



Faculty Handbook

SUNY Institute of Technology

Fall 2012 (Draft)





SUNY INSTITUTE OF TECHNOLOGY AT UTICA/ROME

Faculty Handbook

DRAFT

Faculty Handbook

Revised Fall 2012

Purpose of the Handbook

The handbook is designed to provide useful information to the faculty about policies, procedures, and operations of the State University of New York Institute of Technology at Utica/Rome (SUNYIT). It supplements other documents published by the State University of New York or by this campus, and therefore complements information contained in other important documents: The *Policies of the Board of Trustees of the State University of New York*, the *Agreement between United University Professions and the State of New York*, the *Faculty Bylaws*, the *Student Handbook* and the undergraduate and graduate catalogs. In addition, the Office of Human Resources also publishes a variety of documents related to specific programs and benefits relevant to the faculty. Every effort has been made to include all relevant policies. However, it is recognized that policies may be revised or promulgated subsequent to the publishing of this handbook. I hope you find this handbook useful, and I would appreciate any comments or suggestions you have about future editions.

Dr. William W. Durgin
Provost

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Organization and Governance

1.1 State University of New York

The nation's largest and most comprehensive state university system, The State University of New York (SUNY), was founded at Potsdam, New York in 1816. Years later, the Morrill Act of 1862 led to the creation of four Ivy League land-grant SUNY colleges, which now currently exist at Cornell University. SUNY was officially established in February 1948 when New York became the 48th state, of the then 48 states, to create a state university system. SUNY initially represented a consolidation of 29 unaffiliated institutions, including 11 teachers colleges. All of these colleges, with their unique histories and backgrounds, united for a common goal: To serve New York State. Since 1948 SUNY has grown to include 64 individual colleges and universities that were either formerly independent institutions or directly founded by the State University of New York.

Today, the State University of New York's 64 geographically dispersed campuses bring educational opportunity within commuting distance of virtually all New Yorkers and comprise the nation's largest comprehensive system of public higher education. The State University of New York's 64 campuses are divided into four categories, based on educational mission, types of academic opportunities available and degrees offered. SUNY offers students a wide diversity of educational options including short-term vocational/technical courses, certificate, associate, and baccalaureate degree programs, graduate degrees and post-doctoral studies. SUNY provides access to almost every field of academic or professional study within the system via 7,351 degree and certificate programs.

The Board of Trustees is the governing body of the State University of New York. It consists of 17 members, 15 of whom are appointed by the Governor, by and with consent of the New York State Senate. In addition, the president of the Student Assembly serves as student trustee and the president of the University

Faculty Senate serves as an ex-officio trustee. The rules of the Board of Trustees for the governance of the University, the Policies of the Board of Trustees of the State University of New York, are available online:
www.suny.edu/Board_of_Trustees/PDF/Policies.pdf.

1.2 SUNY Institute of Technology at Utica/Rome: Brief History

Established by the SUNY Board of Trustees in 1966, “Upper Division College at Herkimer-Rome-Utica” began offering graduate education classes to 300 students in 1969 using classrooms at West Frankfort Elementary School. In May 1971, the college began operating in the former Globe Mill building in West Utica. The former mill was gradually remodeled into classrooms, offices and a library.

In 1973, the college was granted authority to offer bachelor’s degree programs; the first 58 full-time undergraduates began attending classes in the fall. With growing enrollment, the institution leased three additional buildings in West Utica and one in Rome, and adopted a new name in 1977: the State University of New York College of Technology at Utica-Rome.

In 1981, groundbreaking ceremonies were held in Marcy for the new campus. The first building, Kunsela Hall, was completed in 1984, and the college operated two campuses during a transitional period. In the 1987 fall semester, entering students attended all classes at the new campus; in 1988-89, the college name was changed to the “State University of New York Institute of Technology at Utica-Rome.” Other buildings followed: Donovan Hall, the Campus Center, a service building, and two residential complexes; Adirondack Residence Hall opened in 1991, Mohawk Residence Hall opened in 1996. The Cayan Library opened in 2003. New campus buildings—a student center, field house, and a residence hall for freshmen—were completed in 2011. A technology complex comprising the Center for Advanced Technology and the Computer Chip Commercialization Center is scheduled to begin construction in 2013.

In 1989, the SUNY Board of Trustees approved “State University of New York Institute of Technology” as the institutional name to more accurately reflect the evolving mission and curriculum. A new short-form name—SUNYIT—was adopted in 2002. In 2003, SUNYIT accepted its first class of freshmen; the first class was graduated in 2007, completing SUNYIT’s transition from transfer institution to four-year college.

1.3 Mission of SUNYIT

The mission of the State University of New York Institute of Technology at Utica/Rome (SUNYIT) is to offer undergraduate studies in professional, technical, and selected liberal arts fields, as well as graduate studies in selected academic disciplines; to encourage participation in educationally-oriented community and public service; and to support basic and applied research appropriate to its curricula.

SUNYIT values and encourages academic and intellectual achievement of the highest quality, broad access to persons motivated to pursue college preparation and experience, the breadth and depth provided by a sound and comprehensive liberal arts education and the technical competencies inherent to the applied disciplines. SUNYIT is committed to the integration of these elements in a coherent program of higher learning.

In addition, SUNYIT strives to provide a challenging, culturally diverse, and supportive educational environment that fosters and encourages active student participation in residential life and student organizations, athletics and recreation, and cultural and social events.

1.4 College Council

All campuses of the State University of New York are advised by a 10-member council. Nine members are appointed by the governor; the tenth member is a student elected annually by the student body of each campus.

The College Council is entrusted with broad powers of advice and counsel; members are also responsible for developing and fostering strong relationships between their institution and local communities.

1.5 SUNYIT Administration

1.5.1 President

The president is the chief administrative officer of SUNYIT. The President is appointed by the SUNY Board of Trustees on the recommendation of the College Council and the Chancellor, after consultation with representatives of the faculty, staff, and students.

1.5.2 Provost

The Provost and chief operating officer serves as the chief academic officer of SUNYIT and reports to the President. The Provost oversees seven academic units: business management; communication and humanities, computer and information sciences; engineering, science and mathematics; engineering technologies; nursing and health professions; and social and behavioral sciences. Each of the seven academic units comprises a number of undergraduate and graduate programs and faculty and is overseen by a department chair. The Provost also supervises the areas of: admissions, information and learning resources, graduate center, registrar, student affairs, library and IT services.

1.5.3 Vice President for Administration

The Vice President for Administration reports to the President and serves as the chief financial officer of SUNYIT. A number of business and auxiliary service offices are organized under the direction of the vice president for administration. The bookstore, bursar, business affairs, college association, environmental health and safety, human resources, facilities management, food service, print shop, mailroom, and university police provide important services for SUNYIT students, faculty and staff. The vice president for administration serves as the executive officer of the College Association, which oversees disbursement of funds collected through auxiliary operations.

1.5.4 Associate Provost for Student Affairs

The Associate Provost for Student Affairs serves as the chief officer for student affairs of SUNYIT and reports to the chief academic officer. The Associate Provost supervises the areas of athletics and recreation, career services, special programs, health, wellness and counseling, disability services, campus life, international student services, and student activities. The Student Affairs staff is an integral contributor to SUNYIT's teaching and service mission and provides a supportive role for students and faculty toward the success of this mission.

1.5.5 Associate Provost for Continuing Professional Education and Sponsored Research

The Associate Provost for Continuing Professional Education and Sponsored Research reports to the President. The Office of Sponsored Research, together with the Research Foundation, provide contract and intellectual property oversight for SUNYIT relationships with funding sponsors. All SUNYIT proposals for funding are transmitted through this office. The Office of Continuing Professional Education programs and services are designed to help working adults remain competitive in the marketplace. They work with corporations and individual learners to identify skill gaps and to provide quick, intensive training solutions.

1.5.6 Assistant Vice President for Institutional Research

The Assistant Vice President for Institutional Research reports to the President. The Office of Institutional Research (IR) is SUNYIT's official source of institutional data and information. As a resource to the college community, the office supports institutional planning, institutional assessment, and enrollment management. IR also collects, analyzes, and reports a variety of information (e.g., enrollment data) about SUNYIT to the college's internal and external constituencies.

1.6 College Governance

Academic governance of SUNYIT is embodied in the Faculty Assembly. The Faculty Assembly, operating under bylaws and their amendments, advises the President as prescribed in Article X, Section 5(b) of the *Policies of the Board of Trustees of the State University of New York*.

The *Bylaws of the Faculty Assembly*, (chapter 2 of this Handbook), provide that “The faculty shall have primary responsibility for the formulation of policy at the undergraduate and graduate levels in the areas of curriculum; subject matter and methods of instruction; research, faculty status, admissions, academic code, grading, academic standing, graduation requirements and those aspects of student life which relate to the educational process. The faculty shall also certify students’ successful completion of degree requirements.”

The faculty of SUNYIT is composed of the following individuals and groups:

- A. The Chancellor
- B. The President
- C. All full-time teaching faculty and librarians
- D. The Provost
- E. The Department Chairs

Policy recommendations for governance are initiated through one of the nine standing committees of the Faculty Assembly: The Academic Affairs Committee, Academic Personnel Committee, Curriculum Committee, Executive Committee, Planning and Budgeting Committee, Graduate Council, Academic Quality Committee, Evaluation of Academic Administrators Committee, and Technology Committee. Policy recommendations made by these committees are referred to the full Faculty Assembly for consideration. Recommendations that have been approved by the Assembly are forwarded to the President, or his designee (usually the chief academic officer), for action.

The President, or his designee, reports to the Assembly on the status of pending recommendations. The Assembly is notified by the President or his designee as to the acceptability of a proposed policy, and the Assembly may request a meeting with appropriate SUNYIT officials if recommendations are deemed unacceptable. In case of an emergency, the President consults with the Executive Committee of the Faculty Assembly prior to taking action in areas within the domain of the Faculty Assembly, the action being subject to later review by the Assembly. The Faculty Assembly meets regularly during the academic year.

In consultation with the appropriate administrative officer, the Executive Committee of the Faculty Assembly regularly appoints faculty to serve on a variety of committees. The terms of these committees are variable. A list of various committees is given in Appendix A.

1.7 University Faculty Senate

The University Faculty Senate is the agency through which faculty engage in governance at the SUNY-wide level. SUNYIT is represented on the University Faculty Senate by one Faculty Senator and an alternate, elected by the faculty. The Faculty Senator is also a member of the Executive Committee of the SUNYIT Faculty Assembly during his/her term as senator.

1.8 United University Professions

The New York State Fair Employment Act, commonly known as the Taylor Law, grants public employees the right to bargain collectively with their employers. United University Professions (UUP), affiliated with the New York State United Teachers (NYSUT) and the American Federation of teachers (AFT, AFL-CIO) is the elected bargaining agent for academic and professional employees at the State-operated SUNY campuses. The Agreement made by the Executive Branch of the State of New York and the United University Professions is found in *Agreement between United University Professions and the State of New York*.

Faculty Bylaws

Preamble

These Bylaws are enacted by the faculty of SUNYIT in order to fulfill its responsibilities as determined by the Board of Trustees of the State University of New York and by the professional status of its members.

The Education Law of New York establishes the Board of Trustees and charges it with the responsibility for and conduct of the University. The trustees, in turn, have promulgated Policies that provide basic principles of policy determination and organization. These Policies vest system-wide authority in the Chancellor of the University and local authority in campus Presidents; at the same time, they recognize the value of establishing appropriate vehicles for the involvement of faculty and other staff in the policy-making process, or governance.

Article X of the Policies, among other provisions, empowers the faculty to develop Bylaws for the conduct of its affairs. This Article provides that such Bylaws are subject to the approval of the President and that substantive action in the course of conducting faculty affairs be taken in cognizance of her/his legal authority: “All actions under Bylaw shall be advisory upon the Chancellor and the chief administrative officer of the college.”* When the President accepts the provisions of such Bylaws, the Trustees (through Article X) and the Chancellor respect this endorsement and expect that these provisions become part of local policy, to provide a reliable framework for campus governance.

In promulgating these Bylaws, the faculty accept in general the principles of academic responsibility outlined in the 1966 AAUP Statement on Government of Colleges and Universities. The primary purpose of this present document is, therefore, to provide mechanisms to facilitate the involvement of faculty as a group in governance issues, in a manner consistent with AAUP principles. In no way are these Bylaws designed to preclude involvement in appropriate areas of professional competence by other members of the SUNYIT community.

* Policies of the Board of Trustees, Article X, Section 5 (b).

The usefulness of such Bylaws and structures depends upon their adaptability to changing circumstances while at the same time continuing to inspire the confidence of all affected parties. By participating actively in the structures described herein, the faculty will make a substantial contribution to SUNYIT and ensure continued confidence in its ability to affect policy formulation in a positive manner.

Article 1

Definition of Faculty and Graduate Faculty

- I. The voting faculty (hereinafter referred to as the faculty) of SUNYIT shall be composed of the following individuals:
 - A. The Chancellor
 - B. The President
 - C. All full-time teaching faculty and librarians
 - D. The Chief Academic Officer
 - E. The Department Chairs
- II. The graduate faculty are members of the voting faculty who are nominated by their academic units. The graduate faculty must meet Graduate Council criteria for education, demonstrated scholarly ability and rank.
- III. The Executive Committee of the Faculty Assembly, as described in Article 4 of these Bylaws, shall establish a list of all faculty at least one week prior to the commencement of each academic year and shall amend that list as appropriate. Decisions of the Executive Committee are appealable to the Faculty Assembly, and may be reversed upon a two-thirds vote of those present and voting at a regularly scheduled meeting of the Assembly.
- IV. The faculty of each academic unit shall have the authority to make rules providing for participation in academic unit meetings of all other members of the SUNYIT community including but not limited to part-time faculty.

Article 2

Powers and Responsibilities of the Faculty

- I. The faculty shall have primary responsibility for the formulation of policy at the undergraduate and graduate levels in the areas of curriculum; subject matter and methods of instruction; assessment activities related to general education, academic programs/majors, and institutional assessment plans; academic code; grading; academic standing; graduation requirements and those aspects of student life that relate to the educational process. The

faculty shall also certify students' successful completion of degree requirements.

- II. With respect to areas where faculty responsibility is shared jointly with other sections of the SUNYIT community, the faculty shall have the authority to review and consider policies and to forward recommendations it deems appropriate to the administrative officers of SUNYIT or to other campus constituencies.
- III. In reviewing recommendations made by the faculty, the President and/or other administrative officers of SUNYIT (or their designees) shall follow the procedures contained in Article 6 of these Bylaws.

Article 3

Faculty Assembly

- I. The faculty shall exercise its powers and responsibilities through the Faculty Assembly (hereinafter referred to as "The Assembly") which shall consist of all voting faculty as defined in Article 1.
- II. In addition, the Assembly shall have the following duties and responsibilities.
 - A. It shall elect the Executive Committee of the Assembly, the members of which shall serve as the Assembly's administrative officers.
 - B. It shall receive and consider those recommendations of its various committees so mandated by the Bylaws or that it deems appropriate to review. It shall have no authority to review matters the consideration of which is prohibited elsewhere by these Bylaws.
 - C. In addition to its standing committees, the Assembly may establish such committees it deems necessary for the performance of its responsibilities. The Assembly may adopt procedures for such committees, or may delegate that function to any or all committees created under this article.
 - D. It shall forward recommendations concerning policy to appropriate administrative officers of SUNYIT and to other campus officers or bodies as may be appropriate.
 - E. Upon recommendations of the Executive Committee, the Assembly shall consider and approve its budget. Such budget recommendations shall be forwarded to the Chief Academic Officer.

III. Meetings

- A. The Assembly shall meet in regular monthly sessions during the academic year. The Executive Committee shall have the power to cancel any meeting with due cause.
- B. The Executive Committee may call special meetings at times it deems appropriate. In addition, the Executive Committee shall call a special meeting of the Faculty Assembly upon petition by one-third of the faculty or at the request of the President. Such meeting(s) shall take place within one calendar week of the receipt of the petition or request.

IV. Voting

- A. Each member of the Assembly shall have one vote.
- B. Unless otherwise specified in these Bylaws, decisions of the Assembly, including election of officers, shall be taken upon a majority of those present and voting.
- C. Election of officers shall be by secret ballot.

V. Procedural Matters

- A. For purposes of conducting business, a quorum shall exist where at least one-third of the faculty are present at an Assembly meeting called pursuant to these Bylaws.
- B. Assembly meetings shall be conducted according to Roberts Rules of Order.
- C. Except as provided by the Bylaws, all meetings of the Assembly or its committees shall be open to the SUNYIT community.

Article 4

Executive Committee

I. Composition

- A. The Executive Committee shall consist of the Chairperson and the Secretary of the Assembly, the Chairpersons of the standing committees and the Faculty Senator. The Faculty Senator will serve as a nonvoting member of the Executive Committee.

- B. The Chairperson of the Assembly shall serve as the Chairperson of the Executive Committee. In her/his absence, committee members shall serve as Chairperson in the following order: Secretary of the Assembly, then Chairperson of the Academic Affairs Committee.

II. Selection

- A. Members of the Executive Committee shall be elected by the Assembly during its April meeting of each academic year. Newly elected Committee members' term of office shall commence at the start of the next academic year.
- B. Members shall serve for a period of two years, at which time they remain eligible for re-election. Terms of office of the Chairperson and Secretary shall be staggered. In no event shall any person be eligible to serve in the same position for more than four consecutive years.
- C. Should a vacancy occur during the academic year, the Assembly shall elect a replacement for the remainder of the term.
- D. No person shall serve as a member of a standing committee representing an academic unit at the same time as s/he serves as the committee's Chairperson.

III. The Executive Committee shall have the following duties and responsibilities.

- A. It shall prepare an agenda for meetings of the Assembly, which the Assembly by a two-thirds vote of those present and voting may add to, delete from or alter. The agenda and minutes of the meeting shall be circulated to the members of the Faculty Assembly.
- B. It shall have the power to call Faculty Assembly Meetings. The Executive Committee shall report on the status, actions, and recommendations of the Executive Committee, and actions of the Assembly and its committees (except personnel recommendations).
- C. It shall have the power to appoint faculty members (as defined in Article 1) on committees which may be established by any administrative officer of SUNYIT. Such appointments shall be overturned only by a two-thirds vote of the faculty present and voting at any regularly scheduled Assembly meeting.
- D. It shall carry out the decisions and instruction of the Assembly.

- IV. For the purposes of conducting business, a quorum shall exist where at least three voting members of the Executive Committee are present at a meeting called pursuant to these Bylaws.

Article 5

Standing Committees

- I. Standing committees of the Assembly shall consist of the Academic Affairs Committee, the Academic Personnel Committee, the Curriculum Committee, the Planning and Budgeting Committee, the Academic Quality Committee, the Technology Committee, the Committee on Evaluation of Academic Administrators, and the Graduate Council.
- II. Composition
 - A. Each standing committee shall be composed of:
 1. A chairperson, elected by the Assembly in accordance with Article 4 of these bylaws (except for Graduate Council and the Committee on Evaluation of Academic Administrators). The committee on Evaluation of Academic Administrators shall elect a chair from among its members.
 2. Representatives of the faculty as described below:
 - a. The Planning and Budgeting Committee shall consist of one representative from each academic unit, an at-large member from the voting faculty, and a chairperson other than an academic unit representative, who shall be elected in accordance with Article 4 of these bylaws. In addition to serving as a standing committee of the Faculty Assembly, this committee will represent the faculty on the college-wide planning and budgeting committee.
 - b. The Graduate Council shall be determined by its own bylaws.
 - c. The Academic Personnel Committee shall consist of faculty members holding continuing appointment and as determined by its own bylaws.
 - d. The Committee on Evaluation of Academic Administrators shall be limited to full-time faculty holding tenured or tenure-track appointments.

e. The Executive Committee shall review, at the end of each academic year, the list of academic units represented on the standing committees(except for Graduate Council and Planning and Budgeting) and make appropriate changes as necessary to achieve appropriate, balanced representation and workable committee size.

3. Nonvoting Members:

a. The chief academic officer and the heads of academic units or their designees (except for Graduate Council).

b. The registrar and the director of admissions, or their designees, shall serve as nonvoting members of the Academic Affairs Committee, Curriculum Committee, and Graduate Council.

c. Where appropriate, standing committees may invite any other member(s) of the SUNYIT community to serve as nonvoting member(s).

B. The faculty of the academic units shall select their representatives to the standing committees by majority vote prior to the first Faculty Assembly meeting of the academic year. Members so elected shall serve for a period of one year and may be re-elected (except for Graduate Council). Should a vacancy occur during the academic year, the affected academic units shall select a replacement for the remainder of the term.

C. Each committee may select one of its members to serve as secretary. It shall be the chairperson's responsibility to publish minutes of the committee meetings.

III. Except for the Academic Personnel Committee, all standing committees shall report back to the Faculty Assembly. Specific duties and responsibilities are as follows:

A. Academic Personnel Committee

1. The Academic Personnel Committee shall have the following duties and responsibilities:

a. To develop policies governing its operations in accordance with Articles 3 and 6 of these bylaws.

- b. To submit policies governing its operations to the Assembly for review and approval in accordance with Articles 3 and 6 of these bylaws.
 - c. To review recommendations and reports from academic unit personnel committees concerning the promotion, reappointment and continuing appointment of faculty.
 - d. Where no academic unit committees exist, solicit information concerning a faculty member and to initiate such reports.
 - e. In either C or D (above), to make such recommendations as are required to the appropriate administrative officers of the college. No such report shall be forwarded to the Assembly for consideration.
2. The Academic Personnel Committee shall have access to all relevant information available concerning each candidate it reviews.
 3. In reviewing each candidate, the committee shall apply those substantive and procedural standards which are enunciated in the *Policies of the Board of Trustees* and the agreement between the State of New York and the certified faculty bargaining agent.
 4. Meetings of the Academic Personnel Committee shall be closed.

B. Curriculum Committee

1. The Curriculum Committee shall have the following duties and responsibilities:
 - a. To consider and make recommendations to the Assembly concerning policy and procedures regarding the development, alteration, review and approval of undergraduate curricula and programs.
 - b. Acting on behalf of the Assembly, consider and approve/disapprove all additions, deletions, and changes to undergraduate academic programs and curricula.

C. Academic Affairs Committee

1. The Academic Affairs Committee shall retain jurisdiction for all other areas of the faculty's primary responsibility which have not been delegated to other committees. Such areas of responsibility generally include but are not limited to admissions; academic code; grading; academic standing; subject matter and methods of instruction; research; graduation requirements; academic freedom and those aspects of student life that relate to the educational process.

D. Planning and Budgeting Committee

1. The Planning and Budgeting Committee shall involve itself in the college budgeting and planning operations as observer and participant. It shall communicate faculty concerns about the budget and shall communicate to the faculty the status of the budget.

E. Graduate Council

1. The Graduate Council shall have the following duties and responsibilities:

a. To consider and make recommendations to the Assembly concerning policy and procedures regarding the development, alteration, review and approval of graduate curricula and programs.

b. Acting on behalf of the Assembly, consider and approve/disapprove all additions, deletions, and changes to graduate academic programs and curricula.

F. Academic Quality Committee

1. The Academic Quality Committee shall have the following duties and responsibilities:

a. To consider and make recommendations to the Assembly concerning policy and procedures regarding the development, alteration, review and approval of general education, academic programs/majors and institutional assessment plans.

b. Acting on behalf of the Assembly, consider and approve/disapprove all additions, deletions, and changes to general education, academic programs/majors and institutional assessment plans.

G. Technology Committee

1. The Technology Committee shall have the following duties and responsibilities:

a. To review and make recommendations with respect to the technological infrastructure, including, but not limited to computing, distance learning, and presentation systems, and policies and procedures associated with the use of technology in SUNYIT's educational program.

H. Evaluation of Academic Administrators

1. The Committee on Evaluation of Academic Administrators shall be responsible for the implementation of the Assembly's adopted policy on the evaluation of academic administrators, shall report to the Assembly on its activities, and shall make recommendations concerning changes to the policy.

IV. The Faculty Assembly may refer to its committees other matters as it deems appropriate.

V. Additional Procedures

A. A quorum of a committee shall be a majority of its voting membership (except for Graduate Council).

B. Committees may create such subcommittees as they deem necessary. The personnel of the subcommittees shall be selected by the parent committee. Each committee chairperson shall inform the Assembly of any changes in committee or subcommittee membership at the first Assembly meeting following any change.

C. Committees may add or remove non-voting consultants at their discretion, such as student representatives.

D. Except as may be provided by these bylaws, committees shall make rules governing their operations. Such rules shall be submitted to the Assembly for its approval.

Article 6

Disposition of Recommendations

I. Where the Assembly or its committee established pursuant to these Bylaws makes a recommendation to an administrative officer of SUNYIT, it shall be the duty of the appropriate chairperson to transmit the recommendation in writing to the appropriate administrative officer within 5 calendar days.

II. With respect to recommendations prepared by the faculty in accordance with these Bylaws, the following policies and procedures shall apply:

- A. The President and/or other officers of SUNYIT (or their designees) shall normally accept the recommendations of the faculty in those areas where faculty have primary responsibility. Where unusual circumstances preclude adoption of the recommendation, substantive reasons shall be provided in writing.
- B. If the President (or her/his designee) finds a recommendation unacceptable, s/he shall so notify the body that forwarded the recommendation before making a final decision with respect to the recommendation's disposition. In notifying the appropriate bodies, s/he shall state the reasons s/he has reached her/his tentative decision. If the body requests, the President (or her/his designee) shall meet with that body in a timely fashion to discuss her/his tentative decision.
- C. Where extraordinary circumstances external to SUNYIT compel emergency administrative action outside the provisions of these Bylaws, the President (or her/his designee) shall consult with the Executive Committee of the Assembly prior to taking such action. Any policy implemented in this manner shall be reviewed by the Faculty Assembly in a timely fashion.
- D. Administrative officers shall send to the Chairperson of the Faculty Assembly a copy of all correspondence in any matter related to Assembly action.

III. Action by the President and/or his/her designee shall normally be completed within thirty days of receipt.

Article 7

Amendment Procedure

The faculty may amend these Bylaws subject to the approval of the President in accordance with the following procedure:

- I. Where an individual or group desires to amend the Bylaws, such intention must be introduced as a resolution at a regularly scheduled meeting of the Assembly. The resolution must contain the precise wording of the proposed change, but may contain, in addition, supportive material.

- II. If approved by one-third of those present and voting, the proposed amendment must be placed on the agenda of the next regularly scheduled Assembly meeting, or on the agenda of a special meeting called for that purpose in accordance with Article 3 of these Bylaws.

- III. At least 10 calendar days prior to the meeting at which the amendment is to be considered, the Chairperson of the Assembly shall send a notice to all faculty members containing the following information:
 - A. The precise wording of the proposed change without the supportive material referred to in Paragraph I of this Article.
 - B. The time, date and place of the Assembly meeting at which the amendment is to be considered.

- IV. The amendment shall be adopted upon a two-thirds vote of those faculty members present and voting subject to the approval of the President.

Article 8

Conflict Clause

Insofar as any provision of these Bylaws conflicts with the *Policies of the Board of Trustees of the State University of New York*, the Agreement between the State of New York and the appropriate bargaining agent or any applicable State or Federal Law, Rule or Regulation, the provision or portion thereof of these Bylaws shall be null and void.

Article 9

Saving Clause

In the event a Bylaw provision or portion thereof is rendered null and void pursuant to Article 8, or in the event that a court renders a decision invalidating one or more Bylaw provisions or portions thereof, the remaining provisions shall continue in full force and effect.

Article 10

Academic Unit Powers

I. The faculty of each academic unit is authorized to promulgate its own rules consistent with these Bylaws.

II. The faculty of each academic unit shall have the authority to make rules providing for participation in academic unit meetings of all other members of the SUNYIT community but not limited to part-time faculty.

Article 11

Ratification

These Bylaws shall be ratified at a meeting for such purpose upon a vote of two-thirds of the faculty (as defined herein) present and voting and subject to the approval of the President.

Academic Personnel Policies, Procedures & Benefits

3.1 Equal Employment Opportunity/Affirmative Action Policy

SUNYIT fully subscribes to the principles contained in the Statement of Policy for Equal Employment Opportunity/Affirmative Action of the State of New York, and as a unit of the State University, subscribes to the policies and guidelines set forth by the Board of Trustees of the State University of New York (June, 1971).

Consistent with the *Policies of the State University of New York*, SUNYIT endeavors to provide equal employment opportunities for all qualified persons, to prohibit discrimination in employment and to promote the full realization of equal employment opportunity through a continuous program of recruitment and outreach.

The State University of New York does not discriminate on the basis of race, sex, color, creed, age, national origin, disability, marital status, status as a disabled veteran or veteran of the Vietnam era. The State University does not discriminate in the recruitment of students, recruitment and the employment of faculty and staff, or the operation of any of its programs and activities as specified by federal and state laws and regulations.

Additionally, discrimination on the basis of sexual orientation and the provision of any services or benefits by State Agencies and in any matter relating to employment is prohibited by the Governor's Executive Order No. 28. Under Governor's Executive Order No. 33, discrimination is prohibited in employment

on the basis of gender identity. *The Policies of the State University of New York Board of Trustees* also require that personal preferences of individuals which are unrelated to performance, such as sexual orientation, shall provide no basis for judgment of such individuals.

The Director of Human Resources is designated coordinator in SUNYIT's continuing compliance with relevant federal and state laws and regulations with respect to non-discrimination. The Director of Human Resources may be consulted regarding these issues.

The **State University of New York University-Wide Policies and Procedures** can be found at http://www.suny.info/policies/groups/public/documents/system/pub_source_0009.htm. The Rules of the **SUNY Board of Trustees regarding Maintenance of Order on Campuses (Part 535)** can be found at: http://www.suny.info/policies/groups/public/documents/system/pub_source_9990.htm.

3.2 Acquired Immune Deficiency Syndrome (AIDS) Guidelines

Available scientific data emphasizes that Acquired Immune Deficiency Syndrome (AIDS) is not contracted by casual contact with persons having AIDS. Consistent with SUNY guidelines, SUNYIT does not discriminate against the employment or admission of individuals on the basis of a positive Human Immunodeficiency Virus (HIV) antibody test, or a definitive diagnosis of AIDS or ARC, provided that individuals can perform their duties required by employment or admission. SUNYIT's Health & Wellness Center provides education and information regarding AIDS and testing for HIV. SUNYIT will conform with future federal, state, and SUNY guidelines which may supersede present guidelines.

3.3 Recruitment of Faculty

All faculty positions, new or replacement, are assigned academic departments by the President upon the recommendation of the chief academic officer. Once a department is notified that a recruitment authorization for a position has been approved, the following procedures are usually observed.

- I. The department chair will appoint a search committee, subject to the chief academic officer's concurrence, consisting of at least three individuals. Consistent with the Affirmative Action Compliance Program, the department chair will attempt to assemble a committee representative of both the department and the Institute as a whole.

- II. After the search committee is selected, the department chair will establish selection criteria to serve as a guideline for this committee.
- III. The department chair will advise the committee of its responsibilities. The search committee will elect a search chair, who will preside over the affirmative action recruitment process.
- IV. The Office of Human Resources reviews the position description to make certain it is in compliance with affirmative action policies of SUNY and SUNYIT. Candidates will complete an online application for the search committee for screening and selection of candidates.
- V. In consultation with the department chair, the search committee identifies its top candidates and requests credentials from those who are to be considered further. Before candidates are brought to campus for personal interviews, a file on each candidate should be completed, which contains the following information: 1) letter of application; 2) resume, 3) transcripts, 4) three letters of reference, and 5) employment application. Student copies of transcripts are acceptable at this stage of the search, but no offer of appointment will be made without official transcripts. After the closing date, applications are reviewed to determine if there has been a reasonable cross-section of candidates to proceed with the search.
- VI. Candidates who are brought to campus for an interview should have an opportunity to meet with a wide range of constituents. They should also be interviewed using the previously established criteria. The presentation of a colloquium is recommended. Besides the search committee, candidates are usually interviewed by faculty, the Chief Academic Officer, the President (if his schedule permits), the Director of Human Resources, and a group of students.
- VII. The Chair of the search committee reports the committee's recommendations to the department chair, who in turn makes a recommendation to the chief academic officer with respect to the strengths of the candidates, the "fit" with the department, and likelihood of strengthening SUNYIT.
- VIII. The Chair of the search committee will send appropriate letters to the unsuccessful candidates and will complete an EEO-1 form to be attached to the Appointment Action form submitted by the department chair.

3.4 Faculty Appointment

All letters of appointment are sent by the President. The initial contract will indicate the conditions of employment:

- ◇ Faculty member's title and rank
- ◇ The term of appointment
- ◇ Whether the appointment is temporary or on a tenure track
- ◇ Whether the appointment is full or part time
- ◇ Whether any prior service has been accepted toward tenure consideration.

This appointment is not official until after the candidate has signed the offer and returned it to the Office of Human Resources.

3.5 Conflict of Interest

Faculty and staff of the State University of New York are encouraged to foster an atmosphere of academic freedom by promoting the open and timely exchange of scholarly knowledge independent of personal interests and are required to avoid conflicts of interest.

In instances where potential or actual conflicts exist, faculty and staff are expected to consult with appropriate University officers and abide by this University policy. It is the responsibility of campus officials charged with implementing this policy to identify potential or actual conflicts of interest and take appropriate steps to manage, reduce, or eliminate them.

This policy represents a restatement of existing University policy and pertinent state and federal law and regulations.

1. University faculty and staff may not engage in other employment which interferes with the performance of their professional obligation.
2. University faculty and staff are expected to comply with the New York State Public Officers Law provisions on conflict of interest and ethical conduct.
3. University faculty and staff, to the extent required by law or regulation, shall disclose at minimum whether they (and their spouses and dependent children) have employment or financial interests or hold significant offices, in external organizations that may affect, or appear to affect, the discharge of professional obligations to the University.

4. University campuses shall ensure that all faculty and staff subject to pertinent laws and regulations disclose financial interests in accordance with procedures to be established by the Chancellor or designee. Campuses shall retain the reported information as required, identify actual or apparent conflicts of interest and seek resolution of such conflicts.
5. Each campus president shall submit to the chancellor's designee the names and title of the person or persons designated as financial disclosure designee(s) and shall further notify the chancellor's designee when a change in the assignment occurs. The chancellor's designee shall also be notified of any reports regarding conflict of interest that are forwarded to state or federal agencies.

3.6 Faculty Rank

Consistent with the *Policies of the Board of Trustees of the State University of New York*, SUNYIT confers the traditional academic ranks of instructor, assistant professor, associate professor, and professor on its full-time faculty. Full-time librarians receive the ranks of assistant librarian, senior assistant librarian, associate librarian, and librarian. Persons appointed to these ranks may be considered for continuing appointment (tenure) upon completion of sufficient years of service to the Institute.

Faculty may also be appointed to qualified academic ranks, such as lecturer, adjunct professor, and visiting professor. Time spent in service in these ranks does not count toward continuing appointment.

3.7 Evaluation for Reappointment, Promotion and Tenure

Full-time faculty and librarians of SUNYIT are regularly evaluated for reappointment, continuing appointment and promotion, consistent with the *Policies of the Board of Trustees*. Evaluation normally considers, but is not limited to, these criteria: mastery of subject matter, effectiveness in teaching, scholarly ability, effectiveness of University service, and continuing growth in one's academic or professional field.

Excellence in teaching is a necessary condition for promotion consideration. Expectations are greater for promotion to full professor than for promotion to associate professor. Scholarly accomplishment is a second necessary condition for promotion consideration. Peer-reviewed archival literature is often provided as evidence but other forms of creative scholarship, appropriately peer-reviewed, can be considered. Service to one's academic department, the Institute, and the disciplinary field are expected for promotion. Continuing appointment carries all the expectations for promotion plus the additional expectation that similar

accomplishments will be forthcoming throughout the candidate's professional career.

Full-time faculty and librarians who hold the ranks of instructor, assistant professor, assistant librarian or senior assistant librarian are normally considered for continuing appointment by the end of their sixth year of employment by SUNYIT or the University. If awarded, continuing appointment takes effect at the end of the seventh year. Up to three years of previous service at other accredited academic institutions may be counted towards tenure. Such service is not automatic and must be agreed to at the time of the initial appointment.

Associate professors, associate librarians, professors and librarians are considered for continuing appointment some time before the end of their second year of employment at SUNYIT. The continuing appointment, if granted, takes effect no later than the end of the third year. Faculty may request a promotion in rank (and thus, in the case of promotion to associate professor or associate librarian, accelerate consideration for continuing appointment) at any time without prejudice to current rank or term of employment. Each department has its own peer review committee, composed of representatives of its faculty, which considers matters of reappointment, promotion, and continuing appointment. The procedure for review varies somewhat from department to department.

The Academic Personnel Committee of the Faculty Assembly reviews the recommendations of the department peer review committees concerning reappointment, promotion, and continuing appointment in formulating its own recommendations. The recommendation of the Academic Personnel Committee is forwarded to the chief academic officer. Simultaneously, the department chair also makes his/her recommendations directly to the chief academic officer for final review before a recommendation is submitted to the President. The President makes the final decision in all cases of appointment, reappointment, continuing appointment, and promotion. The Chancellor of the State University of New York, after considering the recommendation of President, may grant continuing appointment to an individual whom he/she finds best qualified. It is essential for faculty to review and update their personnel files on a regular basis in order to ensure that the file contains the information necessary for a proper evaluation. SUNYIT's official personnel files are located in the Office of Human Resources.

For more information on developing a promotion and tenure file, see Appendix B.

3.8 Faculty Grievances

Under the agreement negotiated between the State of New York and United University Professions, almost all faculty grievances are handled under the contractual grievance procedures. For information on this procedure and its jurisdiction, see the *Agreement between State of New York and UUP*. It is also important to realize that the procedure also covers grievances based on the *Policies of the Board of Trustees*. Faculty who think they may have a grievance should contact a member of the local UUP grievance committee. Grievances must be filed within forty-five days from the date when a faculty member first knew or could reasonably be expected to know of a grievable occurrence. The Office of Human Resources has the necessary forms for filing a grievance.

The initiation of a grievance procedure should be entered into when other remedies have been exhausted. If faculty members feel they have been treated unfairly or improperly on the job, they are urged to meet first with the department chair, or another appropriate administrator to attempt to resolve the complaint informally.

There is a separate procedure used for grievances in matters relating to discrimination, including sexual harassment. For information about these procedures, contact the Director of Human Resources. SUNYIT's policy on Sexual Harassment is found in Appendix C.

3.9 Faculty Leaves of Absence

3.9.1 Sabbatical Leaves

The program of sabbatical leaves makes it possible for certain members of the faculty to be on leave from SUNYIT, with pay, for one semester or two. Sabbatical leaves are not intended to be a reward for past service. They are granted to carry out scholarly or research projects that enhance a faculty member's value as an employee of the University.

Eligibility

Faculty are eligible for sabbaticals if they have a continuing appointment and have completed at least six consecutive years of employment in the University. Sabbatical leaves may be granted for up to six months of full salary or full year at half salary. Faculty may, with the prior approval of the President, accept fellowships, grants-in-aid, or earned income to assist in accomplishing the objective of the sabbatical leave. In such cases, the President may adjust the sabbatical leave salaries to reflect such income consistent with Trustee's *Policies*. Sabbatical leaves are not automatic. SUNYIT must be able to provide a satisfactory arrangement to care for the academic program during the period of

the leave. There must also be sufficient funds available in the year's budget to pay for the leave.

Application Process

Application forms (Form LR-1) for sabbatical leaves are available in the Office of Human Resources. The form along with a detailed description of the project to be carried out during the course of the leave should be submitted to the department chair by March 1 of the academic year preceding the leave. The application should identify any supplemental income expected during the leave period, and indicate the applicant's intention to return to SUNYIT at the expiration of the leave.

Description of the Project

The sabbatical application should include a detailed description of the project that will be carried out during the period of the leave.

- The objectives or goals of the project
- The location or special facilities where the project will take place
- A statement of how the project and the leave will enhance the applicant's effectiveness as a member of the faculty
- A timetable for the completion of various stages of the project during the sabbatical period
- The role travel, if any, will play in the project

Review of Sabbatical Requests

Sabbatical leave requests are reviewed by the chief academic officer. Those recommended for funding are submitted by the chief academic officer to the President for final approval.

Recipients of Sabbatical Leaves

The recipient of a sabbatical leave shall be expected to submit a report, in writing, to the chief academic officer one month after the faculty member resumes full-time duties. Normally, this would be October 1 for year-long sabbaticals or those taken in the spring term; and February 1 for those taken during the fall term.

3.9.2 Sick Leave

Full-time faculty members employed by the State University of New York before July 1, 1982, accrue sick leave at the rate of 1 3/4 days per month, during the term of their professional obligation (10 months). If employment with the University

began on or after July 1, 1982, sick leave is accrued according to the following schedule:

| Years of Service | Rate of Accrual of Sick Leave |
|------------------|---------------------------------|
| 0-1 | 1 ¼ days/month (15 days/year) |
| 2 | 1 1/3 days/month (16 days/year) |
| 3-5 | 1 ½ days/month (18 days/year) |
| 6 | 1 2/3 days/month (20 days/year) |
| 7 | 1 ¾ days/month (21 days/year) |

The maximum sick leave that can be accrued by full-time faculty is 200 work days. Part-time faculty may be eligible to accrue sick leave and other benefits on a pro-rata basis. For information, check with the Office of Human Resources.

The President may grant additional sick leave at full or reduced pay up to a maximum of six months. The President may also authorize an additional six months of sick leave without pay. Upon recommendation of the President, the Chancellor of the University may grant a further extension of sick leave, with or without pay.

For faculty who have ten or more years of service in the University and are 55 years of age, accrued sick leave can be converted upon retirement to a monetary value to pay all or part of health insurance premiums during retirement. Check with the Office of Human Resources to discuss eligibility for this benefit.

Faculty are required to submit a monthly time sheet that identifies any sick leave absences incurred during the reporting month.

3.9.3 Disability Leave

Faculty who become temporarily or permanently disabled from the performance of their responsibilities may be eligible for a disability leave. Depending on the nature of the disability, faculty may be eligible for workers' compensation benefits; social security disability allowance; a monthly income through the SUNY Long Term Group Disability Insurance Plan or benefits available to members of a public pension plan. In addition, faculty may be eligible for disability leave with or without pay at the discretion of President and the Chancellor. For more information, consult the Office of Human Resources.

3.9.4 Maternity/Child Care and Adoption Leave

Faculty are eligible for leaves of absence as a result of pregnancy or adoption of a child. Employees who become disabled as a result of pregnancy are eligible to use accrued sick leave for the period of disability. Normally under the State's

policy, disabilities arising from pregnancy or childbirth are treated the same as other disabilities in terms of eligibility for sick leave with or without pay and extended leave. Generally, the period of disability for pregnancy or childbirth is four weeks prior to delivery and six weeks following delivery. In no case will charges to sick leave credits be allowed beyond the time frames stated above without satisfactory medical certification.

Any employee, regardless of gender, is entitled to leave without pay for child care for up to seven months following the date of delivery. Employees are also eligible for child care leave related to the adoption of a child. For detailed information, contact the Office of Human Resources.

Faculty are encouraged to notify the department chair as soon as possible regarding their intention to apply for maternity/child care leave. Employees requesting leaves of absence must submit Form LR-1 (Request for Leave of Absence - Professional Staff) to the department chair.

3.9.5 Leave for Military or Legal Obligations

Faculty are entitled to military leave with pay for up to a maximum of thirty days a year and to military leave without pay for longer periods. Military leave is not considered an interruption of a faculty member's continuous employment with the University.

Faculty may also apply for leave with pay for jury duty when subpoenaed to appear in court, or for other absences required by law.

3.9.6 Other Leaves

The President may recommend a leave of absence with or without salary (or a reduced salary) for purposes of professional development or acceptance of a short-term assignment with another institution, agency, or government, or philanthropic body. Recommended leaves with or without pay must be approved by the Chancellor.

Applications for all leaves are sent from the department chair to the chief academic officer and then to the President. Each application should state the purpose of the leave, its anticipated duration, and its value to the University and to the applicant.

The Family Medical Leave Act (FMLA) is a federal act that provides workers faced with family obligations or serious family or personal illness with reasonable amounts of unpaid leave. The law requires that employees receive up to 12 weeks per year of paid or unpaid sick-leave for serious family sickness or illness.

3.10 SUNY Employment Benefits

The State University of New York extends the following employment benefits to its full-time faculty members.

3.10.1 Retirement Coverage

Full-time faculty of SUNYIT are eligible to elect one of the three retirement programs.

- New York State Employees' Retirement System (ERS)
- New York State Teachers' Retirement System (TRS)
- Optional Retirement Program: Teachers Insurance Annuity Association – College Retirement Equities Fund (TIAA-CREF), MetLife, Valic, and ING.

Employees must elect to participate in one of these programs within thirty days of appointment. If an election is not made within this period, employees will be required to join the New York State Teachers' Retirement System and have no further opportunity to change their retirement program.

Part-time professional employees are also eligible to join the Employees' Retirement System (ERS) or the Teachers' Retirement System (TRS). Part-time employees holding a "term" appointment are also eligible to participate in the Optional Retirement Program. Detailed information on each plan is contained in individual booklets which can be obtained from the Office of Human Resources.

3.10.2 Deferred Annuities

It is possible to set aside a portion of base annual salary in one or more of the following deferred annuity programs:

- Supplemental Retirement Annuity (SRA) or Tax Deferred Annuity (TDA) through TIAA/CREF, ING, MetLife, Valic or Fidelity
- Deferred Compensation Plan through Nationwide

3.10.3 Survivors' Benefits

Death benefits vary with each of the retirement plans. The State provides an additional survivors' benefits plan which supplements benefits equal to less than half of the yearly salary, up to a maximum benefit of \$10,000.

3.10.4 Health Insurance

Two health insurance options are available to full-time faculty members who are employed by SUNYIT and to part-time faculty who teach at least two courses per term. The two insurance options are:

The Empire Plan:

Comprehensive hospital coverage through Blue Cross;

Paid-in-full medical/surgical benefits, after co-pay, provided through United Healthcare when participating providers are used;

Major medical coverage provided through United Healthcare after the deductible is met and reimbursed at 80 percent of the normal and customary fee when non-participating providers are used.

Health Maintenance Organization (HMOs):

MVP (Mohawk Valley Plan), HMO Blue, and CDPHP. This option is available to employees who reside in the county served by the particular HMO. Under this option, hospitalization coverage as well as medical/surgical care is provided. Enrollees must receive all services from HMO primary care providers or through a referral to non-HMO providers. There is a nominal charge for each visit.

3.11 Other UUP Health Benefits

All members of the United University Professions (UUP) Bargaining Unit are entitled to the following benefits. Part-time employees are also eligible for these benefits if they qualify for health insurance coverage as outlined in section 3.10.4.

3.11.1 Prescription Drug Program

Employees represented by the United University Professions (UUP) may enroll in a prescription drug plan allowing the employee and eligible dependents to purchase prescription drugs at minimal cost. New employees become eligible upon completion of 42 days of continuous service. The plan has a co-pay feature. When prescriptions are filled at a participating pharmacy, there is a charge for each separate prescription or refill. For those taking maintenance medications, the plan provides a mail order pharmacy program. A 90-day supply of the medication may be ordered for a single co-pay.

3.11.2 Dental Insurance

The United University Professions (UUP) Employees Benefit Fund provides employees and their eligible dependents with a group dental plan. Completion of 42 days continuous service is the eligibility requirement. Temporary employees whose appointments are expected to last fewer than six months are not eligible for this plan.

3.11.3 Vision Care

The United University Professions (UUP) Employees Benefit Fund also provides vision care coverage for employees and eligible dependents. Coverage becomes available upon the completion of 42 days of continuous service. Temporary employees whose appointments are expected to last fewer than six months are not eligible for this plan. Paid-in-full coverage for most services is provided through participating providers; a schedule of allowance is followed for non-participating providers.

For detailed information concerning these benefit plans, contact the union representative or the UUP/Public Employee Fund at 1-800-887-3863.

3.12 Education and Training Benefits

3.12.1 SUNY Tuition Waiver Program

This program waives employee tuition expenses for career-related, credit course work taken at SUNY institutions (except community colleges). Partial tuition, and occasionally full-tuition, is payable subject to the availability of funds. Full-time employees are eligible for up to 12 credit hours of course work per semester, and part-time employees who work at least half-time are eligible for up to six credit hours of course work per semester. Recreation, hobby, and/or personal interest courses, whether or not required for a degree do not qualify for tuition waiver under this program. Course work must be career-related as determined by the department head or supervisor.

3.12.2 SUNY Tuition Reimbursement Program

This program partially reimburses employees for career-related, credit course work taken through accredited institutions other than SUNY. A maximum reimbursement of \$25 per credit hour is payable, subject to availability of funds in the department. Full-time employees are eligible for up to 12 credit hours per semester, and part-time employees who work at least 50 percent of full time, are eligible for up to six credit hours per semester. Recreation, hobby, and/or personal interest courses, whether or not required for a degree, do not qualify for

tuition waiver under this program. Course work must be career-related as determined by the department head or supervisor.

3.12.3 Tuition Assistance Program

This program waives full tuition expenses for credit course work taken on either a credit or audit basis at SUNY institutions. Fees other than tuition are not covered and are the responsibility of the employee. Employees in the Professional Services Negotiating Unit (PSNU) may enroll in a maximum of one course per semester and/or special session (e.g., summer session) under this program. Courses under this program are offered on a space available basis, determined by the specific college, and employees must meet all course prerequisites.

Further details concerning all above mentioned programs and applicable forms can be obtained through the Office of Human Resources.

3.13 Employee Assistance Program (EAP)

The Employee Assistance Program (EAP) offers assistance to employees in solving personal and family problems that may affect their performance at work. EAP serves as a referral source to other agencies which offer evaluation and treatment.

EAP offers assistance for a variety of problems including chemical dependency, alcohol and drug abuse, mental or emotional problems, physical illness, marital or family difficulties, and legal or financial difficulties. Participation in this program is entirely voluntary. EAP services are free of charge. Employee benefits cover most of the expenses of other referral agencies.

Any contact with EAP is entirely confidential. Anyone interested in utilizing the services of the Employee Assistance Program may contact the Employee Assistance Program Coordinator at 315-793-2201.

3.14 Credit Unions

Employees and their families are eligible to join either the Mohawk Valley Federal Credit Union or First Source Federal Credit Union. Both offer a wide variety of savings and investment accounts through payroll deduction and loan funds to members at very competitive rates. Savings are insured up to \$250,000 by the National Credit Union Association.

Additional information can be obtained from the Office of Human Resources.

3.15 Optional Group Benefits

In addition to the benefits provided to SUNY employees, other optional group benefits sponsored by the United University Professions (UUP), the New York State United Teachers (NYSUT) and the American Federation of Teachers (AFT), are available to UUP bargaining unit members. For further information on these benefits, refer to the UUP Employee Benefits Handbook or contact the UUP local campus representative.

3.16 Faculty Compensation

3.16.1 Pay Schedule

SUNYIT employees who are on the State payroll are paid biweekly, every other Wednesday. Because the State uses a two-week lag payroll system, new full-time faculty members beginning the academic year in August will receive their first paycheck on the second pay date in September.

The Office of Human Resources provides faculty with appropriate forms to arrange for deductions from their pay. Standard deductions include withholding taxes, social security taxes, a retirement deduction, and an agency shop fee. Additional voluntary deductions may include savings bonds, supplemental funds for retirement, credit unions, loan payment or savings, charitable contributions, etc.

Faculty usually enroll in the direct deposit program. Checks or payroll statements may be picked up from the business office between the hours of 8:30 a.m. – 4:30 p.m. Faculty wishing to have paychecks/paystubs mailed to their home address should contact the business office.

Part-time instructors should contact the department chair concerning their payroll schedule and the delivery of their paychecks/statements.

3.16.2 Direct Deposit of Payroll Check

Employees may wish to have all or part of their biweekly payroll deposited directly in a local bank or credit union. Contact the business office to arrange for this service.

3.16.3 Extra-Service Compensation

Extra service is defined as: Work performed by academic and professional staff in a state payroll agency other than the one to which the employee is regularly assigned, or special assignment performed by academic and professional staff at their own campus which is substantially different from or in addition to an

individual's professional responsibilities. Extra service assignments may be performed on the home campus but must be in addition to and must not interfere with the individual's regular responsibilities. Extra service must be closely monitored. It must be clearly demonstrated that any extra service exceeds that which is normally performed under the regular obligation and outside of normal working hours.

All faculty extra service assignments at SUNYIT may only be offered subject to the advance approval of the department chair and the chief academic officer.

It is the policy of SUNYIT that full-time employees cannot be independent contractors when performing extra service assignments on campus, even if the extra service assignment is for an agency of the College Association or SUNYIT Foundation. The person performing such service must be paid on the State payroll and New York State must be reimbursed by the organization requesting services of the State employee.

Compensation for extra service is not to exceed an amount equal to 20 percent of base annual salary in any academic or calendar year. For example, a faculty member earning a salary of \$50,000 may not be paid more than \$10,000 for extra service during the course of his or her annual professional obligation. Summer employment outside the period of an academic year obligation does not constitute extra service. Compensation for such summer employment is covered by other policies and procedures.

3.17 Travel Reimbursement Policy and Procedures

SUNYIT provides transportation or reimburses travel expenses only for persons engaged in the official business of the University or SUNYIT. The following activities constitute official SUNYIT business:

- Meetings or conferences called by learned societies;
- Meetings or conferences called by the Chancellor, a member of the Chancellor's staff, or a campus president;
- Meetings or organizations in which the President or the University hold membership;
- Recruitment of administrators and instructors;
- Visits to two-year colleges for the purpose of recruitment or advisement of students;
- Meetings with officers of the University, officials of the state government, or other persons on the declared business of the University or SUNYIT.

As a general policy, SUNYIT reimburses travel expenses within the limits established by the University for attendance at meetings that help faculty improve as instructors or scholars or that deal with matters affecting the general welfare of SUNYIT or the University.

3.17.1 Travel Approval

Faculty must request **prior** approval from the department chair for all travel off campus whenever such travel conflicts with teaching assignments or office hours, or when a state car or reimbursement for expenses is requested. Requests for travel funds should be submitted well in advance of the planned travel to determine which expenses, if any, will be reimbursed. The chief academic officer must approve all travel out of state. A special form is used and is available from department secretaries. In general, out-of-state travel is approved for attendance at conferences or meetings of professional or scholarly associations and organization, or for travel otherwise related to one's employment.

3.17.2 Travel Advance

Faculty may request a travel advance of up to \$400 against the anticipated expenses of travel, based upon a per diem rate. To request a travel advance, submit a travel advance form approved by the department chair to the business office a minimum of two weeks prior to the trip. Provided there are sufficient funds in the travel advance account at the time, the business office authorizes a travel advance payment. Any difference between the money received as a travel advance and the actual expenses incurred during travel must be repaid.

3.17.3 Reimbursement for Expenses

Travel expense vouchers must be submitted to the business office no later than 30 days after completion of the trip. A copy of the out-of-state travel request form duly approved by the appropriate authorities should be included along with the voucher. If a personal car was used, attach a statement of automobile travel form.

The state determines a schedule of payments for travel. For information on travel allowances, refer to Employee Travel section under Business Affairs on the SUNYIT website.

3.18 Reimbursement of Instructional Expenses

Faculty seeking reimbursement from SUNYIT for out-of-pocket instructional expenses must secure prior approval from the department chair. Faculty may not charge students a fee to reimburse instructional expenses incurred in connection with instruction. No such charge is allowed by the University under any circumstances.

Faculty Responsibilities

4.1 Academic Freedom

The SUNYIT policy on academic freedom is taken from the statement in the *Policies of the Board of Trustees*, Article XI, Title I:

“It is the policy of the University to maintain and encourage full freedom, within the law, of inquiry, teaching and research. In the exercise of this freedom, faculty members may, without limitation, discuss their own subject in the classroom; they may not, however, claim as their right the privilege of discussing in their classroom controversial matter which has no relation to their subject. The principle of academic freedom shall be accompanied by a corresponding principle of responsibility. In their role as citizens, employees have the same freedoms as other citizens. However, in their extramural utterances employees have an obligation to indicate that they are not institutional spokespersons.”

4.2 Copyright and Faculty Ownership of Intellectual Property

Under the Federal Copyright Act, 17 USC §1.01, work-for-hire is (1) work prepared by an employee within the scope of employment, or (2) work specifically ordered or commissioned and prepared per a written contract [by an employee or non-employee], such as an instructional text, test and test answers. Under a work-for-hire contract, the parties decide who is the owner of the copyright.

SUNY's copyright policy was written in 1954 when the 1909 federal copyright act was in effect. Under the 1909 copyright act, there was a common-law exception from the work-for-hire rule for faculty work. That is, despite the work-for-hire rule that would otherwise have vested in SUNY as employer ownership of copyright in faculty-employee work, copyright in faculty work vests in the faculty.

SUNY's policy incorporates the general academic common law work-for-hire exception (to the effect that faculty own the copyright in work produced in the scope of employment), but retains the ability of the University to specifically order or commission a faculty member per written contract to create work-for-hire, in which either the University or the faculty member may own the copyright, as the parties shall agree and reflect in the contract.

With respect to faculty materials used on the web for instruction, under the current SUNY policy, copyright ownership is treated no differently than faculty materials produced for the classroom. That is, faculty own the copyright under the academic work-for-hire exception embedded in SUNY's copyright policy. Alternatively, SUNY and faculty may enter into work-for-hire written agreements relating to materials produced for on-line use in which the parties may agree to vest copyright in either SUNY or the faculty and to provide for related licenses.

Go to [Frequently Asked Questions about SUNY Faculty and Copyright](#), premised on SUNY's existing copyright policy.

SUNY's copyright policy applies to the State-operated campuses, but does not apply to community colleges under the program of the State University. Ownership of copyright in faculty materials may be addressed in a copyright policy of a community college or in collective bargaining agreements of a community college. To the extent ownership of copyright in faculty materials is not so addressed, SUNY encourages each community college to adopt policies and agreements that facilitate licensure of faculty materials in support of Open SUNY or the SUNY Learning Commons with respect to those faculty members who volunteer to participate in such programs.

(From: http://www.suny.edu/provost/academic_affairs/FacultyOwnership.cfm)

4.3 Policies Governing Faculty Professional Responsibilities

The policies governing the professional responsibilities of the faculty are contained in the *Policies of the Board of Trustees* (Article XII, Title A, Section 4 a-e). Material contained in this section complements policies governing the State University of New York and contract agreements specified in the active *Agreement between United University Professions and the State of New York*.

4.4 Curriculum Committee

The policies and procedures followed by the curriculum committee are found in Appendix D.

4.5 Student Advisement

The procedure for selecting academic advisors varies among academic programs; however, full-time faculty members are expected to assume the responsibility of advisement for assigned students. Sound advisement is critical to the academic enterprise.

The responsibilities of the academic advisor are:

- Help the student establish a comprehensive program of study that meets the degree requirements of SUNYIT and the proposed major.
- Recommend approval of any departures by the student from the agreed upon program of study.
- Serve as mentor for the student in such areas as professional development, career planning, and course selection.

A student may change advisors by contacting the department office.

4.6 Teaching

Excellent teaching is the highest faculty priority and the most fundamental obligation that all faculty at SUNYIT share. For that reason SUNYIT values the art of teaching and expects faculty to strive to excel in this effort.

Excellent teaching is fostered by knowledge of one's subject matter and related fields, by careful preparation for each class, by the use of instructional strategies appropriate to the subject matter, and by a well-developed variety of evaluation techniques that guide students in the learning process.

4.6.1 Course Objectives and Requirements

It is important that faculty reflect on their instructional goals for each course. This includes formulating achievable learning goals that are appropriate to the course, and showing the way the course contributes to the major or the general education of the student.

4.6.2 Course Syllabi

One of the most effective ways that instructors can convey the essential requirements of the course is through the syllabus. Each syllabus should list learning outcomes and contain information about any prerequisites, readings, projects, and other requirements that must be completed to earn credit. Students need to know the instructor's attendance policy, the method that will be used to determine grades, and any other special information that might affect student performance in the course. Since many students commute from some distance, it is helpful to provide phone numbers, office hours, and other relevant instructions in the syllabus in the case of emergencies. In keeping with SUNYIT's commitment to serving students with disabilities effectively (see Appendix G), faculty are encouraged to add the following sentence to each syllabus:

“If you have a disability that has been documented by our Counseling Center and you require an accommodation in this class, please notify me within the first two weeks of the semester.”

The syllabus should be distributed at the first class meeting and discussed in sufficient detail so that students can make informed choices about their registration. Two copies of each syllabus should be given to the department secretary. One copy is kept on file in the department office, the other is sent to the chief academic officer, where it is kept on file for three years and then placed in the library archives. When assignments require library research, a copy of the assignment should be sent to the library faculty. Faculty should consult with librarians prior to developing assignments to ensure that there is access available to the resources that are needed for the assignment.

4.6.3 Class Lists/Rosters

Class rosters are produced and distributed by the Registrar to faculty and departmental offices during the first two weeks of classes. At the beginning of the third week, faculty are required to review and confirm the accuracy of the roster with the Registrar's Office.

4.6.4 Field Trips

SUNYIT has a form that is used when faculty take students on a field trip as part of a course. These forms are available in the department office and require the department chair's signature. If a state vehicle is needed, an appropriate travel form must be completed. (See Section 9.8)

4.6.5 Guest Lecturers

Faculty may invite guest lecturers to address classes where no honorarium is involved. Arrangements that involve fees need to be approved in advance by the department chair.

4.6.6 Meeting Classes

Faculty are required to meet all scheduled classes except in cases of emergency or illness. In the event that a class cannot be held, faculty should notify their chair at once, and ask the secretary to post a notice outside the classroom door, informing students that the class is canceled. A listing of canceled classes can be found online at http://www.sunyit.edu/apps/canceled_classes/. It is prudent to request students at the first class meeting to provide a phone number or email address where they can be reached in case a class is canceled. Faculty may also send an email to the entire class through ANGEL. Email to the student's SUNYIT address is the official communication method. If possible, all missed classes should be rescheduled before the end of the semester, or some other appropriate activity substituted, which is acceptable to the department chair.

Occasionally there are circumstances where faculty have another professional obligation that conflicts with a scheduled class. All requests to cancel classes, or to rearrange them, must be approved in advance by the department chair.

4.6.7 Notification of Change of Classroom or Time

The registrar assigns rooms for all classes. Any request to change the location or time of meeting of a class should be addressed to the department chair, who will file a request for change with the Registrar's Office. The department chair must authorize any proposed change and report it to the registrar in writing, even if students agree to the change beforehand.

4.6.8 Student Evaluations of Teaching Effectiveness

SUNYIT uses the Instructional Development Effectiveness Assessment (IDEA) System of student evaluation. Faculty receive the IDEA evaluation forms before the end of the term to administer to their classes.

During the first three years of teaching at SUNYIT, all classes are evaluated by the students. After three years, the largest class per semester is selected for IDEA evaluation. Once a faculty member has received continuing appointment, only the largest class during the spring semester will be selected for evaluation. Faculty may request that additional classes be evaluated, subject to the approval of the chief academic officer. The procedure for administering the IDEA form is listed below.

- In each class that is being evaluated, designate one student to distribute the forms in class. The forms should be filled out at the start of a class session in one of the final week's class sessions. The form takes about fifteen minutes to complete.
- At the end of fifteen minutes, the student representative collects all of the evaluation forms, seals them in the envelope provided, and returns them to the department office. At no time should a faculty member handle the completed evaluation forms. The tabulated results are not returned until after final grades have been recorded. A copy is also sent to the department chair for review.

The evaluation forms have two purposes. They assist faculty in evaluating their own effectiveness as a teacher; they are part of the criteria reviewed by others in reappointment, continuing appointment, and in awarding discretionary salary increases.

4.7 Office Hours

In addition to the time on campus necessary for faculty to meet expectations for teaching, scholarly activity and service, full-time faculty are also expected to maintain a regular schedule of office hours each week for the purpose of student consultation, colleague interaction, and other SUNYIT business.

Faculty are expected to maintain a minimum of four hours per week for this purpose; no more than half of which may be online. Office hours must be during normal SUNYIT business hours and should be at times that are conducive to student interaction. At the beginning of the semester the department chair must receive and approve a copy of each faculty member's office hours. A notice of the scheduled office hours should be posted outside a faculty member's office, and two copies given to the secretary, one for the department chair and the other for the chief academic officer. Adjunct faculty are expected to have office hours; one hour a week for each 4 credit hour class.

4.8 Faculty Research

SUNYIT encourages and supports research and other scholarly activities on the part of its faculty. SUNYIT offers summer research grants-in-aid to faculty members on a competitive basis. Depending on the nature and significance of the research project, SUNYIT may grant a reduced teaching load to a faculty member to carry out a designated project.

Before engaging in any research that involves human subjects, faculty must have written approval from the Institutional Review Board of a project is given in writing. (For policy governing faculty research misconduct, refer to Appendix K.)

Before engaging in research that involves animals, faculty must have approval from an Institutional Animal Care and Use Committee (IACUC).

4.8.1 Faculty/Student Research Collaboration

Faculty members should encourage students to get involved in research projects when appropriate. However, it is incumbent upon the faculty member to give appropriate recognition to a student's contribution to this research effort. See Appendix E for the faculty statement on student involvement in research.

4.8.2 Sponsored Research

Faculty who are interested in pursuing externally funded research should take advantage of the services of the Office of Sponsored Research. The services of this office are described in more detail in Section 6.6.2.

4.9 Service

The vitality of an institution of higher education is largely dependent upon the commitment of faculty to participate in the governance process of the institution and to engage in service on behalf of SUNYIT. This includes departmental, institutional, and University-wide committee work; and service to the community, scholarly societies, and professional organizations. It is especially important for faculty members to serve in the governance of their department and the Institute.

4.9.1 Student Recruitment

Faculty members are encouraged to become involved in the recruitment of new students. Recruitment activities may include visits as guest lecturers to other colleges, hosting student groups on campus, development of articulation agreements, and nurturing collegial contacts with K-12 teachers and two-year college faculty.

4.10 Consulting

Faculty members are encouraged to utilize their expertise through consulting activities. Consulting commitments should not exceed one day per week during the academic year. Departmental chairs must be informed of consulting activities in order to ensure that faculty responsibilities to SUNYIT are not compromised.

4.11 Conflict of Commitment

Faculty members must not allow outside employment to conflict with primary SUNYIT responsibilities. The guiding principle is that SUNYIT duties are the primary obligation of the faculty member. *SUNY Board of Trustees Policy, Title H, section 4* states, “No employee may engage in other employment which interferes with the performance of the employee’s professional obligation.”

Instructional Policies & Procedures for Undergraduates

5.1 SUNYIT General Education Policy

Students at SUNYIT are required to complete 30 credits in approved coursework in at least 7 of the following 10 SUNY-GER areas (*adopted by Faculty Assembly October 2012*). The undergraduate catalog also lists specific courses that will fulfill the requirements of each of the general education areas.

Earn 30 credits in courses in at least 7 of the following 10 SUNY-GER areas:

Two required areas: Basic Communication, Mathematics

Any 5 of these 8 areas: American History, Foreign Language, Humanities, Natural Sciences, Other World Civilizations, Social Sciences, The Arts, Western Civilization

In addition to the above SUNY General Education areas, all students must complete an upper-division writing requirement (see 5.2) and one natural science course.

5.2 Writing Requirement

All students entering SUNYIT will be required to pass an upper-division writing course or approved alternative. Students, except those in computer science, must meet the requirement within the first 32 semester hours after matriculation. Computer science majors must meet the requirement prior to graduation.

Any student may use the current test-out procedure and be exempted from the course on the basis of performance on a test developed by the writing faculty. Students must register for COM 306 and pay tuition for credit earned through a test-out examination for this particular course.

5.3 Test-Out Policy

SUNYIT allows students to establish credit for coursework on the basis of activities other than normal class attendance. The following guidelines have been established to guide the departments in establishing their own policy on testing out of requirements.

The basis for establishing credit must be explicitly formulated and approved in advance by the faculty of the departments, department chair, and the chief academic officer. A copy of the policy must be filed in the Registrar's Office.

- Credit established under this policy must be used to satisfy degree requirements and must not extend the total number of credit hours required for graduation by the student.
- No more than twelve credit hours can be earned by a student under the provisions of this policy.
- A grade of EX is assigned to students establishing credit under the provisions of this policy. This grade is not counted in calculating the student's grade point average.
 - Regular tuition and fees are charged for course requirements satisfied under this policy.
 - Credits earned through this procedure may not be applied toward satisfaction of the 3-semester hour residence requirement.
 - A student may have the opportunity to test out of a particular course only once.

Students wishing to test out must contact the academic department offering the specific course to determine if a test is available and, if so, must register for the course no later than the last day to add a course for a term. The test must be administered no later than the beginning of the term so that the student may

change their class schedule, depending on the results of the test, during the add/drop period. Students who pass the test must remain registered in the class to receive credit for the course. Students who do not pass may choose to remain registered and complete the course in the normal manner or can choose other course options.

5.4 Class Attendance

Although SUNYIT has no formal attendance policy common to all courses, students are expected to attend class regularly. It is the responsibility of the student to notify the instructor if a class will be missed. Generally, a prolonged absence from class is permitted only for an emergency, such as an illness or a death in the immediate family. Students are responsible for any class assignments missed because of absence, regardless of cause. Faculty members are encouraged to provide specific information about attendance requirements in the course syllabus.

5.5 Late Enrollment

A student may not enroll in class later than one week after the beginning of the semester without permission of the instructor.

5.6 Student Withdrawal from a Course

Students may formally withdraw from a course beginning the third week of class through the tenth week of classes by submitting an add/drop form. Beginning the eleventh week of classes, courses cannot be dropped without penalty of grade (A-F). For further details, see the Undergraduate Catalog and the current calendar.

5.7 Changes in Student Program and Status

During the course of the semester, faculty may be requested to provide information about changes in a student's program and/or status.

SUNYIT uses a variety of forms to accommodate changes in a student's academic program. Some of these forms are:

- Program of Study Form
- Add/Drop Form
- Academic Petition Form

- Independent Study Authorization Form
- Incomplete Grade Data Form
- Mid-Semester Deficiency Notice Form
- Change of Grade Form
- Change of Program Form

For information about the use of these or other forms, please check with the department chair or the Registrar's Office. It is important to respond to these requests promptly and accurately.

5.8 Students with Disabilities

SUNYIT is committed to providing quality comprehensive services to students with disabilities. The federal regulations implementing the Americans with Disabilities Act of 1990 were designed to complement the regulations promulgated under the Rehabilitation Act of 1973. Students can be referred to the Disability Services Coordinator with any questions or concerns regarding accessibility. The institutional policy for governing the provision of academic accommodations for students with disabilities is in Appendix G.

5.9 Final Examinations

The final exam schedule is developed by the Registrar at mid-semester and currently spans four days. Exams are scheduled according to the starting time of classes and the exam date and time is closely linked to the actual class meeting wherever possible. The exam schedule is distributed only to the faculty, who then inform students of their exam; the schedule is also available on the Registrar's website.

Every course at SUNYIT must conclude with a final examination or some other concluding activity. **Final examinations may not be given in class prior to the scheduled final examination period.**

Faculty should submit a copy of their final examination to their department office at the close of the semester.

5.10 Final Grades

Faculty submit final course grades to the Registrar's Office via Banner Web by the date established in the academic calendar. It is important to submit final grades on time, because grade reports are not run until grades for all courses have been submitted.

5.11 Grading System

SUNYIT uses the following system of grading for undergraduates:

| Grade | Quality Points | Grade | Quality Points | Grade | Quality Point |
|-------|----------------|-------|----------------|-------|---------------|
| A+ | 4.00 | C+ | 2.33 | W | 0 |
| A | 4.00 | C | 2.00 | I | 0 |
| A- | 3.67 | C- | 1.67 | IP | 0 |
| B+ | 3.33 | D+ | 1.33 | S | 0 |
| B | 3.00 | D | 1.00 | U | 0 |
| B- | 2.67 | F | 0.00 | EX | 0 |

Faculty set the levels of achievement associated with the letter grades in their courses. Instructors may choose not to employ the full range of letter grades or plus and minus grades. S/U grades can only be assigned in courses approved as S/U graded. For more information about the grading system, consult the undergraduate catalog.

5.12 Incomplete Grade/In Progress Passing

An incomplete grade (I) should be assigned only when the student has failed to complete the course work due to circumstances beyond his/her control. The incomplete grade must be removed by the middle of the following semester, or it automatically becomes an F. An incomplete grade renders a full-time student ineligible for academic honors until the grade is removed from the student's record. Students are not allowed to re-register for a course in which they currently have an incomplete grade pending.

An in progress passing (IP) grade may be assigned when the student is making satisfactory progress in course requirements that one ordinarily would be unable to complete by the end of the semester, e.g., research, practicums, internships. Students have until the end of the following term to complete the required work. An IP grade that is not changed by the end of the following term is recorded as an F.

5.13 Change of Grade

Under normal circumstances only the instructor can change a student's grade. Grade changes must be made on a form available on the SUNYIT website. Grades may be changed only for exceptional reasons that can be substantiated.

5.14 Policy on Graduation Honors

SUNY Institute of Technology confers honors in recognition of excellence. This concept, by its nature, involves an overall academic performance which is unusual, noteworthy, and extraordinary. Consequently, the students thus designated are normally expected to be few. Accordingly, honors will be conferred according to the following pattern:

In each department of the Institute, generally not more than 15% of the graduating students will be awarded graduation honors.

5.15 Residency and Transfer Requirements

SUNYIT maintains a minimum residency requirement of 30 semester hours, of which a minimum of 12 semester hours must be in the major. Consult program descriptions for any additional specific residency requirements. (Approved by the Faculty Assembly, February 11, 1993)

5.16 Transfer of Credit

It is the policy of SUNYIT to accept only those transfer credits that are applicable to the student's degree requirements. A minimum 2.0 cumulative grade point average must be maintained for all credit transferred. Courses for which transfer credit is allowed may not be repeated at SUNYIT.

5.16.1 Transfer of Credits Taken Prior to Matriculation

Students may transfer all applicable earned credit not to exceed 76 semester hours. Under no circumstances may a student transfer more than 76 credits of lower-division coursework.

5.16.2 Transfer of Credits Taken After Matriculation

Matriculated students who wish to take coursework at another college and receive additional credit must receive prior approval by filing an academic petition in accord with the procedures of their academic department. Approval of transfer credit will be based on the applicability of the course toward the student's degree requirements, and successful completion of the course with a grade of "C" or better. Ordinarily, these courses shall be taken from four-year colleges, but under no circumstances may the student transfer more than 76 semester credits from community colleges or other primarily two-year institutions. It is the student's responsibility to have an official transcript forwarded to the Registrar's Office for evaluation upon completion of the course.

5.16.3 Credits by External Examination

Credit is allowed for other types of educational experience when applicable to the student's degree requirements according to the following guidelines:

- College Proficiency Examination Program (CPEP). Administered by the New York State Education Department, CPEP offers examination in the arts and sciences, nursing, health, and teacher education.
- College Level Examination Program (CLEP). The College Entrance Examination Board offers a national credit-by-examination program that includes general examinations in the humanities, social sciences, mathematics, natural sciences, English, composition, introductory accounting, and computer and data processing.
- United States Army Forces Institute (USAF/DANTES). The USAF offers credit-by-examination in a variety of academic areas including the humanities, social sciences, and business administration.
- Regents External Degree (RED). The Board of Regents of the University of the State of New York offers various programs in which students can demonstrate successful subject area competence by examination.

5.16.4 Effect of Transfer Credits

Credits awarded under the above regulations have no effect upon the computation of the student's grade point average.

5.17 Instructional Policies and Procedures for Graduate Students

For a description of graduate academic policies, refer to the graduate catalog.

5.18 Code of Student Academic Conduct

For a description of policies governing the students Code of Academic Conduct, refer to appendix J. Other information about student policies and procedures is found in the Student Handbook.

Academic Support Services

6.1 Cayan Library

6.1.1 Services

Physical attributes available in the Peter J. Cayan Library are ten group study rooms, a reading room, a library instruction/computer lab and a faculty research room. Cayan Library is open year round and has online resources that are accessible from on and off campus.

Faculty members are urged to make the fullest possible use of the services and materials provided by the library and to encourage their students to do the same. Helping students to gain proficiency in the use of information resources in the library is a joint effort between librarians and teaching faculty.

Please visit the library web site, www.sunyit.edu/library, where all of the services are described and resources listed.

Library Instruction

To assist with the development of information literacy, the library offers a program of orientation and instruction which is scheduled by appointment. Sessions are adapted to the needs of a specific project, assignment, report, or paper. Librarians also work with those who would like to design a course-integrated library-based assignment. The types of instruction services offered include group orientations, course-related presentations, course-integrated instruction, reference service, and one-to-one assistance using electronic and other resources. Librarians also provide database training to faculty on any available database; either individually in a faculty office or for a department. To schedule an appointment, please call 792-7245.

Reference Assistance

Reference service is available during all hours of operation offering assistance in using all of the library resources. In order for the librarians to assist students more effectively, faculty are encouraged to let the library staff know when giving assignments that require library use.

Faculty Borrowing

Faculty may borrow books for one semester without renewing them. However, the library reserves the right to recall materials that are requested by another borrower. All material still on loan to faculty at the end of the semester should be returned or renewed. This applies to SUNYIT books and not interlibrary loan books. Interlibrary Loan (ILL) due dates are set by the lending library. Prompt return of library materials when faculty members are finished using them is expected and appreciated. Circulation privileges for journals and other materials need to be cleared with the circulation librarian. While faculty are exempt currently from overdue fines, replacement cost notices will be presented when faculty loans are seriously delinquent.

Interlibrary Loan

Materials not available in the library can be requested through Interlibrary Loan (ILL). Illiad, an on-line user initiated system is used for all ILL requests. A registration process is required during the first ILL request. Check the collection before placing orders to see whether the library has adequate resources. The library observes the lending library's restrictions. Although no limits are placed on a faculty member's interlibrary loan requests, the library staff may spread out the placement of orders to accommodate the needs of others.

Reserves

Placing material such as books, articles, videos, DVDs, etc., on reserve is easy. Just bring the material along with a completed reserve request form to the circulation desk in the Cayan Library. The form is available in the library and at www.sunyit.edu/library/reserve.pdf or online at www.sunyit.edu/library/reserve/request_form.htm. Processing reserve material takes at least two to three days or longer during the first hectic weeks of the semester.

There are restrictions to placing items on reserve. Reference material, material belonging to other libraries, and items that do not comply with copyright will not be placed on reserve. Obtaining copyright permission is the responsibility of the faculty member. The circulation librarian will offer copyright advice or assistance as needed. Faculty members will need to supply a copy of a textbook that is needed to be placed on reserve. The library does not generally purchase

textbooks. Faculty should consult the library catalog prior to making their reserve list in order to check whether or not the library owns the item needed. It is possible that the library may be able to purchase the item. Please be aware that this process will take additional time.

Electronic reserves are now available to faculty. Well before the beginning of the semester, faculty should contact the circulation librarian and supply the materials to be scanned. Items such as journal articles or individual book chapters may be placed on e-reserve one time before copyright permission is needed. Fees may be charged by the publisher for electronic use. Each class receives a password that lasts for a single semester that allows students to access items from anywhere at any time.

For questions about reserves, please contact Barbara Grimes, Circulation Librarian, at ext. 7253 or grimesb@sunyit.edu.

Other Services

The library has two photocopiers which are located on the first floor by the circulation desk. Both machines copy legal and standard size documents. Two micro-film reader/printer machines are also available on the first floor. The library also publishes Periodical Holdings twice a year.

6.1.2 Selecting and Ordering Library Materials

Collection Management Program

To facilitate the planned development of library resources, librarians work with faculty in specific subject areas to evaluate the current collection, and to keep abreast of new programs and trends.

Ordering Books and Materials

Faculty are encouraged to recommend new materials for the library. Requests can be made directly to Ron Foster, ext. 7318, fosterr@sunyit.edu. The library does not purchase office copies of books or journals. Nor does it normally purchase classroom textbooks, laboratory manuals, teacher guides, solutions and answer sheets for examinations or other projects. Also, the library does not generally purchase popular fiction, hobby or handicraft materials, or most newsletter publications.

6.1.3 Library Hours

Library hours are determined each semester and are posted on the library website, www.sunyit.edu/library.

6.2 Instructional Resource Center

The Instructional Resource Center (IRC), located on the ground floor of Kunsela Hall in suite A012, assists faculty in the selection, production, and utilization of media for instructional purposes. The IRC website provides detailed information about a variety of services offered by the center, and the type of equipment available for classroom use. http://www.sunyit.edu/instructional_resources/

6.2.1 Classroom Technology

The IRC web page contains a listing and photos of locations (classrooms/computer labs/conference rooms) that have dedicated multimedia projection and other classroom technology equipment. Most classrooms are equipped with a permanently installed multi-media projector connected to an Instructor's Console. Within the console is a PC or MAC computer and a combination DVD/VHS VCR for viewing videos. The console also contains connections that allow one to connect their laptop, tablet, IPAD or other mobile device. For those devices that do not have a VGA 15 pin connection, **the faculty member should bring the appropriate signal adapter for their device.** Instruction booklets are located at each console outlining the operation of the equipment. There is also an instructional video available at: http://sunyit.edu/instructional_resources/instructionalvideos

6.2.2 Audio Visual Services

The IRC web page contains a listing and photos of locations (classrooms/computer labs/conference rooms) that have dedicated multimedia projection and other classroom technology equipment. Most classrooms are equipped with a permanently installed multi-media projector connected to an Instructor's Console. Within the console are a PC or MAC computer and a combination DVD/VHS VCR for viewing videos. The console also contains connections that allow one to connect their laptop, tablet, IPAD or other mobile device. For those devices that do not have a VGA 15 pin connection, **the faculty member should bring the appropriate signal adapter for their device.** Instruction booklets are located at each console outlining the operation of the equipment. There is also an instructional video available at: http://sunyit.edu/instructional_resources/instructionalvideos

6.2.3 Digital Still and Video Cameras

IRC had digital still and video cameras available for short term loan and use. These include High Definition cameras with memory storage, MiniDVD video cameras and MiniDV tape cameras. There are also two handheld Flip HD

cameras available for loan. Staff is available to provide instruction on use and assist with the downloading of material onto CDs or other media.

6.2.4 Television Services

IRC had digital still and video cameras available for short term loan and use. These include High Definition cameras with memory storage, MiniDVD video cameras and MiniDV tape cameras. There are also two handheld Flip HD cameras available for loan. Staff is available to provide instruction on use and assist with the downloading of material onto CDs or other media.

6.2.5 Distance Learning

The center has equipment and personnel to support audio conferencing, webinars, compressed video conferencing, and satellite distance education. A dedicated 24-seat compressed video distance learning classroom is available in Kunsela Hall room C-002. This location can also be used to stream material over the internet. Contact Instructional Resources to reserve and use this facility. Faculty wishing to record or stream their lectures live on the internet may do so in this room.

6.2.6 Satellite Teleconferencing

IRC operates C and Ku Band satellite downlinks to receive teleconferences and other educational materials via satellite. A Ku Band Uplink is also available for the transmission of material. Arrangements should be made well in advance of the event to insure that proper registration and preparation are made.

6.2.7 Computer Graphics and Media Duplication

A computer graphics workstation with color printing is available to faculty, for scanning materials, images, and 35mm slides. A duplication system is available for copying un-copyrighted CDs or DVDs in limited quantities. This equipment is located in the IRC suite. Faculty should contact the IRC, ext. 7180, to make arrangements for use.

6.2.8 Cable Television System

Instructional Resources maintains a 50-channel cable television system that provides services to the residence halls and other locations on campus.

6.2.9 Specialized Facilities

Instructional Resources maintains various facilities about campus in support of instruction, corporate and conferencing services and special events. These include the Student Center Multipurpose room(s) and Theater, Field House, and Kunsela

Auditorium. Special events and activities are coordinated through the Office of Campus and Corporate Events (X7819) utilizing the Events Support Request form (ESR).

6.3 Learning Center

The Learning Center is responsive to a broad range of student needs. Students with various levels of ability and academic preparation can find diagnostic services, course assistance, and enrichment opportunities at the Learning Center located in Cayan Library.

6.3.1 Course Assistance

Assistance at the Learning Center is available free of charge to all students. The center offers professional assistance support in writing, reading, mathematics, physics, and statistics. Student assistants are also available for computer science, electrical engineering technology, accounting, and economics as well as mathematics. For information on specific subject areas, check the Learning Center schedule or ask at the Center.

6.3.2 Computers

A variety of software is available for tutorial or review in mathematics, physics, biology, telecommunications, economics, reading, and other subject areas as well as for practice for graduate school admission examinations (GRE, GMAT and LSAT). The center also has most of the applications software commonly used on campus.

6.3.3 Diagnostic Services

The Learning Center helps students identify strengths and weaknesses both through work with tutors and by offering diagnostic exams in mathematics and reading. Mathematics exams are designed to aid in course advisement, diagnose skill levels and identify areas requiring remediation. The reading exam provides baseline information on entry level reading skills. Tutoring and computer software are available to assist students in both reading and mathematics. Students may request diagnostic services by contacting the Learning Center director.

6.3.4 Study Skills Materials

A variety of self-help materials are available for students wishing to improve study skills, test taking, listening, and notetaking. Many books, workbooks and cassette tapes are available for use in the center as well as for students to borrow.

If faculty have students who could benefit from any of the aforementioned services, please refer them to the Learning Center. Students are kept informed of the center's services through the center's website, and the *Factory Times*.

6.4 Academic Computing Services

Academic programs at SUNYIT are supported by numerous computer labs. Information pertaining to the locations of computer labs, hours of availability as well as available software and hardware can be found at <https://sunyit.edu/labs>

SUNYIT provides each faculty member with a desktop or laptop computer. Standard software installations include the appropriate operating system and Microsoft Office. A full listing of software provided or available can be found at <http://www.sunyit.edu/helpdesk>

Both wireless and wired access to the campus network is available throughout the campus.

SUNYIT's policies pertaining to the use of computers and other technologies can be found in our Acceptable Use Policy, https://www.sunyit.edu/its.policies.acceptable_use_policy/

Access to all SUNYIT computer resources is granted through your computer account (SITNet ID). A complete list of these resources can be found at sunyit.edu/its.resources.

Information Technology Services provides support for all networks, systems and SUNYIT-owned computer related resources.

Software and Hardware

Members of the SUNYIT community are eligible for a number of discount programs for both hardware and software offerings. A complete list of these offerings can be found at <http://www.sunyit.edu/its.helpdesk>

Assistance

The User Services Group is located in the Cayan Library. Services provided include:

Helpdesk – which provides hardware and software support for SUNYIT-owned computer equipment in both faculty/staff offices and computer labs. The Help Desk also maintains laptop computers that can be signed out for events and travel requirements.

Instructional technology support services for faculty and staff – information can be found at https://www.sunyit.edu/instructional_technology/

Learning Management System support – information can be found at <https://www.sunyit.edu/online/>

Access to these services is available through the following:

On the web at <https://helpdesk.sunyit.edu> - our online request submission system

By sending an email to helpdesk@sunyit.edu

By phone at (315) 792-7440 (ext. 7440)

In person at the Helpdesk

Hours of operation can be found at www.sunyit.edu/helpdesk

Security

Security is a major concern for college and university computer systems. Please be sure to use non-obvious passwords and never share your password(s). Please store your data on a shared drive rather than to your hard drive. You should not install any communications equipment without consulting the User Services Group.

6.5 Registrar's Office

The Registrar's Office provides numerous services to students, faculty, and staff. Many of these services are described in other sections of the *Handbook* and are not repeated here.

6.5.1 Academic Calendar

The calendar is developed and published by the Registrar's Office according to standards established by SUNYIT.

6.5.2 Registration

New students are registered four times during the year: in June and July by invitation of the Admissions Office; and just prior to classes beginning in September and January. Open registrations are held in September for the fall term; in January for the spring term; and in May and June for the summer term.

Advanced registrations are held in April and November for currently registered students. SUNYIT also has continuous registration for matriculated students.

6.5.3 Registration and Billing Guide

The schedule of classes is initiated in each of the seven departments and submitted to the Registrar's Office for development of the registration booklet. The fall guide is started in early February and includes registration and billing information for summer and fall. The spring guide is started in early September and includes registration and billing information for spring.

6.5.4 Room Scheduling

The Registrar's Office has primary responsibility for scheduling all academic space on campus (Donovan Hall and Kunsela Hall). Class and lab spaces are assigned by the Registrar's Office just prior to the beginning of each term. Special requests or room changes must be made through the faculty member's department, who in turn notify the Office of Campus and Corporate Events (CCE).

The Office of Campus and Corporate Events works collaboratively with the Registrar's Office on room scheduling and balancing of all requests on campus. All special requests, room changes, meetings and conferences must be submitted at least two weeks in advance on the Events Support Request form found on the CCE webpage:

http://sunyit.edu/home5/cmsfiles/corporate_events.forms/events_support_request.pdf.

Management of events through CCE will ensure coordination and notifications for food service, university police and safety, facilities, audio/visual, and/or medical personnel.

6.5.5 Official Student Records

These records are maintained by the Registrar's Office and include all registration and add/drop forms, academic petitions, admissions material including official transcripts from prior schools, and general correspondence.

6.5.6 Transcripts

The official transcript is maintained and produced by the Registrar's Office. Students submit requests for transcripts in writing, and are charged a \$5.00 fee per request.

6.5.7 Certification/Verification of Attendance

Verification of a student's attendance, credit hours, degree program, graduation, etc. is completed by the Registrar's Office. This is typically done for a student's insurance company, bank, other college, place of employment, etc.

6.5.8 Veterans Educational Benefits

VA education counseling and certification for benefits is completed by the Registrar.

6.5.9 Graduation Clearance

This process is coordinated by the Registrar's Office in conjunction with the department offices. Approximately two months prior to the end of each semester the departments are provided a list of students who have applied for graduation. The departments verify that the students have or have not met their program requirements. After final grades are processed, the Registrar performs the final clearance of all potential graduates.

6.5.10 Computer Reports/Requests

Throughout each semester, the Registrar's Office produces various reports that are distributed throughout the campus (master schedule of classes, class rosters, registered students, FTE reports, etc.). Requests for existing reports, or for programming related to student information, are made through the Registrar's Office.

6.5.11 Banner System

The following six areas of the campus operate through the Banner system: Accounts Receivable, Admissions, Alumni, Financial Aid, Housing, and Registrar offices. Banner is an integrated student system and is used exclusively by each of these areas for all office functions. Employees of the campus may have an account to access this system for informational purposes. All student academic information and other information pertinent to the offices listed above is maintained on this system.

6.6 Sponsored Research

Faculty members are encouraged to pursue external funding opportunities to support their research or projects. Because SUNYIT is part of the larger statewide university system, compliance with SUNY-wide policies and procedures regarding sponsored research must be observed. The

Research Foundation of SUNY, described as follows, was established to ensure compliance among the campuses.

6.6.1 Research Foundation of SUNY

Founded in 1951, the Research Foundation exists to serve SUNY and to capitalize on the scope, scale and diversity of SUNY as an engine of New York State's innovation economy.

The Research Foundation supports nearly \$1 billion in SUNY research activity annually, providing sponsored programs administration and commercialization support services to SUNY faculty performing research in life sciences and medicine; engineering and nanotechnology; physical sciences and energy; social sciences, and computer and information sciences.

For more information visit www.rfsuny.org.

6.6.2 SUNYIT Support Services for Sponsored Programs

Faculty interested in pursuing external funding for a project or research should consult with the Office of Sponsored Research in Kunsela Hall, B234. This office assists faculty with all stages of the grant seeking process. The Associate Provost for Sponsored Research is available for consultation and assistance. In addition, the office provides the following services:

- Online access to grant opportunities is available through various links found at sunyit.edu/sponsored_research. Searches can be conducted for either specific programs or sponsors, or for a general overview of funding opportunities available in a specific area of interest.
- Assistance with proposal preparation, including proposal development, editing and creating a budget.
- Routing proposals for institutional approval and signatures. The final grant proposal must be submitted to the Office of Sponsored Research two weeks prior to the due date. This allows the department chair, chief academic officer and President to review and approve the grant submission before it is officially transmitted by the Research Foundation.

6.6.3 SUNY Patent and Inventions Policy

The Patents and Inventions Policy of the State University of New York outlines appropriate steps to be taken to ensure that the public receives the benefit of all inventions made by persons working in State University facilities.

SUNY recognizes that the three primary missions of an educational institution are teaching, research, and public service. While carrying out its research mission, SUNY further recognizes that inventions of value to the public will be made by persons working in its facilities.

It is the policy of SUNY to encourage such inventors and inventions and to take appropriate steps to aid the inventor and ensure that the public receives the benefit. Appropriate steps include securing research support, identifying inventions, securing appropriate patents, marketing inventions through licensing and other arrangements, and managing royalties and other invention-related income.

These activities are undertaken in a spirit of cooperation with governmental agencies and private industry as part of SUNY's contribution to the economic well-being of the State of New York and of the nation. All SUNY employees are subject to this policy and required to disclose new inventions created in SUNY facilities so that the University may protect future rights to commercialize or license the use of these inventions.

The full policy may be found in appendix F.

6.6.4 SUNY Copyright Policy

Generally the members of the staff of the University shall retain all rights to copyright and publish written works produced by them. However, in cases where persons are employed or directed within the scope of their employment to produce specific work, SUNYIT retains copyright it in its own name. The copyright will also be subject to any contractual arrangements by the University for work in the course of which the writing was done. Staff members will be expected not to allow the privilege to write and retain the right to their work to interfere with their University duties. In those cases where an author desires to the help of University facilities, arrangements should be made through the administrative staff of the author's institution in advance with respect to the assistance which may be appropriately given and the equity of the University in the finished work.

Other Support Services

7.1 Bookstore

The College Association at Utica/Rome contracts with Follett Higher Education Group to manage the SUNYIT campus bookstore. Follett manages more than 900 college and university bookstores across North America. Located in Kunsela Hall, the SUNYIT bookstore offers a wide selection of academic supplies, apparel, gifts, and convenience items. However, the primary focus is to provide affordable textbook solutions to the SUNYIT community.

Course Adoptions: Course materials are a significant investment for every student. By working together, instructors and the bookstore can ensure that required materials are integrated into the classroom to maximize their value. Orders should be placed at least ten weeks prior to the start of classes. This time frame allows adequate time to order the required materials and to address any issues that may arise. (e.g., backorders, new editions, out-of print, etc.) It also allows SUNYIT to meet its obligation to students with disabilities who may need alternative text materials. Instructors can place their orders over the phone, via email, traditional mail or through the online eDoptions program.

Early Submission and Buyback: Placing book orders with the bookstore as early as possible allows the bookstore more time to locate used copies of textbooks, which ultimately saves students money. Additionally, it allows the bookstore to pay out more money during the peak buyback period. Since the payout could be as much as 50% of the purchase price, it means even more money back in the students' pockets!

Choices: In addition to new and used textbooks, students now have access to the bookstore's text rental program as well as a wide selection of digital textbooks.

- **Rental:** Students can save at least 50% off the new cost of a textbook by choosing the rental option. Visit www.rent-a-text.com/faculty.php to see if your textbook selections are rent eligible. If the preferred textbook is not currently available, there are search options which can help identify other potential candidates. If this is still insufficient, please contact the bookstore to discuss the option of a local rental.
- **Digital:** As technology advances, students will expect textbooks to advance as well. With the use of Follett's CafeScribe, Pageburst, and Inkling software, digital textbooks are now a valid option. Choosing a textbook with a digital option helps promote sustainability as well as reduce the up-front cost to the students. For more information, please contact the bookstore or visit www.cafescribe.com.
- **Bundles:** To maximize cost savings, the bookstore discourages the use of textbook bundles, which often contain pieces that may not be necessary for the student's academic success.
- **Supplemental:** The SUNYIT bookstore serves as a one-stop-shop location on campus to serve the needs of the entire SUNYIT community. As educational demands present themselves, instructors are encouraged to explore solutions to their ancillary needs through the bookstore.

Desk Copies: Instructors requiring desk copies must make their requests directly with the publisher. The bookstore will gladly provide the necessary contact information if requested.

Contact: The bookstore can be reached by phone at (315) 792-7257 or by email at sunyit@bkstr.com.

7.2 Print Shop

The print shop provides duplicating services to the SUNYIT community for all approved academic research and administrative documentation. All duplicating jobs must be accompanied by a properly completed work request form with appropriate authorization. Department secretaries can help order this service.

Confidential material such as tests should be so identified. The time and the date on which the test is to be given should be included on the order to help in scheduling duplication. Reproduction of tests is given priority over other materials. As a general rule, allow two to three days for completion of requests. During busy times, such as the start or close of the semester, work may take

longer. For additional information concerning printing services, please consult the *Print Shop Brochure* which outlines printing services in detail. E-mail requests are encouraged. A color copier/printer is available.

Requests to duplicate copyrighted material are governed by the Copyright Law of 1976. Please consult Appendix I for the restrictions placed on duplicating such material. This appendix also contains recommendations from the Association of American Publishers for faculty to follow when requesting permission to reproduce copyrighted material.

7.3 Secretarial Services

Secretarial support staff have been assigned to each department. As time allows, the support staff will handle faculty requests for typing, duplicating, and filing. Support staff also take telephone messages, schedule meetings, and help with other tasks as the office workload permits.

7.4 Mail Service

All official mail, notices, and packages addressed to faculty are delivered once a day. Mail is delivered to the department office in the morning. The department secretary sorts the mail into the assigned mailboxes. Outgoing mail is picked up once a day in the departmental office. All outgoing mail must be identified by department name.

Before using the mail, consider whether the item can be sent electronically (e.g., email, Dropbox, etc.). If in doubt, consult the department secretary.

7.5 Telecommunications Services

The Institute operates a NEC 2400 IPX PBX and a AD120 Voicemail System for voice services and is maintained by the ITS Department. Each faculty member is provided a desktop analog or digital display telephone with a DID (direct indial) number and voicemail. See the SUNYIT website, ITS department for more information pertaining to telephone features, conferencing and voicemail.

In general, the following procedures apply to making a call from on campus.

Campus Calls

For calls to other offices on campus, dial the four digits of the number of the office to which you wish to speak.

Local Calls

For calls within the Utica area (including Clinton, New Hartford, Whitesboro, etc.) dial 8, followed by the seven digit number.

Long Distance Calls

For all long distance calls, dial 8, then 1, then the three digit area code, followed by the seven-digit number. For calls within the 315 area code, dial 8, followed by the seven digit number. It is not necessary to dial 1 when making a long distance call within your own area code. Campus phones should be used for long distance calls only when these calls are on SUNYIT business. SUNYIT's telecommunication billing system automatically maintains a record of all outgoing calls.

Personal Calls (Option)

Personal calls can be made on business phones by enrolling in the **Dial 5 Plan**. Members are issued an authorization code to use for making calls. Dial 5, then the seven or ten digit number followed by the authorization code. Contact the business office for billing.

Neaxmail Voicemail

All faculty and staff have voicemail services. To obtain information refer to campus Web pages.

7.5.1 Service Failures

For assistance with telephone problems and service, refer to the SUNYIT website or call ext. 7155.

7.5.2 Fax Machines

Facilities are provided for faculty and staff to send and receive fax transmissions. Fax machines are located in the academic department offices. Additional fax machines are located in the following offices: business office, facilities, instructional resources, human resources, career services, university police, and others. Dialing instructions are the same as phone dialing instructions.

7.6 Food Service

Sodexo Dining Services, a diversified food service company, provides the food service program. Sodexo's goal is to provide the finest food service program at the most reasonable cost.

Faculty and Staff Plans

Wildcat F&S 10

Offers faculty/staff the option of eating any 10 meals offered in the Campus Center Dining Hall during the course of the fall/spring semester and the added flexibility of \$50 Declining Balance Dollars to use in the Student Center, Pub or for future meals in the Campus Center Dining Hall. In addition, receive **10% discount** on any purchase in the Student Center Food Court **when you use Wildcat Declining Balance Dollars!**

Wildcat F&S 15

Offers faculty/staff the option of eating any 15 meals offered in the Campus Center Dining Hall during the course of the fall/spring semester and the added flexibility of \$50 Declining Balance Dollars to use in the Student Center, Pub or for future meals in the Campus Center Dining Hall. In addition, receive **10% discount** on any purchase in the Student Center Food Court **when you use Wildcat Declining Balance Dollars!**

Wildcat F&S 20

Offers faculty/staff the option of eating any 20 meals offered in the Campus Center Dining Hall during the course of the fall/spring semester and the added flexibility of \$50 Declining Balance Dollars to use in the Student Center, Pub or for future meals in the Campus Center Dining Hall. In addition, receive **10% discount** on any purchase in the Student Center Food Court **when you use Wildcat Declining Balance Dollars!**

If you utilize all of your meals in any of the above plans, Sodexo can add more in blocks of 10 at any dining location.

Wildcat F&S Declining Balance Plan

Offers faculty/staff the added flexibility and convenience of utilizing Wildcat Declining Balance Dollars in the Student Center, Pub or Campus Center Dining Hall. In addition, receive **10% discount** on any purchase in the Student Center Food Court **when you use Wildcat Declining Balance Dollars!**

Note: Stop in or call Dining Services at 792-7224 for current year pricing on above plans. Declining Balance Dollars will carry over year-to-year on your card; however, meals will expire at the end of the spring semester.

The Campus Center Dining Hall is open seven days a week during the fall and spring semesters. Breakfast, lunch and dinner are served Monday through Friday; brunch and dinner on Saturday and Sunday. Other food service locations include, Student Center food court and the Student Center pub. The following are hours of operation during the academic year.

Serving Hours**Campus Center Dining Hall**

| | | |
|--------------------|--------------------|----------------------|
| Monday-Thursday | Continuous Service | 7:30 a.m.-7:00 p.m. |
| Friday | Continuous Service | 7:30 a.m.-6:30 p.m. |
| Primary Meal Times | Breakfast | 8:00 a.m.-10:00 a.m. |
| | Lunch | 11:00 a.m.-2:00 p.m. |
| | Dinner (M-Th) | 4:30 p.m.-7:00 p.m. |
| | Dinner (Fri) | 4:30 p.m.-6:30 p.m. |
| Saturday-Sunday | Brunch | 11:00 a.m.-2:00 p.m. |
| | Dinner | 4:30 p.m.-6:30 p.m. |

Continuous service is not offered on the weekends.

| | | |
|-----------------------|-----------------|--------------------|
| Student Center | Monday-Friday | 7:30 a.m.-Midnight |
| | Saturday-Sunday | 6:30 p.m.-Midnight |

Pub See weekly hours of operation at sunyitdiningservices.com

7.7 Health Services

7.7.1 Health and Wellness Center

All students, (full- or part time, graduate or undergraduate, and international) pay the health fee for health related and counseling services at the Health and Wellness Center and Counseling Center. For full list of services provided by the Health and Wellness Center and Counseling Center, please see sunyit.edu/health_wellness.

Clinical services are provided to students by a physician, nurse practitioners and/or registered nurses. The Health and Wellness Center, (315) 792-7172, is located in Oriskany Residence Hall, Suite B, and is open Monday through Thursday 9 a.m. - 6 p.m. and Friday 9 a.m. - 5 p.m. while classes are in session. When classes are not in session, hours are posted on the SUNYIT website. Appointments are not necessary. Confidentiality is of utmost importance.

Additional requirements/services provided by the Health and Wellness Center:

- New York State Health Law compliance - NYS Department of Health requires students to provide immunization documentation, specifically for measles, mumps, rubella and meningitis. Students are required to provide the Health and Wellness Center the required health information **prior to class attendance**. According to the NYS public health laws, non-compliant students are **not allowed** to attend classes and will be de-

registered. Nursing students and intercollegiate athletes have more stringent health requirements.

Also, SUNYIT requires all full-time students provide proof of a physical examination completed within the past two years by a health care provider. Part-time students must also provide a physical examination if they access clinical services at the Health and Wellness Center. A “hold” will be placed on the student’s account preventing the student from registering for further classes until the student has provided the Health and Wellness Center the necessary health information.

- Medical insurance assistance for both domestic and international students. SUNYIT requires all full-time domestic students to have medical insurance; either the SUNYIT designated medical insurance or insurance purchased privately (e.g., employer, parent, etc.) Students with private insurance can waive the SUNYIT designated medical insurance by contacting the bursar’s office. International students are required to purchase medical insurance designated by SUNY Administration. As medical insurance can be very confusing and intimidating, the Health and Wellness staff will assist students in navigating through the medical insurance process.
- “Professors Out Program” – A health educational program available to faculty when they are unable to hold a scheduled class. Instead of canceling the class, our Health Educator will provide your class health/wellness information on a topic of your choice. This is a great opportunity for faculty to provide health/wellness information to students instead of canceling your class. Contact the Health and Wellness Center in advance to make necessary arrangements. Twenty-four hour notice is preferred.

Written medical excuses are not provided to students who have missed a class or two. It is the responsibility of the student to make necessary arrangements with their instructor(s) for missed class and/or make-up academic work. However, if a student has an extended medical or other issue/concern (e.g., surgery, family crisis, etc.) that may require academic accommodations, the student must contact the SUNYIT Disability Services Office at (315) 792-7170 **as soon as possible**.

7.7.2 Counseling Center – Mental Health

SUNYIT’s Counseling Center is available to assist students through stressful and difficult periods during their time at SUNYIT.

Mental health counseling services are voluntary, by student request and are provided with strict confidentiality. Our counselors provide short-term services to assist students to manage their concerns/issues. Some common concerns/issues may include:

- Balancing personal life, work and/or college
- Anxiety, stress and/or depression
- Anger management
- College transition issues including: roommate and/or relationship issues, adjusting to college life, homesickness, etc.
- Family and/or relationship problems

For faculty and staff, making a referral to the Counseling Center is recommended if you feel uncomfortable or uncertain about how to help a student who appears to be in distress. Please contact the mental health counselors with any questions regarding the referral process or about a specific student. Our role is not only to assist students, but as a consultant to the campus community.

Confidentiality is of utmost importance. Counselors will only communicate with a parent/guardian if written consent is obtained from the student. Crisis intervention services are provided by our licensed counselors, with referrals to local mental health services for students at risk to self or others.

The Counseling Center is affiliated with the Health and Wellness Center and is located in Oriskany Residence Hall, Suite B. Appointments are made by calling (315) 792-7172; office hours are Monday through Thursday, 9 am to 6 pm, Friday until 5 pm.

7.7.3 Athletics and Recreation

The intercollegiate sports and recreation program offers a variety of activities for the experienced student-athlete, the fitness enthusiast, the intramural participant and the avid sports fan. The Department of Athletics and Recreation encourages active participation from all students, faculty and staff at SUNYIT.

Athletic Facilities

The Wildcat Field House is equipped with a full-service fitness center which features treadmills, cross trainers, stair climbers and circuit training equipment, plus free weights. The field house also features a multi-purpose room for aerobics-related classes and a running track.

Faculty and staff memberships are available by contacting the Athletics Office. Use of field house fitness and recreational facilities by SUNYIT faculty and staff is available on a membership basis only. Individual family memberships are available as well.

Intercollegiate Team

SUNYIT's intercollegiate sports program, a member of the NCAA III, the NEAC, and ECAC, includes competitive teams in men's baseball, men's and women's basketball, men's and women's cross country, men's and women's soccer, women's softball, men's and women's volleyball, and men's and women's lacrosse.

NCAA Missed Class Policy (as approved by Faculty Senate)

Each student athlete must present a Notice of Class Absence Due to Competition form to the appropriate faculty member at the beginning of each semester or sports season. Student athletes representing the Institute in intercollegiate sports competition may be excused **at the discretion of the instructor** from required course activities due to participation in scheduled contests or due to travel to a scheduled contest. The student athletes are responsible for all material and announcements covered during their absence and should be fully aware that they are students first and athletes second while enrolled at the Institute. A sample of this form can be found in the *Student-Athlete Handbook*
[http://wildcats.sunyit.edu/information/handbook/Student-athlete_handbook_\(Autosaved\).pdf](http://wildcats.sunyit.edu/information/handbook/Student-athlete_handbook_(Autosaved).pdf)

Other issues relating to students, who participate in intercollegiate athletics at SUNYIT, can be found on the Athletics webpage. For additional information or questions, please contact the Director of Athletics., x7520.

One-Credit Courses

Athletics offers one-credit courses in fitness and recreation. Students in these courses learn how to utilize the fitness center equipment and how to manage a personalized strength training or aerobic training program. Participants can begin playing or hone their skills in recreational sports like golf and racquetball. Classes are offered each semester and are also open to faculty and staff.

Faculty & Staff

All athletic facilities and programs are available to faculty, staff and their families, subject to current athletic department rules and regulations. Facility hours and schedules are available at the start of each semester. Currently, admission to all intercollegiate contests is free and the Wildcats welcome your support!

Get Involved

Athletics is located in the Wildcat field house. For more information, call 315-792-7520 or [check](#) out our website at www.wildcats.sunyit.edu.

Auxiliary Support Offices

8.1 Public Affairs and Development

The purpose of the Office of Public Affairs is to serve as the official point of contact for all off-campus constituencies. Public affairs is responsible for community, governmental, media, and public relations. These responsibilities include oversight of news releases, web content, media relations and publications. Faculty and staff are encouraged to inform public affairs, news@sunyit.edu, ext. 7113, of all noteworthy items concerning professional and scholarly activities, and promotions. Such information will be used in external news releases and/or the SUNYIT e-newsletter, *Interface*, as appropriate. Public affairs also coordinate design, updates, and enhancements to the SUNYIT website.

The Development Office is charged with all private fund raising and the staffing of the Institute of Technology Foundation at Utica/Rome, Inc. This responsibility includes conducting various campaigns to raise funds for scholarships, for faculty/professional development grants and for other purposes that contribute to SUNYIT's mission. Development officers work with faculty and staff to support and coordinate their fundraising efforts with vendors, corporations, and other friends of SUNYIT. Individual faculty and staff members may solicit gifts in the name of, and on behalf of SUNYIT, after first coordinating their activities with the Director of Development.

8.2 SUNYIT Foundation

The Institute of Technology Foundation at Utica/Rome, Inc. is the fundraising arm of SUNYIT. Chartered in 1974 as a not-for-profit and tax-exempt 501 (C)(3) organization, the Foundation's mission is to promote, receive, invest, and disburse private gifts to SUNYIT.

Although the state makes available a campus with modern facilities and a substantial base of operating support, superlative academic performance demands a degree of excellence that only private support can provide. Private support enables public colleges such as SUNYIT to attract the most talented students, recruit the finest faculty, conduct important research, and implement innovative programming.

The Institute of Technology Foundation exists solely to benefit the institution and its students through scholarships, loans, and grants. It also plays an integral role in securing the Institute's fiscal stability and contributes to the economic development of the Mohawk Valley and beyond.

8.3 Alumni Association

The Alumni Association Advisory Board (AAAB) and Alumni Office work to foster a sense of community among all members of the SUNYIT family: past, present and future. The Alumni Association, with volunteer and financial support from current and former students, has made numerous contributions to SUNYIT, including sponsoring events for alumni and future alumni, and providing valuable scholarship support to benefit our students, among other activities. The Alumni Office maintains and pursues relationships with SUNYIT alumni through a variety of communication and outreach, including a twice-yearly magazine, *The Bridge*.

The Alumni Association Advisory Board comprises volunteer alumni representatives, two Student Association representatives, and SUNYIT administrators. To learn more about the SUNYIT Alumni Association please visit sunyit.edu/alumni.

University Police & Facilities

9.1 University Police

The University Police Office provides 24-hour emergency and routine security services on campus for all SUNYIT employees and students. Vested with full police powers, university police officers perform basic police and criminal investigative duties. They make periodic tours of the campus to check building security. They also enforce all New York State vehicle and traffic laws and parking regulations on campus.

9.2 Fire Drills

In accordance with Education Law 807, SUNYIT is required to hold surprise fire drills during the school year. Actual fires, fire drills and other emergencies are indicated by the sounding of fire alarm bells/horns in the buildings. It is imperative that everyone leave their building quickly by the nearest available exit without using elevators. Everyone should move away from the building to allow fire emergency personnel and equipment to function, and not re-enter the building until a University Police officer signals all clear.

9.3 Accidents and Medical Emergencies, Thefts, Loss or Damage

Notify the University Police Office immediately in case of any emergency. To call the University Police Office from on campus telephones, dial 111; and off-campus call 792-7111. Emergency direct dial phones are located in every building.

Emergency call boxes are located around campus. These units put the caller in direct contact with a university police officer. At night, you can find them under the special "blue" lights above the box.

The cooperation and involvement of faculty in a campus safety program is necessary. Faculty must assume responsibility for their own personal safety and the security of their personal belongings by taking simple precautions. Doors should be locked to secure personal and state property.

9.4 Emergency School Closings

Snowline will announce only the cancellation of **ALL** classes. Visit www.sunyit.edu or monitor radio and television stations in the Utica-Rome, Syracuse, and Albany areas. Call (315) 792-7385 for campus-wide cancellations. On campus, call ext. 7669, "SNOW."

9.5 Campus Parking

In order to use SUNYIT parking lots, all vehicles must be registered with University Police to obtain a parking permit. The parking permit should be displayed on the outside glass of the left rear window of the vehicle. Unregistered vehicles will be ticketed. In 2012-2013, the cost of a parking ticket for an unregistered vehicle on campus is \$15.00. When a vehicle with a parking permit is sold or traded, the permit must be removed.

The State of New York does not carry liability insurance and vehicles are parked on campus at the owner's risk. This lack of insurance coverage also applies to other personal effects that employees may keep in their offices.

9.6 SUNYIT Card

SUNYIT ID cards can be obtained from the College Association, Kunsela Hall A217, 8:30 a.m. - 4:30 p.m. Must bring picture ID with you to obtain a SUNYIT card.

9.7 Keys

To obtain campus key(s), a key request form should be filled out and submitted to University Police. A \$20.00 replacement fee will be charged for every key core that has to be changed because of a lost key, and a \$10.00 fee will be charged for additional keys that have to be replaced because the core is changed. Keys should not be loaned to anyone else.

9.8 State Vehicles

State cars are available from the SUNYIT fleet for use only on official business. The driver must have a valid driver's license recognized by New York State, and all passengers accompanying the driver must be state employees or engaged in state business. In addition, every driver of a fleet vehicle must have a License Event Notification Services (LENS) form on file with University Police. This information is confidential and applicants may be denied use of a SUNYIT fleet vehicle based on the results of the LENS check.

To request a state vehicle, submit an approved vehicle request form to Facilities Management at least 48 hours in advance. Facilities tries to honor all requests but is not permitted to reserve a car on the basis of a phone call; a written request is required. Persons traveling to the same destination are expected to travel in one vehicle. If a fleet vehicle is not available, Facilities will rent a vehicle for your use. In the event that a fleet vehicle or rental vehicle cannot be provided, the state will reimburse employees for the use of their personal vehicle at the appropriate mileage rate.

The vehicle packet and report form for the reserved vehicle are picked up in Facilities prior to departure. If Facilities is closed, contact University Police from the emergency phone located in the Facilities building vestibule. A University Police officer will open the building, and issue the vehicle packet. Upon return, a vehicle report must be completed and should be dropped into the box in the Facilities vestibule along with the vehicle packet.

Each state car is supplied with a credit card which must be used to purchase gasoline or oil, or to pay for other maintenance or repairs to the vehicle. All credit card receipts must be placed in the packet and returned to Facilities. Each vehicle is also equipped with EZ-Pass for use on the New York State Thruway.

If the vehicle is involved in an accident, the driver must fill out the accident report form provided in the vehicle packet and submit it immediately to Facilities. The

fleet vehicles are self-insured; therefore there is no insurance I.D. card in the packet.

9.9 Maintenance Service

Requst maintenance or other facilities-related services through the department office or directly from Facilities, ext. 7456. The department secretary will submit a work order using the electronic work order system for routine maintenance and requests. Please call Facilities immediately to report urgent items, such as a significant water leak or hazardous conditions. Facilities trades staff work from 7:30 a.m. to 4:00 p.m. Any calls after 4:00 p.m. may encounter delays.

9.10 Building Hours

As a general rule, buildings open at 7:30 a.m. and remain open until 10:00 p.m. during the semester, and are open from 8:00 a.m. - 5:00 p.m. at other times. During periods when the campus is closed for holidays or other reasons, all buildings will be locked and heating or cooling of buildings may be significantly reduced to conserve energy and reduce costs. During such periods, for personal safety and other possible emergency reasons, persons choosing to use offices, labs, etc., should notify University Police that they are in the building during closed hours.

9.11 No Smoking Regulation

Smoking is NOT permitted in any campus building.

Appendix A

SUNYIT Committees

Standing Committees

Faculty Governance Committees

Faculty Assembly Executive Committee
Academic Affairs Committee
Academic Quality Committee
Academic Personnel Committee
Curriculum Committee
Evaluation of Academic Administrators Committee
Graduate Council
Planning and Budgeting Committee
Technology Committee

Academic Committees

Institutional Effectiveness Committee
Institutional Review Board

Administrative Committees

Enrollment Steering Team
Internal Controls Committee
Space Committee
Sustainability Committee
Events Committee

Computing Committees

Academic Computing Systems Committee
Banner Committee

Campus Enrichment Committees

Cultural & Performing Arts Committee
First-Year Experience Committee
International Initiatives Committee
Orientation Committee
Quality Improvement Team

Health and Welfare-Related Committees

Wellness Committee

Other Committees

Commencement Committee
Individual Development Awards Committee

Ad Hoc Committees

Behavioral Assessment Committee
Chancellor's Award for Excellence in Faculty Service Committee
Chancellor's Award for Excellence in Librarianship Committee
Chancellor's Award for Excellence in Professional Service Committee
Chancellor's Award for Excellence in Scholarship and Creative Activities Committee
Chancellor's Award for Excellence in Teaching Committee
Chancellor's Award for Excellence in Classified Service Committee
Who's Who Committee

Staff Advisory Groups

Academic Department Chairs
Administrative Directors
President's Cabinet
Provost's Council
Staff Assembly
Student Affairs Directors

Advisory Committees

Affirmative Action Advisory Committee
EOP Advisory Committee
Financial Aid Advisory Committee
Student Health Advisory Committee
Wildcat Family Fest Committee

Boards

Academic Conduct Board
Administrative Judicial Board
Appellate Board
Intercollegiate Athletic Board
Traffic Violations Board

Appendix B

Personnel Policies Sections that Define a Tenure and Promotion File

Implementation Date: Fall 1993

1. For all teaching faculty personnel cases: candidate will provide a concise self-evaluation of teaching, research and service, including appropriate analysis of any items from section #2.
2. For tenure and promotion for teaching faculty:
 - a. The candidate prepares a portfolio. The following information is required:
 - Summary description of standardized student evaluations
 - Selected syllabi covering the entire period, chosen to show development
 - Grade distributions for selected classes
 - Reports from peer classroom visitation (minimum of three)
 - Copies of research work and other documents to show professional development
 - Results of the peer review committee's solicitation (3b)

The file is reviewed by the peer review committee along with its recommendation to the Academic Personnel Committee; the peer review committee will explain any special criteria used in reaching its decision.

3. New procedures:
 - a. The candidate for tenure or promotion may select an advocate to appear before the Academic Personnel Committee
 - b. The peer review committee will solicit views of the candidate from the college-wide faculty before it begins deliberation

The peer review committee will decide how to administer classroom visitations.

- c. Tenure and promotion cases will be reviewed by the department committee and the recommendation will be sent to the Academic Personnel Committee. The Academic Personnel Committee will make a recommendation to the Chief Academic Officer.

(Adopted by Faculty Assembly, 2/11/93 - modified)

Appendix C

Sexual Harassment

Sexual Harassment is any repeated or unwanted verbal or physical sexual advance, sexually explicitly derogatory statements, or sexually discriminatory remarks made by someone in the workplace or classroom, which is offensive or objectionable to the recipient or which causes the recipient discomfort or humiliation or interferes with the recipient's education or job performance.

Sexual Harassment May Include:

- Verbal harassment or abuse of a sexual nature
- Unnecessary touching, patting, pinching or brushing against a person's body
- Subtle pressure for sexual activities
- Leering (excessive staring) at a person's body
- Displaying sexually explicit or suggestive pictures or cartoons
- Non-verbal gesture of a sexual nature
- Sexually explicit cards, notes or other written correspondence
- Demanding sexual favors accompanied by implied or overt threats concerning one's academic or job performance, evaluation, promotion, etc.
- Physical and/or sexual assault
- Denying a qualified employee an employment opportunity or benefit that was granted another employee because he/she submitted to the employer's sexual advances or favors

Sexual Harassment and the Law:

Sexual harassment is a violation of Section 703 of Title VII of the Civil Rights Act of 1964. In November 1980, the Federal Equal Employment Opportunity Commission (EEOC) issued guidelines defining sexual harassment as a form of sex discrimination. These guidelines state that "unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature" constitute sexual harassment when:

- submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting an individual;
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

In accordance with University policy, which strongly prohibits sexual harassment, the SUNY Institute of Technology at Utica/Rome reaffirms its commitment to the prevention of sexual harassment of its employees and students. Every employee and student is entitled to a work and school environment which is free from any form of discrimination. Individuals who engage in sexual harassment will be disciplined. Supervisory and managerial personnel who knowingly allow such harassment to continue will also be disciplined.

What To Do If You Are Being Sexually Harassed

- Say NO! Say it firmly without smiling or apologizing. Ignoring the situation will seldom make it go away.
- Keep a record of what occurred. Include direct quotes, witnesses, and patterns to the harassment. Save any cards or letters sent to you, however innocuous they might seem.
- Take Action!

You may wish to write a letter to the person, especially if you feel that a direct confrontation is not possible or has not worked. You can state what is on your mind without the need for further discourse. If the person does not stop his/her actions, you have a copy of your letter for further use.

Talk to the Affirmative Action Officer (Kunsela Hall - Room A011, 792-7191) to discuss your concerns, which may lead to your decision to begin the grievance procedure. You can talk with the Affirmative Action Officer as your first step in dealing with the harassment or after you have tried to resolve the situation yourself. You have the right to be heard, and the use of the grievance procedure is strongly encouraged for anyone who believes he/she has been a victim of sexual harassment. No person shall be adversely treated because of filing a grievance.

You may wish to file a formal complaint or criminal charge with an external agency. Contact the Personnel/Affirmative Action Officer for further information.

- Incidents of criminal sexual assault should be reported to University Police, 792-7111, and/or the local police.

Campus Policy Statement on Sexual Harassment

In the fall of 1980 the Equal Employment Opportunity Commission amended its guidelines on discrimination on the basis of sex to clarify its position on the issue of sexual harassment in employment and to reaffirm that sexual harassment is an unlawful employment practice under Title VII of the Civil Rights Act of 1964.

Previous court rulings support EEOC's position that sex-related intimidation is sex-based discrimination. The commission has long contended that sexual harassment, like racial, religious or other ethnic intimidation in employment, creates a psychologically harmful atmosphere that interferes with work performance, and that employers have a duty to ensure that the work place is free of discrimination of any form. The commission also recognizes that despite its illegality, the practice continues to be widespread. It is now being treated with increasing seriousness by the courts, government agencies and academic institutions nationwide.

The amendment, revised to afford protection to female and male employees alike against unfair abuse of sexual privacy, specifies that harassment on the basis of sex is a violation of federal law. It defines such behavior, either physical or verbal in nature, as:

“Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature...when 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, 2) submission or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.”

Though the guidelines are based on Title VII and apply only to sexual harassment in the work place, these guidelines should be interpreted to apply to students as well under Title IX of the 1972 Education Amendments. Both employees and students alleging harassment may use the SUNY internal grievance procedure for review of allegations or discrimination. Should disciplinary action be found necessary, the appropriate procedure applicable under collective bargaining agreements or campus student judiciary regulations will be used. Filing a complaint with the college does not preclude a grievant from filing with outside enforcement agencies, such as the EEOC or the State Division of Human Rights.

Formal complaints of this nature should be filed with the Director of Human Resources (Kunsela Hall, Room A011, or by telephoning 792-7191). The director also serves as SUNYIT's Affirmative Action/Title IX coordinator. Deadline for filing a grievance is, for most instances, within 45 calendar days following the alleged discriminatory act.

Appendix D

Curriculum Committee Responsibilities and Procedures

Introduction:

This is a revised edition of a document produced by the committee, dated November 17, 1980 and originally titled a *Series of Documents to Define Curriculum Committee Responsibilities and Procedures*. The third draft of the document titled Curriculum Committee Responsibilities and Procedures was adopted by the Committee on April 29, 1982, unanimously approved by the Faculty Assembly on May 13, 1982 and placed in effect at the beginning of the Fall 1982 semester. The document was subsequently amended by the Committee on November 10, 1983 and the amendment was approved by the Faculty Assembly on December 15, 1983. The current revised document was adopted by the Curriculum Committee on February 18, 1993 and unanimously approved by the Faculty Assembly on April 1, 1993.

I. Responsibilities

The bylaws of the Faculty Assembly define the responsibilities of the Curriculum Committee in the following manner:

1. “To consider and make recommendations to the Assembly concerning curriculum policy.”
2. “To consider and make recommendations to the Assembly regarding procedures for the development, alteration, approval and review of the academic programs and curricula.”

II. Procedures

1. All new courses, substantive course changes, new program proposals, new minor proposals and changes in curriculum distribution requirements are to be approved by the Curriculum Committee.
2. A new course refers to any course offering which is not listed in the current undergraduate and graduate catalogs or any course which has appeared in a SUNYIT catalog and has not been taught for a period of five years. Independent study courses are exempt from this five-year “sunset” policy.
3. Substantive course changes refer to changes in description, content, name or number. A change in course status refers to the conferring of

permanent status upon an experimental course or the deactivation of a permanent course.

4. New program proposals refer to any new program offering or concentration.
5. New minor proposals refer to any new minor offering.
6. Distribution requirements refer to any changes in course, program, minor or general education requirements such as the elimination or addition of course requirements or changes in an elective course list.
7. A curriculum action form must be prepared for each action proposed. The contents of this form may change as the needs of the Curriculum Committee dictate.
8. The curriculum action form should be forwarded to the departmental curriculum committee for review. If a departmental curriculum committee does not exist, the action form is forwarded to the department chair.
9. After review and approval, the department or departmental curriculum committee forwards the curriculum action to the department chair and any other department chair whose department curriculum and courses may overlap with the proposed action.
10. The department chair(s) then review the proposed action and indicate approval by signature.
11. Each curriculum action form requires the endorsement and signatures of:
 - a. the department curriculum committee chairperson, if one exists.
 - b. the sponsoring department chair.
 - c. any other coordinating department chair(s) whose department(s) may have interest in the action.
12. Twenty copies of the completed curriculum action form are then prepared and sent along with the original copy to the chairperson of the Curriculum Committee two weeks prior to the Curriculum Committee meeting. Any curriculum action forms not received by the due date will be held over for action until the next regular meeting of the Curriculum Committee.
13. The meeting dates for a current academic year will be set by the committee at its first meeting of that year. The first meeting date and any deadlines for that academic year will be set by the members of the committee at the last meeting of the previous academic year. A listing of the exact dates of

meetings as well as any committee deadlines will be circulated to all faculty and academic deans by the chairperson of the Curriculum Committee.

14. The chairperson of the Curriculum Committee shall be responsible for the distribution to the committee membership of the following meeting materials: a meeting agenda, the minutes from the previous meeting and copies of all curriculum actions to be considered. The timeliness of the distribution process should be such that the members have the materials at least one week prior to the scheduled meeting.
15. The chairperson of the Curriculum Committee shall be responsible for the distribution to the committee membership of the following meeting materials: a meeting agenda, the minutes from the previous meeting and copies of all curriculum actions to be considered. The timeliness of the distribution process should be such that the members have the materials at least one week prior to the scheduled meeting.
16. After review or approval by the Curriculum Committee, the curriculum action is then forwarded to the chief academic officer who reviews it and indicates a disposition including signature.
17. A negative action at any stage in the process will defeat a curriculum action proposal subject to the following conditions:
 - a. A department chair may appeal a negative decision of the Curriculum Committee to the chief academic officer. The chief academic officer will then review the proposal in question with the Curriculum Committee and will make a decision.
 - b. In those instances where the chief academic officer cannot support the action of the Curriculum Committee, the matter will be brought before the Faculty Assembly for discussion and recommendation. This recommendation will then be forwarded to the chief academic officer for consideration and final determination.
18. Upon notification by the chief academic officer, the Curriculum Committee chairperson shall inform each sponsor of the disposition of their proposed action(s).

19. The process participants have the following areas of responsibility:

a. Department Faculty:

Responsible for the development of course descriptions, rationale, course outline and identification of intended audience, learning objectives, bibliography, proposed text, prerequisites, needed resources (both long and short term) and in the case of a status change from experimental to a permanent course, an evaluation of the experimental course must also be included. They are also responsible for the development of new program or minor proposals.

b. Departmental Curriculum Committee:

Determines the appropriateness of a curriculum action within the context of departmental curricular programs, needs and policies.

c. Department Chairs:

Determines in consultation with faculty whether a curriculum action is consistent the availability of departmental or school resources.

d. Consultation with other Department Chairs and Departments where curricular overlap occurs:

Determines the impact and appropriateness of the proposed course, program, minor and/or changes for the particular department, and mission of the institution.

e. Curriculum Committee:

Determines the appropriateness of the level, consistency with the mission of SUNYIT and cross-program impact. Determines and enforces curriculum policy and procedures. In addition, upon request of a committee member, the committee may review and act upon matters within the charge of the committee which have not secured the approvals or timely consideration as specified above for department chair(s) (part c) and for other departments (part d).

f. Chief Academic Officer:

Determines the consistency with the mission of SUNYIT, inter-departmental impact and institutional resources. Implements approved actions by notifying the department chairs, the chairperson of the Curriculum Committee and the registrar.

g. Registrar:

Responsible for the review of administrative matters with respect to curriculum actions. Notifies Information Technology Services and updates the catalog file. Incorporates approved curriculum actions into the revised institutional catalog. Maintains a file of the original approved curriculum actions.

III. Experimental Course Actions:

1. The Curriculum Committee is charged with the responsibility of reviewing courses to be offered on an “experimental” one-time only basis. These experimental course actions do not usually undergo the more extensive and stringent review process that is used for permanent course curriculum actions. The committee’s responsibilities normally consist of determining whether the proper procedure has been followed, that the course content is appropriate and that it has not been offered before. The Curriculum Committee reserves (by majority vote) the right to require that an experimental course curriculum action undergo the same approval process as that used for a permanent action.
2. The chief academic officer must approve an experimental course action before it can be offered. An experimental course can be offered only once during a period of two calendar years starting at the beginning of the implementation semester.
3. The purpose of experimental course offerings is to encourage the development of new ideas and relevant courses. Experimental course status should be sought when the prospect of offering the course in the future is uncertain and/or the course structure and content is so tenuous that future changes are likely to be major. Experimental courses cannot be used to bypass consultation with another or department, to beat the lead time deadlines of the Curriculum Committee or to bypass the more formal procedures used for permanent courses.
4. The procedure for submitting an experimental course action is the same as outlined for other curriculum actions.

IV. Non-Substantive Course Changes:

1. Non-substantive changes in course title or description require review by the Curriculum Committee.
2. Non-substantive changes in course title or description are proposed by submitting 20 copies and the original of a curriculum action form to the chairperson of the Curriculum Committee. The form should indicate the change proposed, as well as the rationale.

V. Other Responsibilities:

1. At the beginning of each academic year, the chairperson of the committee shall provide the membership with a list of the current members.
2. The chief academic officer and the chairperson of the Curriculum Committee will have the responsibility to provide the SUNYIT archives and/or public record repository with a bound copy of all curriculum actions and Curriculum Committee proceedings for each academic year.

Appendix E

Faculty/Student Research Collaboration Position Statement

We, the faculty of SUNY Institute of Technology, hereby state our position on student involvement in research on this campus.

Not only do we wish to encourage student involvement in research, but we also believe that students should receive recognition for any such involvement. We further support the guidelines for recognition of student involvement as set forth by ethical guidelines in most professions. The AAUP statement on professional ethics reads, "[The professor], avoids any exploitation of students for his/her private advantage and acknowledges significant assistance from them." (p. 65).

These guidelines further state that recognition for involvement in research should be commensurate with the contribution made by that individual. For example, principle 7f of the "Ethical Principles of Psychologists," suggests the following:

"Publication credit is assigned to those who have contributed to a publication in proportion to their professional contributions. Major contributions of a professional character made by several persons to a common project are recognized by joint authorship, with the individual who made the principal contribution listed first. Minor contributions of a professional character and clerical or similar nonprofessional assistance may be acknowledged in footnotes." (p. 637).

Examples of significant contributions to research include the following:

- Formulation of the problem or hypotheses;
- Conducting and interpreting statistical analyses;
- Writing a major portion of the paper.

Examples of lesser contributions to the research include:

- Collecting data;
- Advising on design or statistical analyses;
- Modifying a computer program;
- Arranging for participants in the research
(*APA Manual, 1983*).

References

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The American Association of University Professors. (1977). "Policy Documents and Reports."

Appendix F

Patents and Inventors Policy of the State University of New York

Purpose

This document provides the "Patents and Inventions Policy of State University of New York" as approved by the Board of Trustees on September 19, 1979 and amended November 16, 1988, and provides the "Current Guidelines of the Patent Policy Board" dated October 4, 1985.

Policy

The Patents and Inventions Policy of State University of New York outlines appropriate steps to be taken to ensure that the public receives the benefit of all inventions made by persons working in State University facilities.

The June 1, 1977 Agreement between State University of New York and the Research Foundation (RF) states: "The University's Patent and Copyright Policy and implementation thereof shall govern all patent and copyright matters arising out of any sponsored programs covered by this agreement." In accordance with the Agreement, the Research Foundation has adopted the State University policy as its own.

The "Current Guidelines of the Patent Policy Board" outlines the use and approval of exclusive licenses and option agreements, and provides a definition of "royalty."

Additional copies of the policy or guidelines may be obtained through the Technology Transfer Office.

Patents and Inventions Policy of State University of New York

The patents and inventions policy of the State University of New York as approved by the Board of Trustees on September 19, 1979 and amended on November 16, 1988, reads as follows:

Title 8, Chapter V, Subchapter B, Section 335.28 of the Official Compilation of Codes, Rules and Regulations of the State of New York.
(Article XI, Title J, Section 1. of the Policies of the Board of trustees.)

335.28 Patents and inventions policy.

(a) - Purpose.

(1) State University recognizes that the three primary missions of an educational institution are teaching, research, and public service. While carrying out its

research mission, State University further recognizes that inventions of value to the public will be made by persons working in its facilities.

It is the policy of State University to encourage such inventors and inventions and to take appropriate steps to aid the inventor and ensure that the public receives the benefit. Appropriate steps include securing research support, identifying inventions, securing appropriate patents, marketing inventions through licensing and other arrangements, and managing royalties and other invention-related income.

These activities are undertaken in a spirit of cooperation with governmental agencies and private industry as part of State University's contribution to the economic well-being of the State of New York and of the nation.

(2) In implementing its policies State University will take appropriate steps to ensure that its faculty may freely publish the results of scholarly research pursuant to the State University Board of Trustees policy on unrestricted disclosure of research activities as set forth in trustees' resolution number 66-258.

In conformance with this principle, all concerned shall cooperate so that essential rights to inventions shall not be lost.

(3) All net proceeds after payment of the inventor's share as defined in subdivision (c), and other appropriate costs associated with the university technology transfer program, realized from the marketing of State University inventions shall be used for the support of State University research programs.

(b) All inventions made by faculty members, employees, students, and all others utilizing university facilities at any of the State-operated institutions of State University shall belong to State University and should be voluntarily disclosed, or shall be disclosed to State University upon request of the University.

The inventor or inventors shall make application for patents thereon as directed by State University and shall assign such applications or any patents resulting therefrom to or as directed by State University.

However, non-University organizations and individuals who utilize University research facilities under the trustees' policy on cooperative use of research equipment, or policy and guidelines on use of State University facilities by emerging technology enterprises, will retain ownership of all patentable inventions.

Also, an invention made by an individual wholly on such individual's own time, and without the use of such University facilities, shall belong to the individual even though it falls within the field of competence relating to the individual's university position. For purposes of this provision, an individual's "own time"

shall mean time other than that devoted to normal and assigned functions in teaching, University service, direction and conduct of research on University premises and utilizing University facilities.

The term "University facilities" shall mean any facility available to the inventor as a direct result of the inventor's affiliation with State University, or any facility available under the trustees' policy on cooperative use of research equipment, or policy on use of facilities by emerging technology enterprises, and which would not otherwise be available to a non-State University-affiliated individual.

Where any question is raised as to ownership of an invention or patent under these provisions, the matter shall be referred to a committee of five members to be named by the Chancellor of State University. At least three of such members shall be members of the academic staff of the University.

Such committee shall make a careful investigation of the circumstances under which the invention was made and shall transmit its findings and conclusions to the Chancellor for review.

If the committee determines that the invention has been made without the use of University facilities and not in the course of the inventor's employment by or for the University, and the Chancellor concurs in such determination, the University will assert no claim to the invention or to any patent obtained thereon.

(c) With respect to any invention obtained by or through State University or assigned to or as directed by it in accordance with the foregoing provisions, the University, in recognition of the meritorious services of the inventor and in consideration of the inventor's agreement that the invention shall belong to the University, will make provision entitling the inventor and the inventor's heirs or legatees to a non-assignable share in any proceeds from the management and licensing of such invention to the extent of 40 percent of the gross royalty paid, unless this exceeds the limits fixed by applicable regulations of the relevant sponsoring agency, which will control in such cases.

State University may make suitable arrangements with nonprofit patent management agencies for the purpose of obtaining services and advice with respect to the patentability of inventions, the obtaining of patents thereon and the management and licensing of inventions. Such arrangements may provide for division of the net income from any invention after payment of the inventor's share between the management agency and State University.

(d) Upon recommendation of the patents and inventions policy board, the Chancellor may grant exclusive licenses for a fixed period for the marketing of inventions, since it is recognized that in the absence of such a condition some inventions may not reach the marketplace for the public benefit.

Granting of exclusive licenses for a fixed period may be accepted by the Chancellor as a condition for industrial sponsorship of research programs, within guidelines recommended by the patents and inventions policy board.

(e) Grants made available to State University by or through The Research Foundation of State University of New York shall be subject to the policy herein stated except in special instances as hereinafter provided.

Nothing in the policy herein stated shall prevent the acceptance of research grants from, or the conduct of research for, agencies of the United States, either directly or through the Research Foundation, upon terms and conditions under applicable provisions of Federal law or regulations which require a different disposition of inventions or patent rights, nor shall anything herein contained prevent cooperative arrangements with other agencies of the State of New York for research.

(f) The Chancellor, acting with the advice of the patents and inventions policy board or State University's designated patent management agent, may determine not to file a patent application in the case of any specific invention or continue efforts at marketing.

The University's decision shall be arrived at, in consultation with the inventor, within a period not to exceed six months from the date of first submission of the inventor's properly executed statement of disclosure of invention to the University or its designee. In every instance in which the University determines not to file a patent application or continue efforts at marketing, or fails to elect to do so within six months from the date of submission of said disclosure statement, all of the University's rights to the invention shall be released to the inventor, who may then file for a patent, subject only to those restrictions that may be required by an external sponsor, if any.

In every instance in which the University determines to file a patent application or continue efforts at marketing, the inventor may, at any subsequent time, request the patents and inventions policy board to recommend such release. For any invention so released to an inventor, State University, at its option, shall receive 10 percent of the net proceeds, in recognition of the contribution of the State and people of New York to the support of the research which resulted in said invention.

For purposes of this provision, the term "net proceeds" shall mean earnings to the inventor from the invention over and beyond reasonable costs incurred in the process of patent application and management.

(g) In all cases, any person is entitled to request an exception or waiver to the provisions of this patents and inventions policy.

The person requesting an exception or waiver shall have the right to appear, accompanied by representatives of the person's choice, before the patents and inventions policy board for consideration of the request for an exception or waiver.

The patents and inventions policy board shall prepare a report of its findings and an advisory recommendation to the chancellor for review. The decision of the Chancellor on the findings and recommendations of the patents and inventions policy board shall be final.

(h) The Chancellor shall establish and appoint a patents and inventions policy board of the State University of New York and designate the chair thereof in accordance with the following:

(1) The patents and inventions policy board shall have no more than 10 members, and shall include one representative of the central administration, two from the University centers, one from the health sciences centers, one from another major research institution of the University, one from the colleges of arts and sciences, one from the agriculture and technology colleges, one from The Research Foundation of State University of New York, and two representatives from business and industry.

(2) The patents and inventions policy board shall have full powers of organization.

(3) The members of the patents and inventions policy board shall serve without extra compensation and at the pleasure of the Chancellor. The normal term of appointment shall be for three years.

(4) The patents and inventions policy board shall meet at least once annually.

(5) The patents and inventions policy board shall advise the Chancellor in the following matters:

(i) guidelines and procedures for the implementation of these policies;

(ii) exceptions to these policies in unusual circumstances;

(iii) determining the extent of the University's interest in inventions;

(iv) determining whether or not to grant exclusive licenses or to commit the University to the future granting of exclusive licenses as a condition of sponsorship for particular research projects; and

(v) such other matters as the chancellor may deem appropriate.

(6) The patents and inventions policy board shall undertake continual review of these policies and advise the chancellor and the board of trustees thereto.

(7) The patents and inventions policy board shall maintain current information concerning patent and invention activities within the University, disseminate information to the faculty of State University concerning such activities, and encourage general awareness of and interest concerning patents within the University community.

(8) The patents and inventions policy board, through the Chancellor, shall report annually to the Board of Trustees concerning its activities and recommendations during the preceding year.

Current Guidelines of the Patent Policy Board

1. EXCLUSIVE LICENSES

To insure that University inventions are made available for public use and benefit and that the University and its inventors receive appropriate income, the Technology Transfer Office actively seeks appropriate and favorable licensing agreements with industrial concerns.

Such licensing negotiations must be conducted in a professional and businesslike manner, for the interests of both the University and the public are best served if the mechanisms of the market are allowed to operate. As the Patent Policy recognizes, exclusive licenses are often the key mechanism.

They give to industry the vital protection which is sometimes necessary to warrant an investment for developing an invention into a marketable form.

Although exclusive licenses are not always necessary and nonexclusive licenses are often desirable, both nonexclusive and exclusive licenses should be considered normal modes of licensing (subject, of course, to Federal sponsor restrictions when applicable).

To be commercially viable, nonexclusive licenses must often be granted for periods longer than five years.

THE PATENT POLICY BOARD finds that exclusive licenses are usually the most effective way of marketing inventions. The Executive Committee is authorized to act for the Board in recommending that the Chancellor approve of exclusive licenses, including agreements in which the period of exclusivity is longer than five years.

II. OPTION AGREEMENTS

As an alternative to, or in conjunction with, an extended period of exclusive license, the Option Agreement provides a useful mechanism for negotiating a marketing agreement.

In an option agreement, a particular firm is provided with the right of first refusal on the rights to a discovery. Thus the firm may work towards development of a product for an agreed time without the obligation to market it, if it is not satisfied with the commercial potential, while having the assurance that the rights will not pass to another during this period.

Needless to say, the price of an Option Agreement would be set to provide the same level of payment as would be reasonable during the first non-commercial years of an exclusive license. The exclusive license for marketing then takes effect only when the discovery is actually ready to enter the marketplace.

Thus, a pharmaceutical might be developed and tested under an Option Agreement and the period of exclusive license for marketing could be kept at five years or at some higher level but still shorter than might otherwise be required.

Such an alternative device will add flexibility to the Technology Transfer Office in conducting negotiations.

THE PATENT POLICY BOARD considers Option Agreements, followed by licensing, to be a normal device available to the Technology Transfer Office, though not expressly sanctioned or forbidden by the Patent Policy.

The Executive Committee is authorized to act for the Board in recommending that the Chancellor approve option agreements.

III. SPONSORSHIP AGREEMENTS

Grants or contracts from industrial concerns for the sponsorship of research are a desirable form of research support which is presently too little enjoyed by the University.

In order to encourage a greater volume of such support, the Patent Policy recognizes that an exclusive license provision covering such discoveries as may ensue from the sponsored research is often necessary.

THE PATENT POLICY BOARD therefore favors the approval by the Chancellor of an exclusive license provision as a condition for the industrial sponsorship of research, when requested by the sponsor. In addition, the Executive Committee is authorized to recommend approval of such provisions to the Chancellor.

IV. RETURN OF INVENTIONS TO INVENTORS

The Executive Committee is authorized to review specific inventions or discoveries which the Technology Transfer Office does not consider it profitable to pursue and to recommend for the Board that the Chancellor release such inventions to the inventors.

V. DEFINITION OF "ROYALTY"

THE PATENT POLICY BOARD defines the term "royalty," as used in the Patent Policy, to include all gross proceeds received by the University or the Research Foundation, pursuant to negotiated agreements such as licensing agreements and option agreements, including such proceeds as up-front and lump-sum payments, fixed payments (annual minimum royalties), running royalties, and termination payments.

Research sponsorship agreements, including grants and contracts for specific research, are not included in this definition of "royalty."

Appendix G

Policy Governing the Provision of Academic Accommodations for Students with Disabilities

I. Documenting the Need for a Specific Academic Accommodation

The Disability Counselor is available to meet with students who wish to request academic accommodations. To receive academic accommodations, students must identify a qualifying disability, provide appropriate documentation of the disability (prepared by a qualified professional), and work with the Disability Counselor to develop an appropriate and reasonable plan for accommodations. All information provided concerning a disability is confidential and is released only with the student's consent.

II. Dissemination of Information for Academic Accommodations

The Original Copy of the Academic Accommodation Plan will be kept in the Disability Services Office. Copies are made and given to the student. Students are responsible to bring copies to give to the classroom faculty of their assigned courses. Students are advised to go meet with their instructor during office hours as soon as possible at the beginning of the semester. This meeting provides the student and the faculty member the opportunity to discuss the accommodation plan. A copy of the accommodation plan is available for the Director of the Learning Center to facilitate the delivery of testing accommodations.

III. Responsibility for Compliance with the Americans with Disabilities Act Regulations

SUNYIT is committed to providing equal access for all qualified individuals to its programs and educational opportunities. It is SUNYIT's policy to provide, on an individual basis, reasonable accommodations to students with disabilities, which may affect their ability to fully participate in program or course activities or to meet course requirements. Accommodations may include, but are not limited to, testing or classroom adjustments, and the use of adaptive equipment. The Disability Counselor is available to work with students with physical, learning, psychological, medical, or other disabilities to help them better understand the nature of their disability and develop self-advocacy skills, and to determine appropriate accommodation plans.

A person with a disability is: "any person who (1) has a physical or mental impairment that substantially limits one or more major life activities, (2) has a history of such an impairment, or (3) is regarded as having such an impairment.

Substantial impairment means that an individual cannot perform the life activity at all, or that he or she is limited in the condition, manner, or duration of the activity. Major life activities include but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. A major life activity also includes the operation of a major bodily function including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

For further information, or to identify a disability, students should contact:
Sue Sprague, Disability Services Counselor, SUNYIT, 100 Seymour Rd., B104
Kunsela Hall

Utica, NY 13502; 315-792-7170 (phone), 315-792-7168 (fax);
suzanne.sprague@sunyit.edu, http://www.sunyit.edu/disability_services

Providing Academic Accommodations

Classroom faculty should not dilute curriculum or reduce course requirements for students with disabilities. Academic accommodations represent specifically identified actions, tools, or services as preferred ways of exchanging information between the student and the classroom faculty. Classroom faculty are encouraged to initiate conversations with students to clarify accommodations should the need arise and with the understanding that it is the choice of the student to decide to disclose the nature of their disability. The Disability Counselor may also be consulted with any questions regarding a student's academic accommodations.

When a student with a disability who has registered with the Disability Counselor believes that a classroom faculty has failed to properly accommodate a documented need, a grievance procedure may be initiated.

Grievance Procedure

Informal Resolution

Prior to initiating the formal complaint procedure explained below, it is recommended that the student make every attempt to resolve the issue in an informal manner.

The senior-most officer in the Office of Human Resources upholds the rights of a student to secure access and accommodations in accordance with the ADA and Section 504, Title IX, and the Age Act. SUNYIT maintains a philosophy of student self-advocacy and the right to pursue a grievance through the formal grievance procedure. Should a student feel he/she has not been treated in a fair or

professional manner with regard to access and accommodations, the student is encouraged to follow these procedures:

Student Responsibilities:

- 1) The student should discuss his/her problem(s) with the instructor of the course or the appropriate department representative (e.g., housing, disability services, etc.) directly and the Coordinator of Disability Services, unless extenuating circumstances prohibits doing so.
- 2) If a conversation with the course instructor, department representative (housing, disability services, etc.) and/or the Coordinator of Disability Services does not settle the situation, the student should then discuss the problem with the Chairperson or Head of the Department.
- 3) The Head of the Department should consult with the Coordinator of Disability Services in matters pertaining to accommodation of services.
- 4) If the meeting with the Chairperson/Head of the Department does not resolve the grievance, the student should discuss the problem(s) with the senior-most officer in the Office of Human Resources (Affirmative Action Officer).
- 5) The senior-most officer in the Office of Human Resources on an informal basis may receive initial inquiries, reports and requests for consultation counseling. Assistance will be given whether or not a formal complaint is entertained or possible. The Affirmative Action Officer will attempt to resolve the complaint informally to the satisfaction of the complainant and the respondent. If a resolution to the satisfaction of the parties is not possible, the complainant may proceed to the formal grievance procedure which is contained in the University's Review of Allegation of Discrimination Procedure.

Formal Grievance Procedure

- 1) Student must file a complaint within 90 calendar days following the alleged discriminatory act or 90 calendar days after a final grade is received, for the semester during which the discriminatory acts occurred, if that date is later. All complaints must be submitted on forms provided by the Office of Human Resources. This form will be used for both the initiation of the complainant under the complaint of the informal procedure and the conversion of the complaint to formal procedure.

- 2) For a full description of the grievance procedure or review of allegation of discrimination procedure, please review http://www.sunyit.edu/human_resources/policies
- 3) Please note that for those students who wish to avail themselves of a review by an external agency, the SUNY Internal Complaint Procedure will be terminated and referred to SUNY Counsel.

Appendix H

User Policy

Acceptable Use

Authorized use of SUNYIT computer and network resources is granted to eligible persons as defined in the two previous sections. Use of SUNYIT-owned resources must be for prescribed tasks, scholarly research, coursework and professional development.

Activities in supervised facilities are subject to the directives given by the person in charge of that facility (faculty or staff member, or computer laboratory assistant), and by University Police personnel.

Computer account holders are responsible for all activity for which that account is used whether by the account holder or another person. Therefore, it is essential that the password on the account be kept confidential.

Persons using SUNYIT resources for purposes that are not permitted are subject to having all of their activities on such systems monitored and recorded by Information Technology Services staff. In the course of such monitoring, the activities of authorized users may inadvertently be monitored. Use of SUNYIT resources constitutes consent to such monitoring. Where such monitoring reveals possible evidence of unlawful activity, Information Technology Services will turn over the evidence to appropriate law enforcement officials.

Unacceptable & Unauthorized Use

Unacceptable and unauthorized activities can result in revocation of computing privileges, further disciplinary action, and filing of civil or criminal complaints. SUNYIT will cooperate with law enforcement authorities in investigations involving criminal activities for which college-owned equipment is employed.

The computing facilities of SUNYIT and its supporting data network may **NOT** be used:

1. to interfere with the privacy of others.
2. for direct financial gain (e.g., commercial consulting or manuscript preparation for hire).
3. for the conduct of private business.

4. in conjunction with programs (such as copying the password file, password cracking programs or Satan) that are designed to prove, describe or to defeat computer security features of computer systems located at SUNYIT or elsewhere, or the repeated use of ordinary tools (e.g., ping for finger) in a manner that may probe or describe network topology or computer security features without the express written consent of the Director of Information Technology Services or designee.
5. to effectuate, or attempt to effectuate, access to any system for which the person is not an authorized user.
6. to decrypt, or attempt to decrypt, scrambled files (e.g., the password file) that are not owned by the user.
7. to use “sniffing” or similar programs so as to gain access to communications or data to which the user is not a party.
8. in a manner that degrades system or network performance (e.g., transmission of software containing a virus, cancelbot, trojan horse, or worm or other harmful component or running a program that has no purpose).
9. to alter system configuration files (e.g., autoexec.bat or config.sys).
10. to remove SUNYIT-owned software.
11. to remove or alter files owned by another user.
12. to uphold, post, publish, transmit, or reproduce in any way, information, software or other material which is protected by copyright or other proprietary right, or derivative works with respect thereto, without obtaining the permission of the copyright owner or rightholder.
13. to post or transmit any unlawful or unsolicited message that is threatening, abusive, libelous, obscene, or pornographic, whether in text, audio, or graphic form, and regardless of whether or not the message was unsolicited.
14. to send unsolicited messages (such as chain letter or electronic junk mail) that may be perceived as harassing, annoying, or obscene.
15. to conduct business for political purposes.
16. to interfere with or intercept the electronic communications of another user.
17. to obscure or to attempt to obscure the identity and location of a remote connection.

18. to physically abuse or misuse SUNYIT computing equipment.
19. to engage in activities prohibited by local, state or federal law.

Appendix I

Duplicating/Using Copyrighted Materials

Copyright Law prohibits the duplication of copyrighted material without prior permission. It would be wise to ask for copyright permission to use items created by others. Faculty members need to be careful in the ways that they share information with their students whether it is in a face-to-face class or an online class. Here are some common situations that faculty may encounter.

Face-to-face Class Guidelines:

1. Make a copy of a small portion of a book, less than ten percent of the entire book, to share with *a* class. This may be done for *one* semester when there is insufficient time to ask for permission from the copyright holder. If copies are needed for additional semesters, the faculty member must seek permission from the copyright holder. A faculty member could place *a* copy of the book on reserve in the library for all students to use and avoid the necessity of copying the material.
2. Make *a* copy of an article to share with students in *a* class during *a* semester if there is insufficient time to ask for permission from the copyright holder. Permission must be sought for use in subsequent semesters. No other articles by this author should be duplicated. It might be better to use a source available in the library's databases. Students would be able to access this source online, using a link to the article, and the faculty member would not have to copy the article.
3. You may show a legitimately acquired film in a class setting. You may not show this same film in a public meeting or event. In such a case, you must purchase the film with performance rights.
4. When using a *YouTube* video, it is best to use a link to the video and not embed the video in a presentation.
5. You may tape a television program and show it to your class following these rules:
You must show it during the ten days following its broadcast.
You must destroy the tape forty-five days after its broadcast.

Online Class Guidelines:

The material provided to students enrolled in your specific online course which is password protected should be for a single semester.

1. The same rule applies for books in a **face-to-face class** as in an **online class**. The library can scan small portions of a book and place them in Cayan Library E-Reserves in the Course Modules in an online course. The library cannot scan a copy from a book acquired via Interlibrary Loan. The faculty member must seek permission from the copyright holder.
2. The same rule applies for articles in a **face-to-face class** as in an **online class**. The library can scan a copy of an article and place it in the Cayan Library E-Reserves in the Course Modules in an online course. The library cannot scan a copy of an article acquired via Interlibrary Loan. The faculty member must seek permission from the copyright holder.
3. If you were teaching a class in a face-to-face format and would show an entire film, then you are able to show an entire film in your online class. Entire films must be streamed in an online class. At this time, our online courses do not have this capability. One alternative would be to require students to purchase the use of the film through a commercial service like Netflix, Amazon, iTunesU, etc.
4. When using a *YouTube* video, it is best to use a link to the video and not embed the video in a presentation.
5. It is more complicated when you want to post a television program that you have taped in your online course. It would be wise to seek permission. At the least, check with a librarian before deciding to post the program.

Please contact one of the librarians with questions concerning copyright.

Appendix J

Code of Academic Conduct
(Adopted by Faculty Assembly, April 2011)

Article I. Standards of Academic Integrity

The student's first obligation is to pursue his or her academic objectives conscientiously and honestly. The student is required to conform to all regulations of the University and SUNYIT, the department and program in which the student is matriculated, and the classes in which the student is enrolled. The student is expected to complete all academic work, including but not limited to papers, examinations, laboratory reports, and other assignments, in compliance with the standards set forth in this code. Academic achievement is ordinarily evaluated on the basis of the work that the student has produced independently. A student who attempts to obtain credit for work, words, or ideas that are not his or her own is dishonest. Dishonesty undermines the integrity of academic standards. Infringement of this academic code entails penalties ranging from reprimand to dismissal from SUNYIT. Misrepresentations of facts, significant omissions, or falsifications in any academic work are violations of the code. Misunderstanding of the code is not an acceptable excuse for academic misconduct. If a student is uncertain whether a practice is permitted in a particular course, the student should consult the faculty member instructing the course in order to avoid the accusation of academic misconduct.

Article II. Summary of Academic Integrity Policy

A student's name or other unique identifier on any course exercise (e.g., theme, report, notebook, performance, computer program, course paper, laboratory or practicum or co-op report, examination, website, or quiz) is taken as assurance that the exercise is the product of the student's own thoughts and study, and that it is expressed in the student's own words and produced without assistance, except as indicated by quotation marks, references and footnotes acknowledging use of printed sources or other outside help. In some instances, the faculty member or department may authorize students to work together to solve problems, complete projects, or produce written or performed coursework; any such effort must be clearly marked the product of collaboration. Unless permission is obtained prior to submission from all involved instructors, a student may not submit the same exercise in more than one course. The student who sees the possibility of overlapping assignments must consult with both faculty members before proceeding. Where collaboration is authorized, students must indicate clearly which parts of the assignment were performed independently.

Article III. Prohibited Behavior

The following offenses are violations of the Academic Integrity Policy.

1. Plagiarism: Any piece of work that has been presented as the individual creation of the student is assumed to involve no assistance from any other person. Plagiarism is the use of another person's work, words, or ideas without attribution. It may involve using another's words without quotation marks and/or footnotes to indicate the appropriate source. Paraphrasing or summarizing the content of another's work is not dishonest as long as the source is clearly identified. Paraphrasing when the source is properly cited does constitute independent work; however, the faculty member may still reject it as inappropriate. Plagiarism may also involve misrepresenting the sources that were used. The issue of plagiarism applies to any type of academic work, including but not limited to papers, examinations and quizzes, computer programs, works of art, photography, video, or websites.

2. Inappropriate Collaboration: Collaboration on academic work requires acknowledgment. It is academically dishonest to work with another person to develop, organize, or revise a project (e.g., a paper, oral presentation, research project, or take home examination) without acknowledging that person's help. Specific policies regarding collaborative work, peer review, use of tutors, and editing vary from faculty member to faculty member. It is the student's obligation to check with the professor concerning any collaborative academic effort.

3. Dishonesty in Examinations (In-Class or Take-Home): An examination must be solely the student's own work, unless otherwise directed by the faculty member. Communication is not allowed between or among students while an examination or quiz is being taken, nor are students permitted to consult books, papers, study aids, or notes without the faculty member's explicit permission. Cheating includes, but is not limited to, copying from another's paper, giving unauthorized assistance to another, obtaining unauthorized advance knowledge of the questions to an examination or quiz, or use of mechanical or marking devices or procedures to achieve false scores on machine graded examinations. Specific policies concerning examinations may vary from faculty member to faculty member.

4. Dishonesty in Papers and Reports: The student is prohibited from submitting any material prepared by or purchased from another person or entity. All written materials submitted in fulfillment of course requirements must be the student's original work, unless sources are cited following the accepted protocols for citation of another person's words or ideas.

5. Work Done For One Course and Submitted to Another: The student may not present the same work for credit in more than one course. Under exceptional circumstances, the student may be permitted to submit a paper or other written

assignment to satisfy requirements in two courses. However, both faculty members must agree in advance to this arrangement. When incorporating past research into current projects, the student must reference the previous work.

6. Falsification of Data: The student may not deliberately falsify data or distort supporting documentation for coursework or any other academic activity.

7. Interference with Another Student's Work: The student may not intentionally interfere with the work of others by sabotaging laboratory experiments/equipment or research, computer programs or computer laboratories, by giving misleading information, or by disrupting class work or library work, including study.

8. Copyright Violation: Copyrighted material is the property of the copyright holder and may only be used with appropriate authorization. The student must observe the copyright laws governing practices of using printed materials, duplicating computer software, photoduplicating copyrighted materials, and reproducing video and audio cassettes and other audio-visual materials. The Student Code of Personal Conduct prohibits theft or unauthorized use of another's property and requires adherence to federal and State laws. This provision will be enforced by the chief academic officer under the provisions of the Student Code of Personal Conduct and the State University of New York Rules for the Maintenance of Public Order.

9. Other Offenses Against the Academic Integrity Policy: In addition to the practices specified above, academic misconduct embraces all other practices that circumvent procedures designed to assure a fair grade. Use of the services of commercial term paper or "research" companies is cheating, and a punishable offense. Student groups may not maintain and reuse papers, reports, course exercises, or examinations that have been kept on file from prior years. Falsification of records, whether before or after graduation, is misconduct. Gaining access to a confidential recommendation without permission, after waiving right of access, is a violation of the code. Withholding, altering or destroying materials needed by other students for course exercises is an offense against the academic code. Lying in the course of an investigation of an academic offense or during a judicial proceeding is a violation of the Student Code of Personal Conduct and will be referred to the chief academic officer or designee for disciplinary action.

Article IV. Adjudication of Charges

1. Faculty member action: The faculty member shall assess an appropriate penalty. Common penalties may include, but are not limited to, requiring the student to rewrite or correct a submitted assignment, requiring the submission of a substitute assignment, loss of credit for the assignment, or a failing grade in the

course. The faculty member will communicate that there will be a penalty to the student in writing by hand delivery, electronic mail using the student's SUNYIT account, or by letter sent to the student's campus or permanent address on record. The faculty member shall then make a written record of the incident, including the assessed penalty and whether the incident is believed to be an error in judgment or willful misconduct. This record shall be reported to the head of the academic unit of the department in which the student's major resides within two calendar weeks of discovery of the alleged offense and after notification has been made to the student.

2. Administrative action: If the misconduct is not related to a specific course, the head of the academic unit or chief academic officer or designee may assess a penalty as circumscribed in Article VII following the same procedures outlined for course misconduct.

3. Procedure: Upon notification of an alleged offense, the head of the academic unit shall store the faculty member's report in the academic unit's academic discipline records for the student. The head of the academic unit may send a recommendation to the faculty member identifying an alternate recommended penalty, particularly if this is not a first offense. The head of the academic unit shall send a copy of the faculty member report and alternate penalty recommendations to the faculty member and the campus chief academic officer or designee within one calendar week of receipt of notice from the faculty member. Repeat offenses or sufficiently serious first offenses may result in the head of the academic unit requesting that the campus chief academic officer or designee convene an Academic Integrity Board to consider the accusation of academic misconduct and consider extraordinary penalties (identified in Article VII).

Upon notification of an alleged offense, the campus chief academic officer or designee will store the faculty member report in the student's campus academic discipline records. The campus academic officer or designee may also send a recommendation to the faculty member and head of the academic unit identifying a suggested alternate penalty, particularly if this is not a first offense within the college, within two calendar weeks of receiving the report. Within one calendar week of the faculty member's receipt of the chief academic officer or designee's recommendation, the faculty member shall make a final decision of his/her assigned penalty and communicate the penalty to the student by the means previously outlined and send a copy of the notification to the head of the academic unit. Repeat offenses, sufficiently serious first offenses, or head of the academic unit request may result in the campus chief academic officer or designee convening the Academic Integrity Board to consider the accusation of academic misconduct for extraordinary penalties as identified in Article VII.

If the Academic Integrity Board is convened by the chief academic officer or by student appeal (see Article IV.4.), the campus chief academic officer or designee

shall contact the student, faculty member, and head of the academic unit by the means previously outlined to advise that a hearing of the Board is being scheduled and outline the procedure and student's rights within one calendar week of such a determination. Within two calendar weeks of this notice, the Board shall hear the case. The head of the academic unit of the Board shall then submit a written summary of findings to the campus chief academic officer or designee, head of the academic unit, faculty member, and student within one calendar week of completion of the hearing. In the case of a Board recommendation of suspension or dismissal, the campus chief academic officer or designee shall consult with the president, and the President shall communicate a final decision to all parties (student, faculty member, head of the academic unit, campus chief academic officer or designee, and Board) within two calendar weeks.

The head of the academic unit or campus chief academic officer or designee may extend any stage of the judicial proceeding calendar in extreme circumstances and upon a showing of good cause; this extension must be reported to all involved parties by the original deadline.

4. Appeal of misconduct: A student who disagrees with a determination of academic misconduct may appeal in writing to the campus chief academic officer or designee within one calendar week of receipt of notification of the violation. A student appeal will trigger convention of the Academic Integrity Board to consider the case of academic misconduct if the Board has not already been requested to convene by the head of the academic unit or the chief academic officer or designee.

5. Appeal of grade: After the completion of a misconduct hearing, a student may appeal a grade penalty through the campus grievance procedure. The only grounds for appealing a grade is a student's belief that a grade or grade penalty has been assigned on a capricious basis. Capricious grade assignment is assignment of a grade to a student that is based on a standard other than his/her performance in a course, on more exacting or demanding standards than were applied to other students in the course, or on standards that depart substantially from those the faculty member previously announced for the course.

6. Appeal of suspension/dismissal:

Appeal of a decision of suspension or dismissal is written directly to the President. The same calendar applies. The campus chief academic officer or designee or President may extend any stage of the appeals calendar in extreme circumstances and upon a showing of good cause; this extension must be reported to all involved parties by the original deadline.

Article V. Academic Integrity Board

The Academic Integrity Board is composed of five faculty and two students, appointed for each judicial proceeding at least one calendar week in advance of the proceeding by the campus chief academic officer or designee from a pool composed of twelve faculty and six students. Faculty shall be elected by each academic unit at the beginning of every academic year for the pool, divided equally among academic units. The students shall be appointed by the Student Association and shall be representative of the diversity of the student body. The purpose of the pool of faculty and students is to provide a hedge against conflict of interest or schedule in any particular judicial proceeding. In order to observe the calendar described in Article IV.1, the campus chief academic officer or designee may appoint alternate faculty and students should a pool lack sufficient members or have unreachable members.

1. Officers: The Board selects chairperson and secretary for each judicial proceeding. The secretary maintains a record of the proceeding. This record and all documents pertaining to the judicial proceeding are circulated only to persons involved in the proceeding and to the chief academic officer or designee and President in the case of an appeal. The chairperson and secretary will both be voting members of the Board.

2. Quorum Decision: A quorum consists of the entire appointed Board. Decision is rendered by majority vote.

3. Board Jurisdiction: The Board shall decide whether the misconduct is willful, if the misconduct constitutes an error in judgment, or if there is no academic misconduct. The Board may, with a majority vote, render an opinion regarding the penalty. Absence of an opinion with regard to the penalty shall not indicate either support or disagreement with the penalty.

4. Parties Excluded from the Board:

Members of the pool shall be notified of participants when requested to be on a Board. Any member of the pool who feels s/he has a conflict of interest is excluded from participating on that Board. The student shall be notified of the pool's composition at the time of the meeting notification and may request of the chief academic officer or designee that specific members be excluded from the Board due to conflict of interest if the request is made at least five calendar days prior to the Board hearing.

5. Judicial Proceeding Procedure:

The purpose of the judicial proceeding is educational and disciplinary. Thus, courtroom procedures and rules of evidence need not be followed in the interest of ascertaining the facts of the case. Both student and faculty member have the right to examine all written evidence prior to the judicial proceeding; this evidence

shall be kept in a restricted file in the chief academic officer's office pending the decision. Both student and faculty member may attend the proceeding and question and respond to witnesses. The student may bring up to two advisors, provided one of them is a member of the college community (faculty, staff, or student). The advisor(s) may advise the student and, with the permission of the chairperson of the Board, address the Board. The chairperson of the Board may remove any person from the room for obstruction of the proceeding.

6. Record of Multiple Offenses: If the student has previous offenses stored in his/her campus academic discipline records, the campus chief academic officer or designee shall provide all records of these offenses to the members of the judicial proceeding. All distributed records pertaining to the proceeding shall be collected and destroyed by the campus chief academic officer or designee at the conclusion of the judicial proceeding.

7. Special Periods: The campus chief academic officer or designee (in consultation with the appropriate head of the academic unit) has authority to resolve disputes during special periods when the Academic Integrity Board cannot meet.

Article VI. Class Attendance Pending Decision

The student accused of academic misconduct may continue in class until a final decision has been reached, including appeal. Pending final determination of the accusation, a grade of Incomplete may be assigned in the disputed course or courses.

Article VII. Additional Penalties for Academic Misconduct

A student found to be in violation of this policy by an Academic Conduct Board may receive any of the following additional sanctions from the campus chief academic officer or designee or head of the academic unit of the academic unit within which the student resides.

Suspension: An unusually serious first offense or repeated offenses may result in suspension from the college. The student will be suspended from SUNYIT as of the semester of the infraction and will be withdrawn from all courses for that semester. Only the President may suspend a student from the college. The words "Suspended for Academic Misconduct" will appear on the student's permanent academic transcript. If the student later requests an institutional letter of reference, the letter may refer to the incident. Suspension is a temporary withdrawal from the college for a specified period of at least one semester, after which the student may return in accordance with the standing regulations governing matriculation, by submitting a petition for reinstatement.

Dismissal: An unusually serious first offense or repeated offenses may result in dismissal from the college. The student would be dismissed from SUNYIT as of the semester of the infraction and will be withdrawn from all courses for that semester. Only the President may dismiss a student from SUNYIT. The words “Dismissed for Academic Misconduct” will appear on the student’s permanent academic transcript. If the student later requests an institutional letter of reference, the letter may refer to the incident. Dismissal is withdrawal from the college without promise of reinstatement and with loss of matriculated status. Reinstatement after dismissal requires the approval of the chief academic officer or designee, who must interview the student and approve reinstatement. A student who has been academically dismissed loses matriculated status and must apply separately for matriculation to SUNYIT and his/her major if applicable at the time of reinstatement. The student may not petition for readmission until at least one year has passed after dismissal.

Article VIII. Removal of penalty

In a case where the Academic Integrity Board has a majority vote of no misconduct, the assigned penalty shall be removed by the faculty member, and there shall be no record of the incident placed in the student’s file. The head of the academic unit and chief academic officer may keep an internal record of the incident.

Article IX. Record of Disciplinary Actions

Records pertaining to student violations of the Academic Integrity Policy are maintained for a minimum of five years after the student’s most recent enrollment at the college. When penalties become part of the student’s permanent academic record, the record is maintained indefinitely. These records are subject to University and SUNYIT regulations concerning the confidentiality of student records. Upon written request, the student has the right to inspect his or her records.

Article X: Interpretation and Revision

1. Any questions of interpretation regarding the Academic Integrity Policy shall be referred to the campus chief academic officer or designee for final determination.
2. The Academic Integrity Policy shall be reviewed every five years under the direction of the campus chief academic officer or designee by a committee convened identically as an Academic Integrity Board.
3. Suggested changes found by the review committee shall be brought to the Academic Affairs Committee of the Faculty Assembly for consideration.

Appendix K

Misconduct in Faculty Research

A. Purpose

All professionally trained individuals, including administrators, teachers and researchers strive to achieve the highest satisfaction in their work. Among them, many take responsibilities over and above their normal mission of work. They often dedicate their time and energy to achieve some worthy things for the society and, at the same time, set an example of creativity for their students and colleagues. Unfortunately, owing to some human temptations or lack of administrative skills, academic personnel, like any other group of individuals, are prone to make mistakes. Additionally, as they move higher in the direction of creativity, it becomes increasingly difficult, both for themselves and for others, to judge the nature of scientific misconduct because ethical guidelines are generally not available or, if available, may be difficult to interpret. However, it is not difficult to identify misconduct in those cases in which a researcher is deliberately and knowingly dishonest and self-serving.

The purpose here is to inform those individuals who conduct project work (scientific or non-scientific) sponsored by the SUNY Institute of Technology at Utica/Rome (SUNYIT) and supported by outside agencies (for example, NSF), that a clear statement by the beneficiary regarding a policy for handling misconduct by the officer supervising a project is often required. The guidelines in the following paragraphs are not intended to undermine or supersede the *Policies of the Board of Trustees of SUNY*, NY State Guide to Ethics Law, NY State Public Officers Law, or any other contract(s) (like UUP) which govern the activities of a staff member, academic or non-academic, in charge of a sponsored project.

B. Guidelines

The following guidelines of a general nature should be adhered to by those who conduct a sponsored project at SUNYIT:

1. The work of the project, whether scientific or non-scientific in nature, must conform to the ethical and legal standards normally specified by a leading professional organization in the relevant field. For example, the guidelines of the American Psychological Association should be considered relevant for the issues relating to a psychology project. In those cases in which no guidelines are available, SUNYIT will seek suggestions from comparable institutions and/or technical expert(s) in the field. In determining legal and ethical standards, the guidelines available

from NSF and other institutions will also be used to avoid any “tunnel vision” in judging the alleged misconduct.

2. For the purpose of defining scientific misconduct, the following criteria will be used:

Damage to the discipline; integrity in recording and interpreting data; preparing report(s) without prejudice; implementing professional standards; professionalism in maintaining relationship with the client(s); maintaining the schedule of work; documenting activities and keeping satisfactory records; treating information (including data) confidential; effort on maintaining fairness and justice.

3. Reasonable judgment should be exercised in acknowledging the significant support from staff, co-workers, funding institution, or others in the final draft/outcome of project. Similarly, appropriate standards should be used in sharing publications, awards, etc. The head of the project must show highest ethical standards in the selection and recruitment of the project staff. For example, if the spouse/child of a head of the project intends to work on a project, the head of the project should not prepare, directly or indirectly, his relative for this position, recommend promotion or other benefits to the members of the selection committee to gain unfair advantage resulting from his/her power position, etc. The head of the project must notify at appropriate levels the possibility of conflict of interest under the circumstances. For example, in case of a faculty member s/he must inform her/his supervisor and significant others, including the members of her/his department, of the nature of possible conflict of interest; in case of Department Chair, s/he must inform the Vice President(s) and chairpersons in the concerned academic unit; and so on.

C. Action on Misconduct

1. Initially, the chief academic officer will examine the complaint of misconduct.
2. If the chief academic officer decides that an investigation is necessary, s/he will request the Academic Affairs Committee, Faculty Assembly, to submit a report on the alleged misconduct. A minor misconduct should be settled at this stage.
3. If the report of the Academic Affairs Committee shows the alleged misconduct to be of a serious nature, the chief academic officer, with the approval of the President, will appoint a committee consisting of the following members: Chair of the Faculty Assembly, Department Chair, and two members (either experts in the field or those experienced in

conducting research projects or both). The committee will submit its report to the chief academic officer who will take further action consistent with the rules of SUNYIT, the Board of Trustees of SUNY and the UUP agreements.