposals to the Faculty Council. Changes in the requirements of departments and programs, collateral prescriptions, course descriptions and prerequisites, new courses, and courses to be withdrawn shall be reviewed by the Committee on Curriculum and Degree Requirements after approval by the concerned department or program. The committee shall recommend to the Faculty Council as need arises the establishment of ad hoc committees to consider specific curricular problems. The committee shall submit recommendations to the Faculty Council when and as required. It shall submit to the Faculty Council at its regular May meeting an annual report of its activities.

Committee on Graduate Curriculum and Degree Requirements

The Committee on Graduate Curriculum and Degree Requirements shall consist of five members of the faculty and one matriculated student in the Division of Graduate Studies. It shall have the power to formulate and recommend to the Faculty Council general educational policy concerning the review and reevaluation of graduate curricula. It shall have the power to make recommendations concerning the admission of departments to the Graduate Division, the general structure of the curriculum, including

courses of study, requirements for graduation, course offerings, comprehensive examinations and theses, and counseling in the Graduate Division. The committee shall submit recommendations to the Faculty Council when and as required. It shall submit to Faculty Council at its regular May meeting an annual report of its activities.

Committee on Review of Programs

The Committee on Review of Programs shall consist of four members of the faculty. It shall perform the following functions with regard to interdepartmental and extradepartmental programs: (1) each November it shall receive from the director(s) of each such program, on the committee's request, a brief summary of the program's curricular and enrollment status for the previous academic year; (2) if a program is inactive for three consecutive years or if the program's director(s) recommend, the Committee on Review of Programs may recommend to Faculty Council that the program be terminated; (3) the committee shall receive from each program at least once every seven years, on request from and in a format to be determined by the committee, a curricular and programmatic self-study, after consideration of which the committee will recommend to Faculty Council that the program be continued, continued provisionally, or terminated. The committee shall also review each new departmental program three years after its implementation and shall recommend to Faculty Council that the program be continued; or that it be continued for a specific period, after which it will be reviewed again; or that it be discontinued. The Committee shall submit to Faculty Council in April an annual report of its activities.

Committee on Basic Skills

The Committee on Basic Skills shall consist of five members of the faculty. It shall monitor the implementation of the Basic Educational Skills document (original version approved by Faculty Council, 24 October 1978). It shall be the agency to receive proposals concerning the matter dealt with in this document. Subject to present authority of other committees of Faculty Council, it shall submit its recommendations concerning such matters to Faculty Council for approval. The committee shall make an annual report to Faculty Council at the regular meeting in April. This report shall include an update, if necessary, of the Basic Skills Educational document.

Committee on Academic Integrity

The Academic Integrity Committee (AIC) shall consist of five members of the faculty. To assure continuity, at least two members should serve for two consecutive years. The AIC will oversee the implementation, interpretation, maintenance, and revision of academic integrity policies at Brooklyn College. This includes: (1) educating students and faculty about the College's expectations, policies, and procedures on academic integrity; (2) ensuring that each academic department has a Departmental Academic Integrity Committee (DAIC) to review contested grade reductions resulting from documented incidents of student cheating and plagiarism and providing such committees with advice and assistance; (3) conducting hearings that pertain to student and faculty appeals of the decisions made by DAICs; (4) reviewing existing policies and procedures and preparing and submitting appropriate recommendations and legislation to Faculty Council and

other governance bodies. The committee will consult relevant documentation (e.g., Faculty Report forms) collected by the Office of the Dean of Student Affairs, and a representative from that office may attend meetings in an advisory capacity. Files on decisions from this committee will be maintained by the Office of the Dean of Student Affairs. An attorney from the College's Legal Affairs Office may also be present to act as legal adviser to the committee. It shall submit to the Faculty Council at its regular April meeting an annual report of its activities.

Faculty-Student Disciplinary Committee

The Faculty-Student Disciplinary Committee consists of seven members as provided in the Bylaws of the Board of Trustees, Section 15.3(g): The Faculty-Student Disciplinary Committee shall consist of three faculty and three student members plus a chairperson. The faculty members shall be selected by a lot from a panel of six elected annually by the appropriate faculty body from among the persons having faculty rank or faculty status and the student members shall be selected by a lot from a panel of six elected annually in a election in which all students registered at the college shall be eligible to vote. In the event that the student or faculty panels, or both, are not elected, the president shall have the duty to select the panel or panels which have not been elected. No member of the committee shall serve more than two consecutive terms. The chairperson of the committee shall be selected by the committee from among the remaining members of the panel and shall have the power to vote in case of a tie. A quorum shall consist of at least two students and two faculty members. Persons who are to be participants in

the hearing as witnesses, or have been involved in preferring charges, or who may participate in appeals procedures, or any other person having a direct interest in the outcome of the hearing shall be disqualified from serving on the hearing panel. A lawyer from the General Counsel's Office of the board may be present to act as legal adviser to the committee. The duties and procedures of the committee are further described in other paragraphs of this section of the bylaws. It shall submit an annual report to the Faculty Council at its regular May meeting.

Committee on Review of Student Records

The Committee on Review of Student Records shall consist of four members of the faculty. Its function shall be to assure Faculty Council that student academic records are complete, accurate, and in conformity with College regulations. The committee shall have access to any information necessary to determine the efficiency and integrity of the Office of the Registrar; the Computer Center; the Center for Academic Advisement and Student Success (CAASS), the schools, and the departments in recording grades, grade changes, and all other academic decisions, and in certifying records for the granting of degrees. The committee shall report to Faculty Council prior to any vote on earned degrees. It shall submit an annual report in May and any other report that it deems useful.

Committee on Honorary Degrees

The Committee on Honorary Degrees shall consist of four members of the faculty and one student. It may make recommendations to the president and shall consider the president's nominee(s) for an honorary degree from

Brooklyn College and shall submit to Faculty Council the name(s) of any such nominee(s) whom it wishes to recommend for an honorary degree. The committee shall be guided in its deliberations and procedures by the relevant directives of the Board of Trustees and of the Council of Presidents.

Committee on Honors, Citations and Awards

The Committee on Honors, Citations, and Awards shall consist of four members of the faculty. It shall formulate policies governing the awarding of College honors (not otherwise provided for) to students and alumni. It shall formulate policies governing nomination of students and alumni for awards in those cases where the responsibility devolves upon the faculty. It shall select recipients of honors and awards in such cases, determining the monetary award whenever necessary. It shall be responsible for the selection of alumni to be honored by the College for distinguished achievement. It shall be empowered to prepare citations and letters for appropriate occasions, reporting such actions as items of information to the Faculty Council. It shall also be charged with responsibility for recognizing honor societies and for approving their bylaws. The committee shall submit all major policy formulations to the Faculty Council before the implementations of such policies. It shall submit to the Faculty Council at its regular May meeting an annual report of its activities.

Committee on Intercollegiate Athletics

The Committee on Intercollegiate Athletics shall consist of four members of the faculty. This committee shall screen

the registration records and transcripts of all students participating in intercollegiate athletics in order to ascertain academic eligibility to participate in intercollegiate athletics according to the academic eligibility guidelines and standards approved by Faculty Council. The committee shall develop any additional guidelines and standards that it deems necessary and present these for approval to Faculty Council. It shall also ensure that these student athletes are apprised of the appropriate support services available on campus. It shall declare students who do not satisfy the guidelines ineligible to participate in intercollegiate athletics; and it shall consider student appeals to regain eligibility. The committee shall consult with the faculty athletics representative and the assistant athletics director for compliance. It shall present an annual report to Faculty Council at the May meeting.

Committee on Research

The Committee on Research shall consist of four members of the faculty. It shall review College policy concerning funded institutional research and shall be consulted in the formation of such policy. It shall uphold the interests of the faculty in relation to the College administration and the Research Foundation of CUNY. It shall have access to all information needed to carry out its charge. It shall submit recommendations to Faculty Council whenever appropriate, and shall submit an annual report in May.

(As of June 2006)

Appendix C: Employee Benefits

Health Care Benefits

For all full-time instructional staff: health care coverage begins on the date of appointment. Employee contributions range from no additional payroll deductions to about \$900 per month, depending on the plan selected and whether coverage is for individual or family.

Health Care Plans and Providers

There are four health care plans and eleven providers:

Point of Service: Participants have the freedom to use either a network or an out-of-service provider:

- HIP Prime POS

- Aetna QPOS

Participating Provider Organization: Participants may use their own doctor or a network provider:

- GHI-CBP/Empire Blue Cross-Blue Shield

Health Maintenance Organization (HMO): Participants must use a doctor within the network.

- Aetna HMO

- CIGNA HealthCare

- Empire HMO New York

- GHI HMO

- Health Net

- HIP Prime HMO

- Vytra Health Plans

Exclusive Provider Organization: Participants may use doctors within the network; referrals are not required.

- Empire EPO

PCS-CUNY Welfare Fund Benefits

The PSC-CUNY Welfare Fund provides a prescription drug plan in coordination with the employee's chosen health care plan and dental, vision care, and hearing aid benefits. Life insurance and disability benefits are also available.

Pension Benefits

New York State law mandates participation in a retirement system for full-time members of the instructional staff. New staff members have thirty days from the effective date of their appointment to choose a retirement program, and the choice is irrevocable. If no choice is filed within thirty days, the law mandates that the member be assigned to the New York City Teachers' Retirement System.

New York City Teachers' Retirement System (TRS)

Tier IV (Appointed on or after September 1, 1983)

- Employee contribution is 3 percent.
- Employee contribution is determined by actuarial unit.
- Full pension eligibility occurs at age 62 with five years of service.
- Employees are vested after five years.

Optional Retirement Program/TIAA-CREF (ORP)

Tier V (Appointed after July 17, 1992)

- First seven years, employer contribution is 8 percent and employee contribution is 3 percent.
- Beginning with the eighth year, employer contribution is 10 percent and employee contribution is 3 percent.

Tax-Deferred Annuities

Annuities are available through TIAA, HRC, or TRS. Tax-deferred annuities allow participants to defer a certain percentage of their salary before taxes.

Disability

No cost to the employee:

- **Workers' Compensation**, available through New York State Law Department.
- **PSC-CUNY Welfare Fund**: Total Disability insurance after one year of service.

Optional through PSC-CUNY:

- Additional/Life/Accidental Death/Dismemberment Insurance.
- Catastrophic Major Medical Insurance Plan.
- Long-Term Care Plan (John Hancock).

Flexible-Spending Accounts

The City of New York offers pre-tax plans that save employees money.

Healthcare Flexible-Spending Account (HCFSA).

Employees may pay for medical expenses not reimbursable under their health and welfare insurance with before-tax dollars. Minimum contribution is \$260; maximum is \$5,600.

Dependent Care Assistance (DeCAP). Employees, through pre-tax payroll deductions, may set aside money for qualified day care, child care, or in-home care for a disabled parent or spouse.

MSC Health Benefits Buy-Out Waiver Program.

Employees who can obtain non-city group health benefits may waive their city health benefits for an annual cash incentive payment.

MSC Premium Conversion Program. Eligible employees may pay for their health-plan premium deductions on a pre-tax basis, thereby reducing their gross income for tax purposes.

Transit Benefit Program

Under the provisions of the Internal Revenue Service Code, Sec. 132, the City University of New York offers employees the opportunity to use pre-tax earnings to cover certain transportation costs. Funds are automatically deducted from your paycheck and deposited into a special Transportation Spending Account (TSA). New York City Transit MetroCards may then be purchased from vending machines using a PIN-based debit card provided by JPMorgan Chase Bank.

The TSA card may only be used to purchase MetroCards for New York City subways and buses, including express buses. The Long Island Rail Road, Metro North, New Jersey Transit, and so on are not included in this program.

There are various deduction options depending on your transit needs. If desirable, faculty members may also suspend the deductions for the summer months.

Tuition Waivers

All full-time members of the instructional staff shall be granted a waiver of tuition fees for up to six graduate-level credits per semester or unlimited undergraduate-level courses on a space available basis.

There is a one-year service requirement for eligibility for undergraduate courses; there is no service requirement for graduate courses. There are no waivers for summer sessions. Waivers for tuition fees do not apply to adult education courses and noninstructional fees.

Appendix D: Centers and Institutes

Africana Research Center

3107 James Hall, 951-5597

Director: George Cunningham, Professor of
Africana Studies

Applied Sciences Institute

3238 Boylan Hall, 951-5252

Applied Vision Institute

4311 James Hall, 951-5033

Codirectors: Israel Abramov, Professor of Psychology,
and Louise Hainline, Professor of Psychology

Aquatic Research and Environmental Assessment Center (AREAC)

123 Ingersoll Hall Extension, 951-5631

Director: John Marra, Professor of Geology

Electrochemistry Institute

1411 Ingersoll Hall, 951-5357

Director: Micha Tomkiewicz, Professor of Physics

Institute for the Study of Feeding Behavior and Nutrition

4108 James Hall, 951-5606

Director: Anthony Sclafani, Distinguished Professor
of Psychology

Institute for Neural and Intelligent Systems

541 Ingersoll Hall Extension, 951-4193

Director: Theodore Raphan, Distinguished Professor of
Computer and Information Science

Semiconductor Institute

2156 Ingersoll Hall, 951-5000 ext. 2854

Director: Raymond Tung, Professor of Physics

Surfactant Research Institute

437 Ingersoll Hall Extension

Director: Vacant

Archaeological Research Center

3307 James Hall, 951-5507

Director: Arthur Bankoff, Professor of Anthropology and
Archaeology

Center for Auditory Research

4146 Boylan Hall, 758-8118

Codirectors: Shlomo Silman, Presidential Professor; and
Michele Emmer, Associate Professor; Department of
Speech Communication Arts and Sciences

Center for Child and Adult Development

1105 James Hall, 951-5876

Director: Florence Robinson, Associate Professor
of Education

Children's Studies Center

3602 James Hall, 951-3192

Director: Gertrud Lenzer, Professor of Sociology

Center for Computer Music

250 Gershwin Hall, 951-5582

Director: Amnon Wolman, Professor of Music

Center for Diversity and Multicultural Studies

3309 James Hall, 951-5766

Director: Joseph Wilson, Professor of Political Science

Center for Health Promotion

4145 Ingersoll Hall, 951-5026

Codirectors: Patricia Antoniello, Associate Professor of Health and Nutrition Sciences, and Raymond Weston, Associate Professor of Health and Nutrition Sciences

Center for Human Relations

5309 James Hall, 951-5981

Director: Vacant

Infant Study Center

4311 James Hall, 951-5033 or 951-5610

Director: Louise Hainline, Professor of Psychology

Center for Italian American Studies

3122 Boylan Hall, 951-5070

Director: Luigi Bonaffini, Matthew J. Fantaci Professor in Modern Languages and Literatures

Center for Latino Studies

1204 Boylan Hall, 951-5561

Director: Vacant

Center for Nuclear Theory

2157 Ingersoll Hall, 951-5813

Director: Ming-Kung Liou, Professor of Physics

Shirley Chisholm Center for Research on Women

1207 Ingersoll Hall, 951-5640

Director: Patricia Antoniello, Associate Professor of
Health and Nutrition Sciences

Center for the Study of Brooklyn

1209 Ingersoll Hall, 951-5852

Director: Gretchen Maneval, Office of the Provost

Center for the Study of World Television

304 Whitehead Hall, 951-5555

Director: Mobina Hashmi, Assistant Professor of
Television and Radio

Roberta S. Matthews Center for Teaching

2420 Boylan Hall, 951-5211

Director: Fabio Girelli-Carasi, Professor of Modern
Languages and Literatures

Ethyle R. Wolfe Institute for the Humanities

2231 Boylan Hall, 951-5847

Executive Officer: Robert Viscusi, Professor of English

Institute for Studies in American Music

415 Whitehead Hall, 951-5655

Director: Jeffrey Taylor, Associate Professor of Music

(As of August 2007)

Appendix E: Special Updates

Faculty Serving as Principal Investigators with Respect to Sponsored Program Employees

CUNY faculty who obtain sponsored program funding administered through the Research Foundation on a project that includes staff are required to take on the new, and often unfamiliar, role of supervising such staff. As the program staff is hired under an award administered by the Research Foundation, they are considered to be employees of the foundation. In the event that these employees are treated unfairly, discriminatorily, or otherwise in violation of law or Research Foundation policies, the foundation as the employer can be held responsible, in whole or in part, for the faculty member's actions.

Accordingly, faculty PIs who supervise Research Foundation employees must become familiar with and abide by foundation policies and are required to attend foundation-sponsored training sessions. In dealing with individual situations, faculty PIs are expected to exercise caution and good judgment in dealing with employee issues. PIs are encouraged to consult with the grants officer at their campus or a human resources professional in the Research Foundation's Office of Employment Policy and Practice about any employee situation that is of concern to them. PIs are required to consult a human resources professional in the foundation's Office of Employment Policy and Practice prior to taking any adverse action against those employed on their sponsored programs.

Any questions concerning this issue should be directed to the Office of Employment Policy and Practice, (212) 417-8604.

Changes in Uniform Grading Symbols

Effective fall 2008, several changes have been made to the University's list of acceptable grades and how they are used. Refer to Chapter 9 for the updated list of grades and definitions.

Conflict of Interest Policy

All University activities are to be conducted in accordance with the highest standards of integrity and ethics and in a manner that will not reflect or appear to reflect adversely on the University's credibility, objectivity, or fairness.

The policy sets forth the general standards of conduct and the rules regarding hiring, employment, and contracting decisions and supervisory responsibility involving certain family members that apply to any individual who is, or at any time becomes, an officer, full-time or part-time employee, or post-doctoral associate at the University, or to a student engaged in faculty-directed research at the University other than as part of his or her course work, whether or not the student is paid for the engagement.

The policy also sets forth specific obligations of covered individuals who are involved in research or similar educational activities at the University and the University's procedures for managing conflicts of interest that may arise in connection with those activities.

The complete text of this policy may be found on the CUNY policy website at www.cuny.edu/policy (Manual of General Policy, section 6.1) or by contacting the Office of Academic Personnel.

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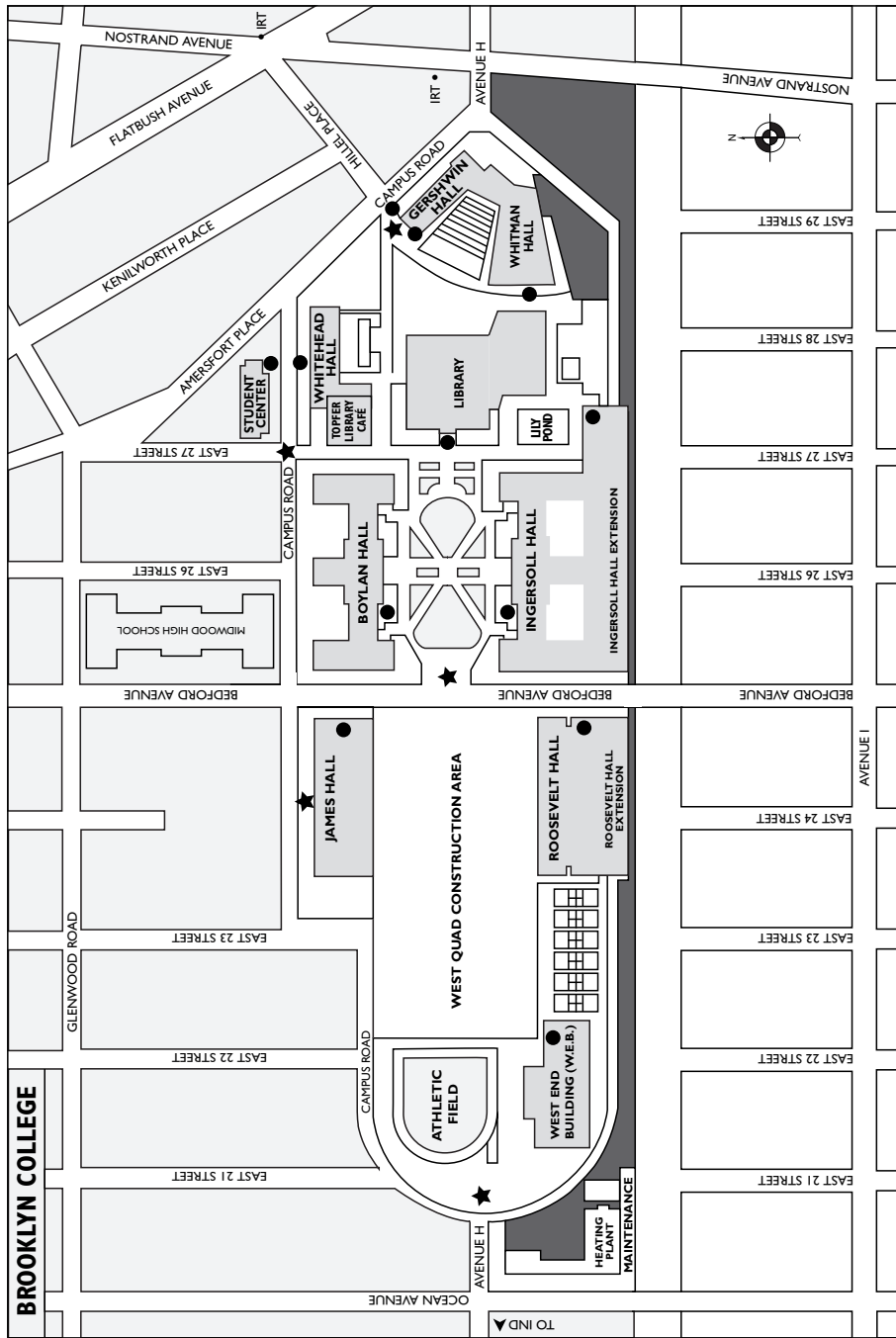
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★ Campus Entrance

● Accessible Entrance for Persons with Disabilities

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