

FACULTY HANDBOOK

**State University of New York
College of Agriculture and Technology
Cobleskill, New York**

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PART I – GOVERNANCE

1.1 – The University

State University of New York

The State University of New York is a unique system of higher education composed of a network of 64 public colleges and university centers, united by central planning and coordination. It is the largest public university system in the nation.

Every public institution of higher education in the state, except the municipal City University of New York, is a member of the network. Liberal arts colleges, university centers, colleges of agriculture, human ecology, industrial and labor relations, veterinary medicine, ceramics, environmental science and forestry, and maritime studies, medical schools, two-year colleges of agriculture and technology, and community colleges in 30 counties in the state all exist within the State University. There is scarcely a single area of important human activity, from automotive engineering, fruit production, and nursing to medieval studies, urban planning, and astrophysics that cannot be studied somewhere within the University.

During the 1960s the State University, with a speed unprecedented in educational history, reshaped the teachers colleges into liberal arts institutions, developed four major university centers, modernized and expanded three medical schools and set up one completely new health science center, expanded the programs of the specialized colleges with an emphasis on meeting the technological demands of modern society and providing a wide range of services for local communities. About \$2 billion of new construction alone was required between 1948 and the present, much of it being noted by architects, critics, and art museums--and numerous students--for its beauty and sensitivity to human functions.

Presently the State University is engaged in an extensive effort to adjust higher education to the future. In the years ahead, advanced education will be necessary for most people throughout their entire careers. The costs of education will have to be made more manageable for the public, and new technology will need to be harnessed to enhance the feasibility and extend the audience of excellent teachers. Now, cooperative programs between secondary schools and colleges; three-year college programs instead of four; more mini-courses and classes at all hours; a new college for the arts; an easier flow of students among the State University colleges; off-campus or at-home learning through distance learning or the Empire State College, and regional programs that capitalize on all the educational resources in any section in the State represent some of the new directions of the State University.

The State University of New York operates as an independent entity under the direction of its own Board of Trustees. (It is subject to the general guidelines of the Board of Regents though, just as is every private college, public library, and high school in the state.) Basically, the University has six kinds of institutions.

There are four university centers, located at Albany, Binghamton, Buffalo and Stony Brook.

There are 10 colleges of arts and science located throughout the state: Brockport, Buffalo, Cortland, Fredonia, Geneseo, New Paltz, Oneonta, Oswego, Plattsburg, and Potsdam. There are also three relatively new colleges--Old Westbury, for the rapidly growing population on Long Island; Purchase, devoted especially to preparation in the visual and performing arts; and the Empire State College, based at Saratoga Springs but really a college without a campus, designed to serve young people and adults who can study largely on their own without much conventional classroom instruction. The fourth college, at Utica-Rome, concentrates on upper division work in advanced technology.

A third kind of institution is the specialized state college, devoted to concentrated four-year, graduate and professional study in a particular field. There are eight: agriculture, ceramics, environmental science and forestry, human ecology, industrial and labor relations, maritime engineering, optometry, and veterinary science. Five of

these are located at private university campuses--agriculture, human ecology, industrial and labor relations, and veterinary science at Cornell University in Ithaca; ceramics at Alfred University. These are officially called contract colleges. The College of Environmental Science and Forestry is adjacent to Syracuse University; the College of Optometry is located in New York City; and the Maritime College is in the Bronx on the edge of Long Island Sound.

Fourth, there are the four medical, or health science, centers. Two are free-standing, The Health Science Center at Syracuse and The Health Science Center at Brooklyn, and two are part of the university centers at Buffalo and Stony Brook.

Fifth, the five University Colleges of Technology were founded in smaller towns early in the century as regional two-year colleges to help make farming in their areas more scientific and productive. Each of them has added technical programs ranging from horticulture and mechanics to electronics and aeronautics. Each now offers both Associate Degrees and Bachelor Degrees in appropriate specialized areas.

There are dormitories at each, as students from all over New York attend these colleges, although much of each college's enrollment is drawn from its surrounding section of the state. These state-operated colleges (at Alfred, Canton, Cobleskill, Delhi, and Morrisville) are *compact and intimate*, with 2,000 to 3,000 students. The two-year academic programs are designed to be both complete in themselves and preparatory for further college study. Numerous students each year transfer to other colleges in the State University. In 1987, the names of these colleges were changed from Agriculture and Technology Colleges to Colleges of Technology; however, Cobleskill and Morrisville chose to retain "Agriculture" in their title.

Sixth, 30 two-year community colleges are almost entirely creations of the past 30 years. These community colleges are jointly operated by the State University and their local sponsors (usually a county), unlike the other totally State-operated campuses.

The State University of New York has the largest enrollment of any university in the world. Nearly 380,000 students attend the 64 institutions of the network, two-thirds of them full-time. The number of part-time students has been rising over the past decade, the result of a new trend in higher education and the University's flexible, many sided educational services. About 97 percent of the students are from New York State. Of the students from outside the state, nearly 5,000 annually come from foreign countries. (About 2,000 University students study abroad for a semester or more each year.) To date the State University has graduated just over one million students.

Most of the students come to the University directly from secondary school and are between 17 and 23 years of age. More than 100,000 students are 24 years of age or older, reflecting State University's ability to adjust to the needs of more mature students. More students each year postpone college for a while, adopt staggered study-work-study patterns, or postpone upper-college or graduate work until their career interests have solidified. College as exclusively a pre-work experience for youth is changing rapidly, and the State University is adjusting to the new trend.

Since 1966 the State University has made a powerful effort to address educational inequality by a variety of programs for students who are under-privileged or from minority groups. There are ten tuition-free Educational Opportunity Centers--Albany, Brooklyn, Buffalo, Long Island, Manhattan, Rochester, Schenectady, Syracuse, Troy and Westchester--which provide remedial instruction and occupational training for about 11,000 students annually who want better job opportunities or college preparation. The Educational Opportunity Centers are the result of a merger of two separate but related programs, the

University's Urban Centers and the Cooperative College Centers. Roughly 5,000 students, mainly African American, Puerto Rican and American Indian with weak preparation but high potential, are admitted annually to State University two-year and four-year institutions with special tutoring, counseling, and reduced programs at first, and with financial assistance under the Educational Opportunity Program.

It is the policy of the State University of New York not to discriminate on the basis of sex in admissions, employment and treatment of students and employees in any education program or activity administered by any of its units.

In September 1978 the new motto of the State University of New York was officially adopted as "To Learn--To Search--To Serve". The Board of Trustees feels this more adequately reflects the scope of the University's mission.

The State University of New York provides an opportunity for every citizen in the state to become what his/her dream pulls him/her toward becoming. It serves the state--and the nation--in a variety of ways every year. And, it is providing a new model of what truly democratic higher education of the future might be like.

Family Education Rights and Privacy Act of 1974

The Family Education Rights and Privacy Act requires colleges to inform students of their rights under this act. An annual notice of these rights is published in the following College publications: Emphasis, the Student Handbook, and the Faculty Handbook.

Copies of Cobleskill's policy are available on request through the Office of the Registrar, SUNY Agricultural and Technical College at Cobleskill.

As required by Section 99.5 HEW regulations and 438 of the Family Education Rights and Privacy Act of 1974, the following is a statement of policy applicable to the SUNY Agricultural and Technical College at Cobleskill:

Statement of Policy for Family Education Rights and Privacy Act of 1974

Definitions

Student includes any person who has completed the registration process for any semester at SUNY Cobleskill and for whom the College has developed an education record.

Parents of a Dependent Student--defined by Section 152 of the Internal Revenue Code of 1954.

Right to Access

A parent of a dependent student or a student who wishes to inspect and review their education records must submit a written request to the appropriate office which maintains the record and will receive a response within forty-five days. The offices and the records they maintain are:

Office of the Registrar, Knapp Hall, maintains educational records which include the students schedule of classes, official transcript, and the permanent record folder which contains application for admission, official correspondence and documentation relating to the student's academic record.

The Career Development Office maintains faculty evaluations requested by students to be placed in their folders. Availability to students is dependent upon whether or not they sign a waiver of their right to see their records.

Wellness and Counseling Services maintains individual medical and counseling records which are available upon the request of the student.

The College will not disclose personally identifiable information from the educational records of a student without prior written consent of the parent of the dependent student or the student except as otherwise permitted by statute and regulation or to College officials for "legitimate educational interests".

For the purpose of this act, "college official" may be defined as any member of the College faculty or non-teaching professionals. Any data contained in the student's educational records which may be a factor in the student's performance in his or her academic program or may effect the student's eligibility to remain in good standing or participate in College functions may be considered to be a "legitimate educational interest".

The categories of personally identifiable information which SUNY Agriculture and Technology College has designated as directory information are: name, home address, local address, telephone number, date of birth, dates of attendance, major, degrees received (if any), honors, and past and present participation in officially recognized sports activities and related physical factors (height and weight of athletes).

Costs

Educational records which are made for the parents of dependent students and students under 438 of the act will be charged according to the following schedule of fees: Official Transcripts - First copy is free to the student; all additional copies are \$5 each.

Records of Requests and Disclosures

The College maintains records of requests and disclosures of personally identifiable information. The records of request, whether granted or not shall include the names and addresses of the person(s) who requested the information and their legitimate interests in the information. Records of requests and disclosures need not be maintained for those requests made by students for their own use, those disclosures made in response to written requests from students, those made by school officials or those specified as directory information.

The records of disclosures and requests for disclosures are considered a part of the students' educational records and are maintained with the permanent record for the period defined by the College.

The records of requests and disclosures may be inspected by the student, legitimate school officials and by federal auditors.

Challenge of the Contents of Educational Records

Through a written request, a parent of a dependent student or a student has the opportunity to seek the correction of education records and to amend that part of the record they feel is inaccurate. If full relief is not provided, they must be informed of their rights to a formal hearing. The opportunity for a hearing

should not be construed to apply to questions concerning the underlying reasons for the granting of a particular grade. Instead, a hearing to determine the accuracy of any grade should be confined to the issue of whether or not the recorded grade corresponded to the grade reported by the faculty member. Decisions of the hearing panels will be final. The college will amend the record in accordance with the decisions of the board.

Should the decisions be unsatisfactory, the student has the right to place in the educational record reasons for the disagreement. The statement will be maintained as long as the record is maintained and when disclosed to an authorized party, must include the statement filed by the student.

The hearing board will be appointed by the Chief Administrative Officer or his/her designee.

Rules and Regulations for the Maintenance of Public Order

Rules and Regulations for the Maintenance of Public Order on Premises of State-Operated Institutions of the State University of New York Adopted by the Board of Trustees of the State University on June 18, 1969, and Amended on July 10, 1969, April 9, 1970, and April 29, 1970

Section 535.1: Statement of Purpose. The following rules are adopted in compliance with Section 6450 of the Education Law and shall be filed with the Commissioner of Education and the Board of Regents on or before July 20, 1969, as required by that section. Said rules shall be subject to amendment or revision and any amendments or revisions thereof shall be filed with the Commissioner of Education and Board of Regents within ten days after adoption. Nothing herein is intended, nor shall it be construed, to limit or restrict the freedom of speech nor peaceful assembly. Free inquiry and free expression are indispensable to the objectives of a higher educational institution. Similarly, experience has demonstrated that the traditional autonomy of the educational institution (and the accompanying institutional responsibility for the maintenance of order) is best suited to achieve these objectives. These rules shall not be construed to prevent or limit communication between and among faculty, students and administration, or to relieve the institution of its special responsibility for self-regulation in the preservation of public order. Their purpose is not to prevent or restrain controversy and dissent but to prevent abuse of the rights of others and to maintain that public order appropriate to a college or university campus without which there can be no intellectual freedom and they shall be interpreted and applied to that end.

Section 535.2: Application of Rules. These rules shall apply to all state-operated institutions of the State University. These rules may be supplemented by additional rules for the maintenance of public order heretofore or hereafter adopted for any individual institution, approved and adopted by the State University Trustees and filed with the Commissioner of Education and Board of Regents, but only to the extent that such additional rules are not inconsistent herewith. The rules hereby adopted shall govern the conduct of students, faculty and other staff, licensees, invitees, and all other persons, whether or not their presence is authorized, upon the campus of any institution to which such rules are applicable and also upon or with respect to any other premises or property, under the control of such institution, used in its teaching, research, administrative, service, cultural, recreational, athletic and other programs and activities, provided, however, that charges against any student for violation of these rules upon the premises of any institution other than the one at which s/he is in attendance shall be heard and determined at the institution in which s/he is enrolled as a student.

Section 535.3: Prohibited Conduct. No person, either singly or in concert with others, shall:

Willfully cause physical injury to any other person, nor threaten to do so for the purpose of compelling or inducing such other person to refrain from any act which s/he has a lawful right to do or to do any act which s/he has a lawful right not to do.

Physically restrain or detain any other person, nor remove such person from any place where s/he is authorized to remain.

Willfully damage or destroy property of the institution or under its jurisdiction, nor remove or use such property without authorization.

Without permission, expressed or implied, enter into any private office of an administrative officer, member of the faculty or staff member.

Enter upon and remain in any building or facility for any purpose other than its authorized uses or in such manner as to obstruct its authorized use by others.

Without authorization, remain in any building or facility after it is normally closed.

Refuse to leave any building or facility after being required to do so by an authorized administrative officer.

Obstruct the free movement of persons and vehicles in any place to which these rules apply.

Deliberately disrupt or prevent the peaceful and orderly conduct of classes, lectures and meetings or deliberately interfere with the freedom of any person to express his/her views, including invited speakers.

Knowingly have in his/her possession upon any premises to which these rules apply, any rifle, shotgun, pistol, revolver, or other firearm or weapon without the written authorization of the chief administrative officer whether or not a license to possess the same has been issued to such person.

Willfully incite others to commit any of the acts herein prohibited with specific intent to procure them to do so.

Section 535.4: Freedom of Speech and Assembly; Picketing and Demonstrations

No student, faculty or other staff member or authorized visitor shall be subject to any limitation or penalty solely for the expression of his/her views nor for having assembled with others for such purpose. Peaceful picketing and other orderly demonstrations in public areas of ground and building will not be interfered with. Those involved in picketing and demonstrations may not, however, engage in specific conduct in violation of the provisions of the preceding section.

In order to afford maximum protection to the participants and to the institutional community, each state-operated institution of the State University shall promptly adopt and promulgate, and thereafter continue in effect as revised from time to time, procedures appropriate to such institution for the giving of reasonable advance notice to such institution of any planned assembly, picketing or demonstration upon the

grounds of such institution, its proposed locale and intended purpose, provided, however, that the giving of such notice shall not be made a condition precedent to any such assembly, picketing or demonstration and provided, further, that this provision shall not supersede nor preclude the procedures in effect at such institution for obtaining permission to use the facilities thereof.

Section 535.5: Penalties.

A person who shall violate any of the provisions of these rules (or of the rules of any individual institution supplementing or implementing these rules) shall:

If s/he is a licensee or invitee, having his/her authorization to remain upon the campus or other property withdrawn and shall be directed to leave the premises. In the event of his/her failure or refusal to do so, s/he shall be subject to ejection.

If s/he is a trespasser or visitor without specific license or invitation, be subject to ejection.

If s/he is a student, be subject to expulsion or such lesser disciplinary action as the facts of the case may warrant, including suspension, probation, loss of privileges, reprimand or warning.

If s/he is a faculty member having a term or continuing appointment, be guilty of misconduct and be subject to dismissal or termination of his/her employment or such lesser disciplinary action as the facts may warrant including suspension without pay or censure.

If s/he is a staff member in the classified service of the civil service, described in section 75 of the Civil Service Law, be guilty of misconduct, and be subject to the penalties prescribed in said action.

If s/he is a staff member other than one described in subdivisions (D) and (E), be subject to dismissal, suspension without pay or censure.

Section 535.6: Procedure

The chief administrative officer or his/her designee shall inform any licensee or invitee who shall violate any provisions of these rules (or of the rules of any individual institution supplementing or implementing these rules) that his/her license or invitation is withdrawn and shall direct him to leave the campus or other property of the institution. In the event of his/her failure or refusal to do so, such officer shall cause his/her ejection from such campus or property.

In the case of any other violator, who is neither a student nor faculty or other staff member, the chief administrative officer or his/her designee shall inform him that s/he is not authorized to remain on the campus or other property of the institution and direct him to leave such premises. In the event of his/her failure or refusal to do so, such officer shall cause his/her ejection from such campus or property. Nothing in this subdivision shall be construed to authorize the presence of any such person at any time prior to such violation nor to affect his/her liability to prosecution for trespass or loitering as prescribed in the Penal Law.

In the case of a student, charges for violation of any of these rules (or of the rules of any individual institution supplementing or implementing these rules) shall be presented and shall be heard and determined in the manner hereinafter provided in Section 535.9 of this part.

In the case of a faculty member having a continuing or term appointment, charges of misconduct in violation of these rules (or of the rules of any individual institution supplementing or implementing these rules) shall be made, heard and determined in accordance with title D of part 338 of the Policies of the Board of Trustees.

In the case of any staff member who holds a position in the classified civil service, described in section 75 of the Civil Service Law, charges of misconduct in violation of these rules (or of the rules of any individual institution supplementing or implementing these rules) shall be made, heard and determined as prescribed in that section.

Any other faculty or staff member who shall violate any provisions of these rules (or of the rules of any individual institution supplementing or implementing these rules) shall be dismissed, or suspended or censured by the appointing authority prescribed in the Policies of the Board of Trustees.

Section 535.7: Enforcement Program

The chief administrative officer shall be responsible for the enforcement of these rules (or of the rules of any individual institution supplementing or implementing these rules) and s/he shall designate the other administrative officers who are authorized to take action in accordance with such rules when required or appropriate to carry them into effect.

It is not intended by any provision herein to curtail the right of students, faculty or staff to be heard upon any matter affecting them in their relations with the institution. In the case of any apparent violation of these rules (or of the rules of any individual institution supplementing or implementing these rules) by such persons, which, in the judgment of the chief administrative officer or his/her designee, does not pose any immediate threat of injury to person or property, such officer may make reasonable effort to learn the cause of the conduct in question and to persuade those engaged therein to desist and to resort to permissible methods for the resolution of any issues which may be presented. In doing so, such officer shall warn such persons of the consequences of persistence in the prohibited conduct, including their ejection from any premises of the institution where their continued presence and conduct is in violation of these rules (or of the rules of any individual institution supplementing or implementing these rules).

In any case where violation of these rules (or of the rules of any individual institution supplementing or implementing these rules) does not cease after such warning and in other cases of willful violation of such rules, the chief administrative officer or his/her designee shall cause the ejection of the violator from any premises which s/he occupies in such violation and shall initiate disciplinary action as hereinbefore provided.

The chief administrative officer or his/her designee may apply to the public authorities for any aid which s/he deems necessary in causing the ejection of any violator of these rules (or of the rules of any individual institution supplementing or implementing these rules) and s/he may request the State University counsel to apply to any court of appropriate jurisdiction for an injunction to restrain the violation or threatened violation of such rules.

Section 535.8: Communication.

In matters of the sort to which these rules are addressed, full and prompt communication among all components of the institutional community, faculty, students and administration, is highly desirable. To the extent that time and circumstances permit, such communication should precede the exercise of the authority, discretion and responsibilities granted and imposed in these rules. To these ends each state-operated institution of the State University shall employ such procedures and means, formal and informal, as will promote such communication.

Section 535.9: Notice, Hearing and Determination of Charges Against Students

The term "chief administrative officer", as used in these rules, shall be deemed to mean and include any person authorized to exercise the powers of that office during a vacancy therein or during the absence or disability of the incumbent.

Whenever a complaint is made to the chief administrative officer of any state-operated institution of the University of a violation by a student or students of the rules prescribed in this Part (or of any rules adopted by an individual institution supplementing or implementing such rules) or whenever s/he had knowledge that such a violation may have occurred, s/he shall cause an investigation to be made and the statements of the complainants, if any, and of other persons having knowledge of the facts reduced to writing. If s/he is satisfied from such investigation and statements that there is reasonable ground to believe that there has been such a violation, s/he shall prepare or cause to be prepared charges against the student or students alleged to have committed such violation which shall state the provision prescribing the offense and shall specify the ultimate facts alleged to constitute such offense.

Such charges shall be in writing and shall be served on the student or students named therein by delivering the same to him or them personally, if possible, or, if not, by mailing a copy of such charges by registered mail to such student or students at his/her or their usual place or places of abode while attending college and also to his/her or their home address or addresses, if different.

The notice of charges so served shall fix a date for hearing thereon not less than ten nor more than fifteen days from the date of service which shall be the date of mailing where necessary to effect service by mail. Failure to appear in response to the charges on the date fixed for hearing, unless there has been a continuance for good cause shown, shall be deemed to be an admission of the facts stated in such charges and shall warrant such action as may then be appropriate thereon. Before taking such action, the Hearing Committee, hereinafter referred to, shall give notice to any student, who has failed to appear, in the manner prescribed in paragraph (C), of its proposed findings and recommendations to be submitted to the chief administrative officer and shall so submit such findings and recommendations ten days thereafter unless the student has meanwhile shown good cause for his/her failure to appear, in which case a date for hearing shall be fixed.

Upon demand at any time before or at the hearing, the student charged or his/her representative, duly designated, shall be furnished a copy of the statements taken by the chief administrative officer in relation to such charges and with the names of any other witnesses who will be produced at the hearing.

The chief administrative officer may, upon the service of charges, suspend the student named therein, pending the hearing and determination thereof, whenever, in his/her judgment, the continued presence of such student would constitute a clear danger to himself or to the safety of persons or property on the

premises of the institution or would pose an immediate threat of disruptive interference with the normal conduct of the institution's activities and functions, provided, however, that the chief administrative officer shall grant an immediate hearing on request of any student so suspended with respect to the basis for such suspension.

There shall be constituted at each state-operated institution a Hearing Committee to hear charges against students of violation of the rules for maintenance of public order prescribed by or referred to in this Part. Such committee shall consist of three members of the administrative staff and three members of the faculty, designated by the chief administrative officer, and three students who shall be designated by the members named by the chief administrative officer. Each such member shall serve until his/her successor or replacement has been designated. No member of the committee shall serve in any case where s/he is a witness or is or has been directly involved in the events upon which the charges are based. In order to provide for cases where there may be such a disqualification and for cases of absence or disability, the chief administrative officer shall designate an alternate member of the administrative staff and an alternate member of the faculty, and his/her principal designees shall designate an alternate student member, to serve in such cases. Any five members of the committee may conduct hearings and make findings and recommendations as hereinafter provided.

At any institution where the chief administrative officer determines that the number of hearings which will be required to be held is, or may be so great that they cannot otherwise be disposed of with reasonable speed, s/he may determine that the Hearing Committee shall consist of six members of the administrative staff and six members of the faculty to be designated by the members so designated by him. In such event the chief administrative officer shall designate one of such members as chairman who may divide the membership of the committee into three divisions each to consist of two members of the administrative staff, two faculty members and two students and may assign charges among such divisions for hearing. Any four members of each such division may conduct hearings and make recommendations as hereinafter provided.

The Hearing Committee shall not be bound by the technical rules of evidence, but may hear or receive any testimony or evidence which is relevant and material to the issues presented by the charges and which will contribute to a full and fair consideration thereof and determination thereon. A student against whom the charges are made may appear by and with representatives of his/her choice. S/He may confront and examine witnesses against him and may produce witnesses and documentary evidence in his/her own behalf. There may be present at the hearing: the student charged and his/her representatives and witnesses; other witnesses; representatives of the institutional administration; and, unless the student shall request a closed hearing, such other members of the institutional community or other persons, or both, as may be admitted by the Hearing Committee. A transcript of the proceeding shall be made.

Within twenty days after the close of a hearing, the Hearing Committee shall submit a report of its findings of fact and the recommendations for disposition of the charges to the chief administrative officer, together with a transcript of the proceedings, and shall at the same time transmit a copy of its report to the student concerned or his/her representative. Within ten days thereafter, the chief administrative officer shall make his/her determination thereon. Final authority to dismiss the charges or to determine the guilt of those against whom they are made and to expel, suspend or otherwise discipline them shall be vested in the chief administrative officer. If s/he shall reject the findings of the Hearing Committee in whole or in part, s/he shall make new findings which must be based on substantial evidence in the record and shall include them in the notice of his/her final determination which shall be served upon the student or students with respect to whom it is made.

Policies of the Board of Trustees

Definition of Policies of the Board of Trustees

These are the official policies by which State University central staff and all the campuses are governed. Specifically, they set forth rules and regulations relating the College Officers and Organization, College Faculty, Appointment of Professional Staff, Recruitment, Promotion, Transfer, Leaves of Absence, Terminations of Service, Retirement, Student Assembly, and University Council of Presidents. Each Faculty member should have received a copy of the Policies and should be familiar with its contents.

The Board of Trustees is given its authority by the State Legislature.

(The following is a summary of the table of contents of the publication Policies of the Board of Trustees State University of New York.)

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Equal Employment Opportunity Policy

State University of New York Board of Trustees

Resolved that the statement entitled, Equal Employment Opportunity in State University of New York, as set forth below, be, and hereby is, adopted as the policy of State University on equal opportunity; and the Chancellor, or his/her designee, be, and hereby is, authorized and directed to take all steps necessary and proper to promulgate and implement said policy:

Equal Employment Opportunity in State University of New York

State University of New York, in recognition of its educational mission, its social concern, its responsibility for the personal development of individuals, and its concern for the rights of the individual, does hereby express and establish this University Policy of Equal Employment Opportunity.

It is the policy of the State University of New York to provide equal opportunity in employment for all qualified persons; to prohibit discrimination in employment; and to promote the full realization of equal employment opportunity through a positive, continuing program for the University as a whole and for each constituent unit of the University.

This policy of equal employment opportunity:

1. Applies to all persons without regard to race, creed, color, national origin, age, marital status, arrest, disability, or sex, except where sex is a bona fide occupational qualification.
2. Applies equally to all job classifications and titles in State University and to all types of appointments under University jurisdiction, whether full-time or part-time.
3. Governs all University employment policies, practices and actions including but not necessarily limited to: recruitment, employment, rate of pay or other compensation, advancement, upgrading, promotion, demotion, renewal, non-renewal, termination, transfer, layoff, leave, training, and employee benefits of whatever nature.
4. Applies equally to all State University organizational units.
5. Expects each contractor, supplier, union, public agency or other cooperative agent to support this policy by complying with all applicable State and Federal equal employment opportunity laws and regulations.

Full, immediate and continuing realization of this policy in State University is to be undertaken by:

1. Developing Affirmative Action Programs which will: detail actions designed to realize the University's commitment to equal employment; analyze employment patterns within the University; set forth plans to rectify any deficiencies; identify and remove impediments to equal employment opportunity; establish goals and timetables for affirmative action; provide for the internal and external dissemination of University policy; pursue the commitment to equal employment opportunity throughout the institution; and provide for the review, assessment, evaluation, and improvement of University action in carrying out this policy and affirmative action programs.
2. Committing staff and support necessary to make effective the equal employment policies and programs of the University. University-wide liaison and leadership in equal employment opportunity shall be effected through a membership of the Chancellor's staff. Campus liaison and leadership shall be effected through a member of the President's staff. The liaison and leadership function will embrace such activities as: developing policy statements and Affirmative Action Programs; developing internal and external communication techniques; assisting in the identification of problem areas and establishment of goals and objectives; assisting campus administration; internally assessing compliance; providing liaison among the University, enforcement agencies, minority organizations, and community action groups; designing and implementing audit and reporting systems required for effective monitoring and operation of affirmative action programs.

In support of this policy, State University affirms its right to take appropriate action if it or other duly constituted authority should determine that applicable Federal and State equal employment opportunity laws and regulations have been violated, or that the effect and intent of this policy have been willfully or habitually abrogated.

The development of programs, plans and procedures necessary to carry out a campus program for Equal Opportunity in Employment is coordinated by the Director of Human Resources and Affirmative Action.

Equality of Opportunity in Educational Programs and Employment at State University of New York

As a unit of the State University of New York, the College is subject to Title IX of the Education Amendments of 1972. Specifically, Title IX states:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Student and employee complaints alleging any action prohibited under Title IX will be handled under the grievance procedure developed by the State University. Complaints should be filed with the Affirmative Action Officer.

The College is also subject to Section 504 of the Rehabilitation Act of 1973. Section 504 reads as follows:

No otherwise qualified handicapped individual in the United States, as defined in Section 7 (6), shall, solely by reason of his handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

In accordance with Section 504 of the Federal Rehabilitation Act of 1973, as amended, State Laws and the Governor's Executive Order 40, the State University of New York does not discriminate against handicapped persons in the recruitment or admission of students, the recruitment of and employment of faculty and staff or in the operation of any of its programs and activities.

The State University grievance procedure developed for Title IX also applies to complaints alleging failure to comply with the provisions of Section 504.

State University of New York Non-Discrimination Policy

The State University of New York in accordance with applicable Federal and State laws, does not discriminate on the basis of race, sex, ethnicity, national origin, religion, age, disability, marital status, and arrest and/or conviction record. Further, in accordance with the Vietnam Era Veterans' Readjustment Assistance Acts, disabled and Vietnam Era veterans are ensured of non-discriminatory treatment.

Additionally, discrimination on the basis of sexual orientation in the provision of any services or benefits by State University of New York Board of Trustees also requires that personal preferences of individuals which are unrelated to performance such as sexual orientation shall provide no basis for judgment of such individuals.

The Office of Employee Relations has established a uniform complaint procedure for all State employees. Under these procedures, any "employee or representative" may file a sexual orientation discrimination complaint with OER which will investigate and issue a determination with respect to the complaint. If OER determines that reasonable belief exists that employment discrimination or harassment on the basis of sexual orientation has occurred it may require the agency to take appropriate corrective action. While the OER procedures refer only to "employees", we have been advised by OER that applicants for employment may also file complaints. The OER procedures, however, do not apply to students.

The College was also advised that the SUNY Internal Discrimination Grievance Procedure should be used for both employee and student complaints involving sexual orientation discrimination. The OER procedure is available as an alternate mechanism if the employee chooses not to file a complaint under the SUNY

Internal Grievance Procedure. The Internal Grievance Procedure provides that if an individual files a complaint with an external agency, the complaint shall not also be investigated under the SUNY Internal Grievance Procedure. Complaints filed with OER should be treated as complaints filed with external agencies.

Any violation of the University's non-discrimination policy should be reported to the campus Affirmative Action Officer.

Policy Regarding Sexual Harassment

SEXUAL HARASSMENT IS UNLAWFUL

Harassment on the basis of sex is a direct violation of Title VII of the Civil Rights Act of 1964 as amended by interim guidelines 1604.11, Sexual Harassment, established by the Equal Employment Opportunity Commission. The guidelines state that such "unwelcomed behavior may be either physical or verbal in nature. Unwelcomed sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission of such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as a 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 working environment."

POLICY

Sexual harassment of SUNY College of Agriculture and Technology at Cobleskill employees or of students which imposes requirement of sexual cooperation as a condition of employment or academic advancement is inimical and will not be tolerated in this academic community.

Whenever knowledge is received that a sex-based condition is being imposed, prompt and remedial action to investigate the allegation will be taken.

PROCEDURE

Initial complaints should be referred to the Affirmative Action Officer as soon as possible. SUNY College of Agriculture and Technology faculty, staff and/or students may file a formal grievance in writing with the Affirmative Action Office within forty-five (45) calendar days of the alleged discriminatory act.

Questions relative to this campus policy and procedure should be referred to the Affirmative Action Officer.

1.2 – The College

History

The College was chartered by an Act of the State Legislature in 1911, and officially opened in 1916 as the Schoharie State School of Agriculture. A year after instruction in agriculture began, a home economics division was added. The Divisions of Culinary Arts, Hospitality and Tourism and Early Childhood evolved from this program. From 1922 to 1933, a rural teacher training program was offered, which later was transferred to the teachers colleges of the state. In the early 1950s, the Business and Computer Technologies Division evolved from the Agriculture and Natural Resources Division. Courses in the liberal arts and sciences have been offered continuously since 1916, with divisional status granted in 1956.

In nearly a century of service to the citizens of New York State, the College has undergone many changes in name, organization and curriculum. It became one of the original campuses of the State University of New York, in 1948, and was designated as an Agricultural and Technical College in 1964. The College was granted approval to offer curricula leading to a Bachelor of Technology degree beginning with the fall 1987 semester. The name of the institution was amended to reflect its expanded mission, and is now the "College of Agriculture and Technology at Cobleskill."

SUNY Cobleskill is one of the oldest institutions of its kind in New York State, and is a senior member among two-year colleges nationally.

Accreditation

The College is accredited by the Middle States Association of Colleges and Secondary Schools, and the National Accrediting Agency for Clinical Laboratory Sciences.

Registration of Curricula

All curricula offered at Cobleskill are registered by the Education Department of the University of the State of New York and are approved for the purpose of awarding the degrees of Associate in Arts (AA), Associate in Science (AS), Associate in Applied Science (AAS), Associate in Occupational Studies (AOS), Bachelor of Technology (BT), Bachelor of Business Administration (BBA), and Bachelor of Science (BS).

College Mission and Goal Statement (Official)

SUNY Cobleskill's mission is to provide superior educational experiences supported by technology. We take pride in delivering technical and general courses with personal attention in a student-centered environment, emphasizing friendship, cooperation and respect.

Our primary focus will be to provide quality Associate and Bachelor degree programs in select agricultural, technical and occupational fields supported by liberal arts and sciences. We will offer quality Liberal Arts and Science programs.

We will sustain a quality educational and residential environment which encourages intellectual and cultural growth, personal development, creativity, and diversity.

We will keep our programs relevant to the changing needs of our students, community, industry, and society.

We will maintain a physical environment conducive to learning, personal health and safety.

We will serve students from a wide geographic area.

Local Organization and Control

The College of Agriculture and Technology at Cobleskill is governed and administered locally through:

The College Council
Administrative officers and committees
The faculty governance organization and its committees

The College Council

Section 356 of the New York State Education Law provides for the establishment of a local council consisting of ten members, nine members appointed by the Governor and one member selected by Student Government, to supervise the operations and affairs of each institution of State University. Names of the Cobleskill Council members are listed in the College Catalog. The local council of each institution is empowered to do the following:

Recommend to the Board of Trustees of State University candidates for appointment by the Board to the presidency of the institution.

Review all major plans proposed by the president of the institution for its more effective operation and make such recommendations with respect thereto as it deems appropriate to the Board of Trustees.

Make regulations governing the care, custody, and management of lands, grounds, buildings, and equipment.

Review the proposed budget requests for the institution prepared by its president and recommend to the Board of Trustees a budget for the institution.

President's Staff

The Policies of the SUNY Board of Trustees require that each campus establish an "administrative conference (which shall have a membership) comprised of the Chancellor, the chief administrative officer of the College and such other persons as may be designated by the chief administrative officer...The Chancellor, or in his absence, the chief administrative officer of the College, shall be the presiding officer...Each college administrative conference shall act as an advisory and consultative body to the chief administrative officer of the College...(and) shall meet at the call of the chief administrative officer of the College."

Academic Council

The Academic Council membership consists of Deans, Department Chairs, Presiding Officer of the Faculty, Secretary to the Faculty and the Chairs of Academic Policies, Academic Personnel Policies, Curriculum and Technology Committees.

Purpose

To advise and make recommendations to the Vice President for Academic Affairs in matters pertaining to academic affairs and to serve as a liaison between the Vice President and the school/faculties for consultation and communication.

Function

To assist in matters related to:

- The development and evaluation of instructional programs and courses therein
- Enrollment management
- Faculty recruitment, selection and evaluation
- Academic standards and regulations
- Academic advisement
- Short and long-range academic and budget planning
- Registration, scheduling and final examinations
- Access academic computing and equipment

The Council will request the assistance of administrative office and/or faculty committees where appropriate.

Professional Faculty Organizations on Campus

Association of College Councils and Boards of Trustees

This organization meets to discuss matters of mutual concern to all SUNY Colleges and Universities. The Association is especially active in legislative matters.

United University Professions

United University Professions (UUP) is the officially recognized exclusive bargaining agent for the professional staff of the State University of New York. United University Professions chapters on each SUNY campus work diligently to improve the terms and conditions of employment and to defend the civil, professional and human rights of the SUNY professional staff.

United University Professions (UUP) is affiliated with the New York State United Teachers, the American Federation of Teachers and the AFL-CIO. Through these affiliations, members of UUP become eligible to purchase a variety of supplementary economic benefits including accident, disability and life insurance plans, automobile and homeowners' insurance, discount buying plans, travel programs and legal services. Membership is open to all teaching faculty and non-teaching professionals. Due to a law which was enacted in September, 1977, an agency fee is assessed to all members of the bargaining unit, whether they join UUP or not. This agency fee is equivalent to dues.

Special Committees Required by SUNY (Appointed by College President)

Affirmative Action

Purpose – To review campus affirmative action activities and participate in procedures established by the Chancellor’s staff for reviewing complaints related to federal regulations prohibiting discrimination on the basis of sex, ethnicity or physical handicap.

Composition – The committee is comprised of ten appointed members, serving one-year and two-year terms. A teaching faculty member, a non-teaching professional, a CSEA representative and a Management/Confidential professional are appointed for a one-year term and a two-year term. A student representative recommended by Student Government and appointed by the President serves a one-year term. A representative from the Educational Opportunity Program is appointed to a one-year term. The Affirmative Action Officer and a representative from the Human Resources Office will serve as non-voting members, ex-officio.

Animal Care and Use Committee

Purpose – The committee is to review animal care and use protocols for all vertebrate animals used in teaching and research. All faculty and staff using vertebrate animals in either teaching or research endeavors are required to submit an Animal Care and Use protocol to the campus Animal Care and Use Committee for approval before such activity occurs. In all cases of vertebrate use, faculty and staff will strictly adhere to the procedures outlined in the *Guide for the Care and Use of Laboratory Animals*.

Composition – The committee shall consist of not less than five members. At least one Doctor of Veterinary Medicine, with training or experience in laboratory animal science and medicine, who has direct or delegated program responsibility for activities involving animals at the institution. One practicing scientist experienced in research involving animals, one member whose primary concerns are in a nonscientific area and one individual who is not affiliated with the institution in any way other than as a member of the committee. An individual may fulfill more than one of the requirements.

SUNY Cobleskill Institutional Review Board

Purpose – It is the responsibility of the College to ensure that the rights and welfare of human subjects are protected in any research process and to protect the University from circumstances of liability. The primary responsibility for this protection lies with the individual who engages in the research project, however, the SUNY Cobleskill Institutional Review Board (IRB) will conduct a thorough review of each research proposal to be sure that human subjects are adequately protected.

Composition – The IRB will consist of three to four faculty and staff members, serving time-limited terms. Faculty and staff will be nominated and selected based on their expertise with research, statistics, codes of ethics, and knowledge of students. Additional members may be called in temporarily based on special expertise with a specific type of research project. The IRB will be responsible for reviewing a formal proposal submitted by the researcher, and offering approval, disapproval and/or required changes to the project.

Chancellor’s Awards Committee for Excellence in Teaching, Librarianship, Distinguished Professorships

Purpose – The committee is to nominate a faculty member/librarian to receive recognition of and award for teaching excellence, extraordinary professional achievement (librarian) and to nominate the faculty member/librarian to receive recognition of and award for excellence.

Composition – The committee is comprised of one faculty member from each academic School, one librarian, one past recipient of the Chancellor’s Award for Excellence in Teaching, Chair of Faculty Governance or designee, and one student.

Chancellor’s Awards for Excellence in Professional Service Committee

Purpose – The committee is to nominate a member of the professional service personnel) non-teaching, non-librarian) to receive recognition of and award for outstanding job performance.

Composition – The committee is comprised of two management/confidential professionals, three non-teaching professionals, one faculty member, the chair or designee of the Faculty Governance Committee and one student.

Intercollegiate Athletics Board

Purpose – The committee is to develop and recommend intercollegiate athletics policy, monitor compliance with rules and regulations, propose changes in intercollegiate athletics program, plan for intercollegiate athletics participation on campus and in conferences, develop and recommend the intercollegiate athletics budget, establish the standards for the academic progress of athletes (within NJCAA, conference and College rules), interact with campus governance groups on intercollegiate athletics matters and other matters appropriate to its purview referred to it by the campus President.

Composition – The membership of the Cobleskill IAB will consist of sixteen members. To ensure compliance with NJCAA policies, faculty and administrators combined shall comprise the majority of the voting membership of the Board. Ten voting members will be appointed from the faculty and administration with the Director of Athletics being one member. Terms of appointment will be for two years with five members appointed in alternate years. To ensure adequate student representation, no less than one-third of the voting membership of the Board will be students. Six voting student members will be appointed annually. At least one male and one female from intercollegiate athletics teams and at least one non-athletic student will be appointed. Students must maintain a minimum 2.0 average and be enrolled full-time during the term of their appointments.

The campus President after consultation with the Faculty Governance Committee and Student Government will appoint faculty and student members. The campus President will also select administrative and other members. Both the chair of the Board and the college’s voting delegate to the NJCAA will be appointed by the campus President and must be faculty members or administrators. Non-voting members may be appointed at the discretion of the campus President.

Personal Safety Advisory Committee

Purpose – As an advisory committee to the President, it deals with the broad range of campus safety issues including the personal safety and security of campus community members, traffic safety, occupational safety and health, fire safety, building hazards, safety in the institutional environment and any other health or safety issues referred to it.

Composition – The committee will be composed of two female students, two male students, one male and one female representative from residential life, a Wellness Center representative, a Counseling Center representative, the Director of Facilities Management, the Chief of University Police, an environmental health and safety officer and two faculty or staff members, male or female, as needed to make an equal number of male and female committee members.

Special Committees Required by UUP Contract

College Panel

Purpose – A campus panel is selected according to the provisions of Article 33, Section 33.5, of the Agreement between the State of New York and the United University Professions, Inc. such as in cases of job security review.

Composition – The Panel consists of an odd number of members not less than nine.

Professional Evaluation Committee

Purpose – The campus committee on professional evaluation shall, upon the request of a professional employee, review a final evaluation report characterized as “Unsatisfactory”. The committee review shall be addressed to both the procedure and substance of the unsatisfactory evaluation. Following its review, the committee shall prepare written recommendations to the professional employee, the immediate supervisor and, as appropriate, to the campus President.

Composition – The committee shall consist of five members, three of whom shall be professional employees serving positions in the negotiating unit selected at large by all professional employees in the negotiating unit. The remaining two members shall be selected by the campus President.

Professional Promotion Review Committee

Purpose – The committee reviews appeals of promotions that have been denied. It reviews all applications for promotion submitted to it by professional employees. If the committee determines that the increase in duties and responsibilities under consideration does not warrant promotion, the panel shall so notify the employee. If the panel determines that the increase or change in duties and responsibilities under consideration warrants promotion, it shall forward its recommendation to the campus President with a copy sent to the applicant.

Composition – The committee shall consist of not less than five nor more than seven members elected at large by all professional employees.

Special Boards

Alumni Board of Directors

Purpose – Through its Board of Directors, the Alumni Association conducts its business including sponsoring regional clubs, Alumni Day and other programs.

Composition – Membership of the Board consists of four officers, seventeen members and three student representatives elected for two-year terms.

Child Care Center Board of Directors

Purpose – To control all matters of policy and expenditure of funds relative to the establishment, operation and maintenance of a day care center for dependent children of State employees, of students enrolled in SUNY units, and the public at large; and to provide a practicum site for student enrolled in Early Childhood Education and related disciplines.

Composition – Membership of the Board of Directors consists of not less than nine nor more than fifteen members. A minimum of three directors shall be parents or guardians who currently have, or formerly had, children enrolled in the Child Care Center. Directors are elected at an annual meeting by majority vote of the members present. Approximately one-third of the directors are elected annually for a term of three years.

College Foundation Board of Directors

Purpose – To conduct the property, affairs, business and concerns of the College Foundation, which supports a range of programs within the College. The Foundation seeks to generate financial support from the private sector which will provide the margin of excellence above those resources provided by the State.

Composition – The Foundation is governed by 25 members. Fifteen at-large members from the community who serve three-year terms, two College Council representatives who serve one-year terms, two Alumni Association who serve one-year terms and the Alumni Association president, one faculty member serving a three-year term and one student serving a one-year term. They elect the Board of Directors which is comprised of seven at-large and three ex-officio members. The President of the College and two members appointed by the President serve one-year terms as ex-officio members. The Board elects four officers annually from among the seven at-large members to serve as the Executive Committee, specifically president, vice-president, treasurer and secretary.

Cobleskill Auxiliary Services

Purpose – To establish, operate, manage and promote educationally related services for the benefit of the campus community and to aid students and faculty in the development of auxiliary services.

Composition – All Directors shall be at least eighteen (18) years of age. The Board shall be composed of members of each of the following constituencies:

- a. Four (4) student directors
- b. Four (4) academic directors
- c. Four (4) management confidential directors
- d. The College President and one member of the College Council are ex-officio members of the Board of Directors.

Eligibility – The directorship of the Corporation shall be open to all full-time members of the student body, academic employees, and management confidential employees, who qualify under Law. There shall be twelve (12) directors as follows:

- a. Student Directors – Student directors shall consist of four (4) full-time matriculated students with a GPA of 2.00 or above - (two [2] freshmen and two [2] upperclassmen), to be elected for one-year terms. One (1) of the student directors shall be the President of the Student Government, one (1) shall be a Bachelor of Technology student and one (1) shall be a commuter student. Student directors shall be elected, appointed or terminated by Student Government prior to the Annual Meeting of the Corporation.
- b. Academic Directors. Four (4) full-time academic employees who may be teaching or non-teaching (including librarians) faculty members of the College, to be nominated by the Constitution and By-Laws of the Faculty of the State University College of Agriculture and Technology at Cobleskill, New York. The Academic members shall be established so that one-half shall serve for the balance of the fiscal year in which they are elected and one (1) shall be established so that one-half shall serve for the balance of the fiscal year in which they are elected and one (1) additional year, another one-half of the directors shall serve for the balance of the fiscal year in which they are elected and two (2) additional years.
- c. Management Confidential Directors. Four (4) full-time management confidential employees shall be appointed to one-year terms by the Chief Administrator of the College prior to the Annual Meeting of the Board.

1.3 – Faculty Senate of the State University of New York

ARTICLE I - ESTABLISHMENT AND PURPOSES

Section A. Establishment. The University Faculty Senate, hereafter called the Senate, is established by the *Policies of the Board of Trustees of the State University of New York*, hereafter called the *Policies*, in Article VII, Title A as:

1. Name. There shall be a University Faculty Senate of State University of New York.
2. Purposes. The Senate shall be the official agency through which the University Faculty engages in the governance of the University. The Senate shall be concerned with effective educational policies and other professional matters within the University.

ARTICLE II - SENATE MEMBERSHIP AND ELECTIONS

Section A. Membership - The Senate is composed of the President; Vice President/Secretary; and Senators as specified in Article VII, Title B of the *Policies*. The immediate past President and immediate past Vice President/Secretary shall be non-voting Members of the Senate for one term of two years by reason of office. Committee Chairpersons who are not Senators shall be non-voting Members of the Senate by reason of office. Members of the Senate, elected or appointed, fulfill the purpose of the body, but no Member has the authority to speak in its name, other than the President or designee specified in these *Bylaws*.

Section B. Appointment and Election of Senators - The appointment and election of Senators shall conform to Article VII, Title B of the *Policies*.

1. Composition. The Senate shall consist of the Chancellor of the University, two representatives having University-wide responsibilities and representatives from each State-operated unit and contract college in numbers determined as follows:
 - a) One representative from each unit, independent of the size of the professional staff.
 - b) Additional representatives shall be authorized from units on the basis of the number of full-time professional staff according to the following: a second representative for units whose full-time professional staff is greater than or equal to 600 but less than 1,100; a third representative for units whose professional staff is greater than or equal to 1,100 but less than 1,600; and a fourth representative for units whose professional staff is greater or equal to 1,600.
2. Election and Appointment. The Chancellor of the University shall appoint the two University representatives and the two alternate University representatives having University-wide responsibilities. The professional staff of each State-operated unit and contract college shall, by secret ballot and majority of those voting, elect their own representatives and alternates in a manner that shall be further specified in the bylaws of each unit's faculty, provided that the alternate representatives shall serve for the same term as the representatives for whom they are alternates. Alternate representatives shall serve in the absence or inability to act for the representative for whom they are alternates and, in that event, such alternate representatives shall exercise all the powers and duties of the representatives for whom they are alternates.

3. Terms. The University representatives shall serve at the pleasure of the Chancellor of the University. Each representative of a State-operated unit or contract college shall serve for a term of three years; provided however, that no such representative shall serve as a member of the Senate after termination of employment in the unit which the representative was elected.
4. Reelection. An elected representative who has served a full three-year term or major fraction thereof shall be eligible to serve a second consecutive three-year term. Representatives shall not be eligible to serve again as members of the Senate until the expiration of one year from the end of their last preceding term. Representatives who have served only a minor fraction of one three-year term may serve for two additional three-year terms.
5. Vacancies. If a leave of absence or other reason will prevent a Senator or alternate from performing the duties of the office for a period of one academic year or longer, the position will be declared vacant and a new election will be held to fill the remainder of the unexpired term. An individual currently serving as an alternate may run in the election for a Senate seat that has been vacated in this manner. In the event that both the Senator and the alternate are simultaneously unable to represent the campus for a period in excess of four months during the academic year, both offices will be declared vacant and the unexpired term will be filled by a new election.

Section C. Notice of Vacancies - By February 1st of each year, the President of the Senate shall send to the Senators and administrative heads of those units for which vacancies will occur on July 1, a notice to this effect, with a request that the election of a Senator and alternate be held, and the results of the election transmitted to the President of the Senate by April 1st.

Section D. Membership by Reason of Office

1. Immediate Past President and Immediate Past Vice President/Secretary. The immediate past President and immediate past Vice President/Secretary shall serve as non-voting Members of the Senate by reason of office for one term of two years.
2. Chairpersons of Standing Committees. Those Chairpersons of Standing Committees who are not elected Senators shall serve as non-voting Members of the Senate by reason of office.

ARTICLE III - OFFICES AND ELECTIONS

Section A. Election of Senate Officers - In accordance with *Policies*, Article VII, Title C:

1. *President of the Senate* - Before July 1 of each odd-numbered year, the Senate shall elect one of its elected members as President of the Senate for a term of two years. Upon election as President to the Senate, the elected member shall vacate the position as the representative of his or her unit in the Senate. The President of the Senate shall preside at all meetings of the Senate and shall exercise such other powers and duties as may be vested in the President by this Article and the bylaws of the Senate. The President shall be an *ex officio* member of all Senate committees. The President of the Senate may be reelected for a second term but may not thereafter be eligible for a successive term.
2. *Vice President/Secretary* - Before July 1 of each even-numbered year, the Senate shall elect one of its elected members to serve as Vice President/Secretary for a term of two years. The Vice President/Secretary shall take and keep minutes of the Senate and shall exercise such other powers and duties as the Senate shall provide in its bylaws. The Vice President/Secretary shall serve as the President of the Senate during that officer's absence or inability to act. Any regular member of the

Senate is eligible to serve as Vice President/Secretary for one year beyond the expiration of his or her three-year term as a Senate member. In such case the Vice President/Secretary shall become a nonvoting member of the Senate and the unit shall be represented by a regularly elected successor.

3. *Vacancies* - A vacancy in the office of President or Vice President/Secretary shall be filled for the unexpired term in the same manner as the original election, at the next succeeding meeting of the Senate following the occurrence of the vacancy. In the interim, the Executive Committee shall elect one of its members to serve in an acting capacity until the vacancy is filled.

Section B. Elections - Election to the offices of the Senate and its Executive Committee for terms beginning July 1 shall be held during the Spring Meeting of the Senate. The order of elections shall be: officer positions, then elected members of the Executive Committee.

Section C. Nominating Committee

1. Annual Nominations. All Senators in the last year of their terms shall constitute the Nominating Committee. The President shall designate the Chairperson of this committee from among those eligible to serve on the committee. The committee shall include at least one member from an institution in each of the groups specified in Article VIII, Section B of these *Bylaws*. The committee shall meet at the Winter Meeting of the Senate and shall seek to nominate at least two candidates for the appropriate officer's position. The Chairperson of the Nominating Committee shall request that each candidate prepare and submit for distribution to Members of the Senate a vita and statement of candidacy, each not to exceed one page. These shall arrive at the Senate office at least four weeks prior to the spring meeting of the Senate.
2. Nominations for Vacancies. When an Officer of the Senate vacates his or her position during a term, the Executive Committee shall appoint an Intraterm Nominating Committee composed of members of the immediately previous nominating committee who continue to serve as elected Members of the Senate or who are elected Members of the Senate serving the final year of their terms, and appoint one as chairperson. The committee shall include at least one member from an institution in each of the groups specified in Article VIII, Section B of these *Bylaws*. The intraterm committee shall have the duties specified in number 1 of this section.

Section D. Conduct of Elections - It shall be the responsibility of the Nominating Committee or Intraterm Nominating Committee to conduct all elections for Officers of the Senate and Members of the Executive Committee at meetings of the Senate.

Section E. Method of Elections - Elections shall be by secret ballot of the Senate as a whole, and a majority of the votes cast shall be required for election. If no candidate for an office or position receives a majority of the votes cast, then the candidate who received the lowest number of votes shall be removed from the slate, and the election repeated until a candidate receives a majority of the votes cast. If there is only one candidate for a position as Member of the Executive Committee, and if there is no objection from the floor, the Senate may authorize the Vice President/Secretary to cast a single ballot for that candidate.

Section F. Nominations for Members of the Executive Committee.

1. Nominations. Candidates for the elected positions on the Executive Committee shall be nominated by their respective groups of institutions outlined in Article VIII, Section B, of these *Bylaws*. Additional nominations from the floor for each position to be filled shall then be accepted.

2. Vacancies. An intraterm vacancy on the Executive Committee shall be filled by the Executive Committee following a call for nominations by the Senators from the group of institutions represented by the position. The Senators of that group shall consult and propose one or more nominees for consideration by the Executive Committee, and may do so by electronic means. The Executive Committee shall elect such a nominee to serve until the next regular meeting of the Senate, at which meeting an election shall be held to fill the vacancy for the remainder of the term.

ARTICLE IV - AGENDA FOR REGULAR MEETINGS OF THE SENATE

Section A. Meetings - In accordance with Article VII, Title D, Section 1 of the *Policies*:

The Senate shall meet at least twice a year at such times and places as shall be determined by the Executive Committee. Special meetings of the Senate may be called in accordance with the provisions of the *Bylaws*.

Section B. Meetings Agenda - At least ten calendar days prior to a regular meeting of the Senate, the President shall send the proposed agenda to the Members of the Senate. The agenda for all Senate meetings shall provide, as a priority order of business, an opportunity for the Chancellor to report to the Senate. The agenda shall be approved by the Executive Committee prior to the opening of the Senate meeting; the committee may modify the proposed agenda by adding or deleting items. Requests for changes may be submitted to the Executive Committee in writing or electronic text by any Member of the Senate no later than three days before a meeting of the Senate. The Senate may, by two-thirds vote, modify the agenda approved by the Executive Committee. Floor resolutions arising out of discussion during the normal course of business shall require only a majority vote to be considered.

ARTICLE V - SPECIAL MEETINGS OF THE SENATE

Section A. Calling Special Meetings - Special meetings of the Senate may be called by the Executive Committee or shall be called by the President when petitioned by at least one-fourth of the Members of the Senate. The petition shall state the matters to be addressed by the special meeting. Special meetings may also be called by the Chancellor. Special meetings shall be held at times and places designated by the Executive Committee.

Section B. Agenda for Special Meetings - The agenda for a special meeting of the Senate shall be contained in the call for the meeting. Additional items may be added to the agenda by the vote of three-fourths of the voting Members present.

ARTICLE VI - DUTIES AND RESPONSIBILITIES OF SENATORS

The duties and responsibilities of Senators shall include representation of their constituents, bringing to the Senate matters of concern from their constituent campuses, and reporting fully and regularly to their constituents on the activities of the Senate.

ARTICLE VII - DUTIES AND RESPONSIBILITIES OF SENATE OFFICERS

Section A. President. The President is the Presiding Officer of the Senate, shall preside at all the meetings of the Senate and shall exercise such other powers and duties as may be vested by this Article and the *Bylaws* of the Senate. The President shall be an *ex officio* member of all Senate committees, shall serve as the Chairperson of the Executive Committee and have such other duties as the Senate or Executive Committee shall assign. The President shall communicate the resolutions of the Senate to the persons or bodies to whom those resolutions are directed and shall monitor the disposition and implementation of its actions.

Section B. Vice President/Secretary. The Vice President/Secretary shall make and keep the minutes of the Senate, shall exercise such powers and duties as the Senate shall provide in its *Bylaws*, and shall serve as President of the Senate during that officer's absence or inability to act. The Vice President/Secretary shall preside over the Executive Committee in the absence of the President.

ARTICLE VIII - MEMBERSHIP, RESPONSIBILITIES, AND DUTIES OF SENATE STANDING COMMITTEES

Section A. Committees - In accordance with Article VII, Title D, Section 2 of the *Policies*. The Senate may establish such standing committees as it deems advisable and shall prescribe the functions of such committees. One such committee shall be the Executive Committee. The chairpersons and members of all other standing committee shall be appointed by the Executive Committee and shall serve for terms of one year commencing July 1st of each year. Committee members shall be eligible for reappointment.

Section B. Executive Committee - There shall be an Executive Committee of the Senate which shall be comprised of the President of the Senate; the Vice President/Secretary; one of the two University-wide Representatives whom the Chancellor shall designate to serve; and one Senator representing each of the groups of institutions specified in #1 of this Section B, who shall be elected by the Senate. The President shall serve as Chairperson of the Executive Committee. The elected Senators shall serve one year terms commencing July 1 of each year. They shall be eligible for reelection as Members of the Executive committee. The immediate past President and immediate past Vice President/Secretary shall serve as non-voting Members of the Executive Committee for one term of two years by reason of office.

1. Elected Representatives. To determine the elected representative Members of the Executive Committee, the institutions comprising the state-operated and statutory colleges of the State University of New York shall be organized into the following groups, each of which shall be represented by one Member of the Executive Committee (See Article III, Sections B, D E and F for election procedures):

Group 1. University Colleges

State University College at Brockport
State University College at Buffalo
State University College at Cortland
State University College at Empire State College
State University College at Fredonia
State University College at Geneseo
State University College at New Paltz
State University College at Old Westbury
State University College at Oneonta
State University College at Oswego
State University College at Plattsburgh
State University College at Potsdam
State University College at Purchase

Group 2. Health Science Centers

State University of New York College of Optometry
State University of New York Health Science Center at Brooklyn
State University of New York at Buffalo Health Sciences Center
State University of New York at Stony Brook Health Sciences Center
State University of New York Health Science Center at Syracuse

Group 3. Colleges of Technology/Agriculture

State University of New York College of Technology at Alfred
State University of New York college of Technology at Canton
State University of New York College of Agriculture and Technology at Cobleskill
State University of New York College of Technology at Delhi
State University of New York College of Technology at Morrisville

Group 4. Specialized and Statutory Colleges

State University of New York College of Technology at Farmingdale
State University of New York maritime College
State University of New York Institute of Technology at Utica/Rome
New York State College of Agriculture and Life Sciences at Cornell University
New York State College of Ceramics at Alfred University
New York State College of Human Ecology at Cornell University
New York State School of Industrial and Labor Relations at Cornell University
New York State College of Veterinary Medicine at Cornell University

Group 5. University Centers

State University of New York at Albany
State University of New York at Binghamton
State University of New York at Buffalo
State University of New York at Stony Brook

2. Responsibilities and Duties. It shall be the responsibility of the Executive Committee to conduct business when the Senate is not in session. In addition, the Executive Committee shall have the responsibility:

- (a) To appoint members of such standing committees as may be established by the Senate and to direct the activities of such committees. The incoming and continuing officers of the Senate (President or Vice President/Secretary) and the incoming members of the Executive Committee, in consultation with the outgoing members of the Executive Committee, shall select the Chairpersons and members of the Standing Committees. Committee members shall be eligible for reappointment.
- (b) To advise the President on creating and staffing ad hoc committees of the Senate and also directing the activities of such committees.
- (c) To meet when deemed necessary by a majority of the Executive Committee or the Chairperson of the Executive Committee at times and places designated by the Chairperson of the Executive Committee.
- (d) To report to the Senate on the Committee's activities since the last meeting of the Senate and on any actions it has taken in the name of the Senate.
- (e) To approve the agenda for Senate meetings.
- (f) To exercise such other powers and duties as may be conferred upon it by the Senate. Among such duties is its charge to act as the Committee on Committees of the body with power to counsel Standing Committees, Ad Hoc Committees, chairpersons, and committee members.

ARTICLE IX - AD HOC COMMITTEES

Section A. Ad Hoc Committees shall be created by either of the following procedures:

1. The President in consultation with the Executive Committee shall appoint and charge ad hoc committees.
2. The President, by a two-thirds vote of the Senate, and in consultation with the Executive Committee, shall appoint and charge ad hoc committees.

ARTICLE X - REPORTS AND RESOLUTIONS

Section A. Reports. All committee reports shall be presented in writing to the Senate at regular meetings and be received by a majority vote. Apart from reception by a majority vote, committee reports require no further action by the Senate.

Section B. Resolutions - Resolutions are actions adopted by a majority vote of the Senate or by larger majority vote when required by these Bylaws or the parliamentary authority. Proposed resolutions shall be submitted separately from committee reports or any other materials. The President shall communicate the resolutions of the Senate to the persons or bodies to whom those resolutions are directed and shall monitor the disposition and implementation by those persons or bodies of its resolutions.

ARTICLE XI - QUORUMS AND ACTIONS

Section A. Quorums for Meetings - A quorum for the transaction of business at any meeting of the Senate, its Executive Committee, and of any committees of the Senate, shall be a majority of the voting members of each body.

Section B. Actions - Unless specified otherwise in these Bylaws, the act of a majority of the members present and eligible to vote at any meeting of the Senate, the Executive Committee, or committees of the Senate, shall be the act of that body.

Section C. Electronic Meetings. – Committees of the Senate may conduct meetings and distribute materials to be considered by electronic means. Members of a committee may similarly participate in meetings they are unable to attend in person. Committees may conduct discussions of and with the consent of two-thirds of their members vote on reports or proposed Senate resolutions by electronic means.

ARTICLE XII - RULES OF PROCEDURE

Procedures at meetings of the Senate and Senate committees shall be governed by the most recent edition of *Robert's Rules of Order, Newly Revised*, except as otherwise provided by these *Bylaws*. The Senate shall have a parliamentarian selected by the President in consultation with the Executive Committee.

ARTICLE XIII - AMENDMENTS

Section A. Procedures for Changes of Bylaws - In accordance with Article VII, Title E, Section 1 of the *Policies*:

The Senate may adopt, amend, or repeal such bylaws as it deems advisable, consistent with this Article VII, governing its activities and procedures.

1. Proposed changes shall be submitted to the Executive Committee not later than one month in advance of any regular meeting of the Senate. Amendments so submitted shall be introduced at one meeting of the Senate and voted on at the following Senate meeting.
2. Amendments submitted in accordance with paragraph 1 above shall be reported to the Senate by the Executive Committee, with recommendation.
3. Amendments offered in accordance with paragraphs 1 and 2 above shall be adopted by a two-thirds vote of the Members present and voting.

Section B - Procedure for Changes to Article VII of the *Policies of the Board of Trustees*. In accordance with Article VII, Title F of the *Policies*:

Proposed amendments to this Article may be recommended to the Board of Trustees by a majority vote of the Senate. The Chancellor shall transmit proposed amendments to the Board of Trustees with recommendations. Amendments, in such form as approved by the Board, shall become effective if ratified by the professional staff of a majority of State-operated units and contract colleges, by secret ballot, within such time period not in excess of one year as may be fixed by the Board of Trustees.

*These Bylaws incorporate all amendments adopted by the University Faculty Senate at its **January 2007** Plenary Meeting.*

The faculty Senate is an organization composed of faculty elected representatives from each State-operated unit. The composition, purposes and operational procedures of the Faculty Senate are delineated in Article VII of the current *Policies of the Board of Trustees*. The essence of its purpose is to consider matters of mutual interest to the faculties of the University. The elected President presides at Senate meetings and, with the Executive Committee, supervises the committee structure. The standing committees of the Senate include:

- Committee on Undergraduate Academic Programs and Policy
- Committee on Graduate Programs and Research
- Committee on University Operations
- Committee on University Programs and Awards
- Committee on Student Life

Faculty are encouraged to serve on these committees. Nominations are solicited each spring (April) by the Faculty Senator.

1.4 – Constitution and By-Laws of the Faculty of SUNY Cobleskill

PREAMBLE - The Constitution and By-Laws have been developed to establish the basis and provide the means by which the Faculty of the State University of New York College of Agriculture and Technology at Cobleskill can govern itself as a body within the College, involve itself in the governance of the College, and carry out its responsibility to participate in the development of the educational program of the College and to conduct this program.

The Constitution and By-Laws are in accordance with the requirements and policies of the Board of Trustees of the State University of New York.

ARTICLE I - NAME

The Name of this organization shall be THE FACULTY of the State University College of Agriculture and Technology at Cobleskill.

ARTICLE II - PURPOSE

Section 1: To study problems and to help formulate policies of the College pertaining to the development and conduct of the educational program.

Section 2: To provide the faculty with an opportunity for expression of personal or professional interests and to take any action deemed necessary.

ARTICLE III - VOTING FACULTY

The voting faculty of the College shall be composed of:

- A. The Chancellor of the University and the chief administrative officer of the College; and
- B. All members of the professional staff of the College, including part-time lecturers with 2 year appointments, except: Management Confidential, Assistant Instructors, part-time instructors, interns without SL rank, technical assistants and persons having temporary appointments. On this basis faculty are categorized as follows:
 1. Academic employees (full-time faculty, librarians, part-time lecturers with 2 year appointments).
 2. Professional employees (professional personnel, instructional support staff, interns with SL rank).

ARTICLE IV - OFFICERS

The Officers of this organization shall be a Chairperson, Presiding Officer, and Secretary.

ARTICLE V - FACULTY REPRESENTATIVES

These representatives will represent the faculty in their respective organizations, a University Faculty Senator, University Faculty Senator Alternate, two Cobleskill Auxiliary Services representatives, a College Foundation representative.

ARTICLE VI - AMENDMENTS

This Constitution may be amended, repealed, or altered in whole or in part by a two-thirds vote of the membership, and with the approval of the President of the College. An amendment may not be acted upon at the same meeting at which it is proposed. All proposed amendments must be presented in writing.

BY LAWS

ARTICLE I - PARLIAMENTARY PROCEDURE

Parliamentary Proceedings shall be according *Roberts' Rules of Order*, Newly Revised (1990).

ARTICLE II - MEETINGS

Section 1: Faculty meetings shall be held at least three (3) times during the academic year and scheduled in the following manner: The regularly scheduled faculty meetings shall be convened on the officially announced date of return of the faculty for the commencement of *each* semester and at the *end* of the spring semester. Additional faculty meetings may be called at the discretion of the Presiding Officer after consultation with the Faculty Governance Executive Committee.

Section 2: Special meetings may be called by petition of at least 10 percent of the Faculty or by the Chairperson of the Faculty.

ARTICLE III - ELECTION, DUTIES AND RESPONSIBILITIES OF OFFICERS

Section 1: *Chairperson* - The Chief Administrative Officer of the College shall be the Chairperson of the Faculty of the College.

Section 2: *Presiding Officer* - The Presiding Officer shall be elected in *October* for a term of two years and will take office on *January 15*. Whenever the Presiding Officer is on leave for any reason or any length of time, an election will be conducted as soon as possible for a replacement. *Following the election, the Presiding Officer-Elect will begin his or her transition to this leadership position by attending Executive Committee meetings and all other important administrative functions. (approved 8/20/08)* The roles of the Presiding Officer are to:

- a. preside at all meetings of the Faculty;
- b. serve as Chair of the Faculty Governance Executive Committee;
- c. make appointments to appointed faculty committees, with the consultation of the Faculty Governance Executive Committee;
- d. prepare and communicate the agenda for faculty meetings;
- e. represent the faculty at College Council meetings;
- f. represent SUNY Cobleskill at meetings of SUNY Local Governance Leaders.

Section 3: *Secretary* - The Secretary shall be elected in *October (approved 8/08)* for a term of two years, to coincide with the term of the Presiding Officer. The Secretary shall serve as Faculty Secretary, determine quorums and majorities and distribute meeting minutes. *The Secretary shall post draft Faculty Meeting minutes on SharePoint within one month of that meeting and shall post official Faculty Meeting minutes on Faculty SharePoint within one week of approval by The Faculty. The Secretary shall send electronic and hard copies of the official Faculty Meeting minutes to the library for archival storage (approved 4/20/12).* The Secretary shall also coordinate all committee nominations and elections. The Secretary shall assume office duties as of *January 15 (approved 8/08)* and shall appoint a Secretary pro-tem at any time there will be an absence from duty. However, when the Secretary is on leave for more than one semester, an election will be held to fill the vacancy.

ARTICLE IV - ELECTION, DUTIES AND RESPONSIBILITIES OF ELECTED REPRESENTATIVES

Section 1: *Faculty Senator*

- 1.1 To determine the opinion of the Faculty on issues coming before the Senate;
- 1.2 To see that matters of concern to the Faculty are brought to the Senate for consideration;
- 1.3 To represent the Faculty at meetings of the Senate;
- 1.4 To report fully and regularly to the Faculty on the activities of the Senate;
- 1.5 To serve as an ex-officio member on the Faculty Governance Executive Committee.

In carrying out the above duties and responsibilities, the Senator should consult with and report to appropriate committees of the Faculty on activities of the Senate that fall within their areas of concern. The Faculty Senator shall be elected in January for a three-year term of office commencing July 1.

Section 2: *Faculty Senator Alternate*--To serve in the absence of the Faculty Senator as prescribed in the Constitution of the University Faculty Senate. The Faculty Senator Alternate shall be elected in January for a three-year term of office commencing July 1.

Section 3: *Cobleskill Auxiliary Services: Academic Directors of the Board.* Four (4) full-time academic employees which may be teaching or non-teaching (including librarians) faculty members of the College, to be nominated by the Faculty Nominating Committee and elected by the Faculty as may be prescribed by the Constitution and By-Laws of the Faculty of the State University College of Agriculture and Technology at Cobleskill, New York. The Academic members shall be elected to serve two-year terms to begin at the next Annual Meeting of the Corporation and initially directors shall be established so that one-half shall serve for the balance of the fiscal year in which they are elected and one (1) additional year, another one-half of the directors shall serve for the balance of the fiscal year in which they are elected and two (2) additional years.

ARTICLE V - COMMITTEES

Section 1: *Participation*

- 1.1 Service on College Committees is a Faculty responsibility.
- 1.2 Membership on standing committees should be distributed as widely as possible among the total Faculty.
- 1.3 As a general principle, a Faculty member should not serve on more than one *standing* committee concurrently.
- 1.4 On those committees whose purview is campus-wide, membership will include other members of the campus community as appropriate. Nominations from CSEA/Council 82/PEF/Research Foundation will be submitted to the Executive Committee who will select the membership.

Section 2: *Responsibilities*

- 2.1 Standing committees of the College are the means by which the Faculty make recommendations to the Chief Administrative Officer or his designee by initiation and development of policies in the different areas of College governance.
- 2.2 Standing committees, as representative groups of the Faculty, have the responsibility of promoting the best interests of their colleagues, of the students, and of the College as an educational institution.
- 2.3 Committee members should not be obligated to represent the views of any one faction, faculty, or administrative officer but should act as free agents who consider the expressed views of the total Faculty.
- 2.4 It is a committee's obligation to consult with the administrative officer whom it advises and to whom it makes recommendations.

- 2.5 Prior to May 31 of each year, the outgoing Chairperson shall call a meeting of all members of each committee and conduct an election of a Chairperson for the succeeding year.

Section 3: Membership

- 3.1 Membership on standing committees shall be open to all members of the Faculty.
- 3.2 On those committees whose purview is campus-wide, membership will include other members of the campus community as appropriate.

Section 4: Selection

- 4.1 Election of members to elected standing committees shall be on the basis of departmental representation for academic committees and at-large for all other committees. Members will be elected either by the Faculty or by each department as specified for each committee under Section 7.
- 4.2 Election to elected committees shall be held prior to May 1, and shall precede appointment to appointed committees.
- 4.3 In the Spring semester, the following committee membership shall be nominated and elected: Academic Personnel Policies, Academic Policies, Curriculum, Governance Executive, Facilities & Space, Fiscal Affairs, Professional Development & Training, Strategic Planning, and Technology. The following committees will be appointed: Cultural Diversity and Student-Faculty Judiciary. Service on these committees will not commence until the subsequent Fall semester.
- 4.4 Appointments to appointed standing committees shall be made by the Presiding Officer of the Faculty, with the consultation of the Governance Executive Committee.
- 4.5 Selection for committee membership should be made with consideration of the following:
 - A Faculty member's expressed interest for service on a particular committee;
 - A Faculty member's past experience and educational background, if either or both of these make him especially qualified to serve on a particular committee;
 - A Faculty member's other College or College-related assignments, duties and obligations;
 - A Faculty member's seniority.
- 4.6 When a department does not have sufficient eligible faculty to meet its membership obligations on committees requiring school representation, the necessary members shall be selected from the Faculty at-large.
- 4.7 Each Faculty member appointed to a committee should be notified of their appointment by the Faculty Governance Secretary.
- 4.8 A Faculty member should have the privilege of accepting or declining an appointment to a particular committee.
- 4.9 Vacancies on Elected Committees
 - A. Vacancies on elected committees for one full semester or less shall be filled through appointment by the Governance Executive Committee. Such position shall be filled with due consideration to the appropriate composition of the committee.
 - B. Vacancies on elected committees for more than one full semester shall be filled by the prescribed nomination and election procedures as if for a full term.
 - C. Vacancies on committees shall be defined as an open position created for any reason other than the expiration of a normal term of membership.

Section 5: Reports

- 5.1 Standing committees have an obligation to keep the Faculty informed of what they have been and are concerned with, and each committee should make at least one detailed and comprehensive report of its activities to the Faculty during each academic year.

- 5.2 *Copies of the approved minutes of all standing committees, appointed committees, task forces, and ad hoc committees shall be posted on Faculty SharePoint within two weeks of committee approval and electronic and hard copies shall be sent to the library by respective committee secretary for archival storage. (approved 4/12)*
- 5.3 When, on any committee, there is a minority in disagreement with a decision or recommendation of a majority of the committee, this minority may present a separate report setting forth its position and indicating the points on which it is not in agreement with the report of the majority.
- 5.4 The minutes and reports of all standing committees shall be made available to all faculty members through the Library.

Section 6: Committee Chairperson

On all committees, an acting chair shall be appointed by the Presiding Officer of the Faculty.

Section 7: Operational Guidelines

- 7.1 If a majority of the committee petitions the chairperson, a meeting must be called.
- 7.2 Committee members will determine what items are established for the agenda and the priority of each item.
- 7.3 The committee will publish its own minutes *by posting on Faculty SharePoint within two weeks of committee approval and will submit electronic and hard copies to the library for archival storage. (Revised – April 2012)*
- 7.4 The administrative person whom the committee advises shall not be entitled to a vote on committee decisions.
- 7.5 Any faculty member may discuss an item of concern with a committee member and request committee consideration of the matter. This action shall not be construed as undue pressure on the committee.
- 7.6 The Chairperson of a committee, in consultation with the members of that committee, shall have the authority to request the appropriate office to replace any member who is not actively participating. (The Presiding Officer for appointed committees, the Governance Executive Committee for elected committees and Student Government for student members of elected committees.)

Section 8: Elected Standing Committees

8.1 Academic Personnel Policies Committee

Purpose

- A. To make recommendations, where appropriate under the negotiating contract, to the Faculty and the President on behalf of the Faculty on issues and policies pertaining to conduct such as:
- Professional rights, duties, obligations and responsibilities
 - Evaluation for reappointment of academic faculty
 - Professional conduct and ethics
 - Academic freedom
 - Appointment, promotion and termination of appointment
 - Sabbatical leaves of absence
 - Evaluation of reappointment, continuing appointment and promotional procedures for academic staff
 - Evaluation of substitute professional credit and waivers

Note: Any disagreement must be negotiated between Management at the State level (Management as defined in the contract), and the legally authorized negotiating agent.

- B. To review and evaluate faculty applications for promotion and teaching portfolio and recommendations of Deans/Department Chairs and departmental peer review on these evaluations for promotion, and the Vice President for Academic Affairs' certification of eligibility of the candidate.
- C. To consult with prior evaluators concerning the rationale for making recommendation choices.
- D. To afford a faculty member denied recommendation at any prior level of the process a hearing prior to final committee action, as well as an opportunity to meet with the committee after it has reached its decisions.
- E. To forward to the President, in writing, the committee's decisions to concur or not to concur with the prior recommendations within the process based on the criteria for promotion in Section VII of the *Faculty Handbook*, the written materials presented to the committee by both applicant and the evaluators, and the committee's consultative deliberations. A copy of the committee's decisions is to be sent to the Provost/Vice President for Academic Affairs.
- F. To meet with the President and Provost/Vice President of Academic Affairs when appropriate, and the prior evaluators to review the committee's decisions.
- G. To provide candidates and evaluators with information concerning the progress of the process and with a thorough explanation of the decisions that it makes. This explanation will include specific recommendations for improvement when warranted.

Composition: Eight members. School representation based on a ratio of 1 representative for every 15 full time faculty for those Schools that exceed 15 faculty. Agriculture and Natural Resources (2), Business (2), Liberal Arts and Sciences (3), Librarian (1). Representatives to be elected by their respective constituent groups for three-year terms. Terms should be staggered evenly (ex. if composition is 12 members, terms should be staggered at 4, 4 and 4) to provide continuity. Term limits are recommended. Representatives must be tenured.

8.2 Academic Policies Committee

Purpose

- A. *Review and make recommendations for attendance policies regardless of delivery system.*
- B. *Review and make recommendations for enrollment, withdrawal, and waivers, not associated with administrative function (See Part III-Academic Policies, Section D)*
- C. *Review and make recommendations for student responsibilities, including academic integrity and appeals processes. (See Part III-Academic Policies, Section E) Review and make recommendations for grades, including appeals processes and grade transactions, change of grade. (See Part III-Academic Policies, Sections H, I)*
- D. *Review and make recommendations for academic standing which includes terms, conditions, and appeals for probation and suspension. (See Part III-Academic Policies, Section J)*
- E. *Review and make recommendations for graduation requirements not associated with participation in the graduation ceremony. (See Part III-Academic Policies, Section K)*
- F. *Make recommendations concerning Academic Policies to the Provost/Vice President for Academic Affairs. (approved 4/12)*

Composition: Provost/Vice President for Academic Affairs (ex-officio, non-voting), Agriculture and Natural Resources (2), Business (2), Liberal Arts and Sciences (3), Library (1), *EOP (1)*, *Registrar (1)* (*approved 6/10*) Restricted at-large (1). Representatives to be elected for a 3 year term by their respective constituent groups. Terms should be staggered evenly to provide continuity. Term limits are recommended.

8.4 Curriculum Committee

Purpose

- A. To review the educational objectives of the College and the philosophy underlying its academic programs.
- B. To be concerned with the overall development of existing and future curricula in respect to their fulfilling the objectives of the College and meeting the needs of both its students and society.
- C. To consider all proposals that would result in the substantive revision of a curriculum, specifically with respect to programs, courses or certificates.
- D. To make recommendations concerning the above to the Provost/Vice President for Academic Affairs.

Composition: Provost/Vice President for Academic Affairs (ex-officio, non-voting). Fourteen other members from the faculty for three year terms. One from each academic department, where possible and one librarian. Representatives to be elected by their respective constituent groups. Terms are to be staggered; term limits are recommended.

8.5 Governance Executive Committee

Purpose

- A. To act as a liaison between the President and the Faculty.
- B. To be concerned with matters affecting the Faculty in the conduct of their professional duties and responsibilities in accordance with the Agreement.
- C. To receive recommendations from individual members of the Faculty for amendments to the Constitution and By-Laws and to originate and propose to the Faculty such amendments as the Committee deems necessary or desirable.
- D. To receive items from members of the Faculty which they wish to have brought before the Faculty and to forward such items to the Presiding Officer for listing on the agenda of the Faculty meetings.
- E. To act as a committee on committees to define areas of committee responsibility in order to eliminate duplication of effort, to advise the President on the need for the establishment of any new committee structure, and to otherwise provide for effective participation of the faculty through committees in developing policies of the College.
- F. To oversee committee elections and appointments.
 1. To nominate Faculty members to fill all non-appointive offices and/or positions on non-appointive committees.
 2. To present at least two candidates for each office or position to be filled.
 3. To solicit from members of the Faculty expressions of their interest in serving on particular appointed and elected committees and to consider those interested when making nominations for elected committees. To forward to the Presiding Officer the names of those interested in appointed committees.
 4. To prepare ballots for all Faculty elections.
- G. To act on behalf of the faculty when it is not possible to call a faculty meeting (summer, semester break). At such times the Executive Committee will be expanded to include the Department Chairs (provided they are not management confidential).

Composition: The Committee is comprised of the Chairs of the Standing Committees and Chairs of the Appointed Standing Committees. The Presiding Officer, the Secretary, and the Faculty Senator will serve as ex-officio members. The Presiding Officer will serve as Chair of the committee.

8.6 Facilities and Space Committee

Purpose

- A. To offer advise and recommendations intended to increase the quality and effective use of all campus facilities and space by integrating the strategies of the campus 2011 Strategic Plan into the Campus Facilities Master Plan being developed by the Director of Facilities and Management.
- B. To assist the administration, in particular the Director of Facilities and Management and the Vice President of Administration and Finance, in the planning process for construction proposals. The proposals will be ranked according to priorities stated in the Strategic Plan and the Campus Facilities Master Plan.
- C. When there are planned changes to the overall appearance, functionality, or dedication of state owned buildings or land which are not incorporated as part of the Campus Facilities Master Plan, the proposed changes will be presented to the committee for its advice and/or recommendations during the development of the proposal.
- D. To determine that all campus projects conform to the design and aesthetic standards in the Campus Facilities Master Plan.

Composition: Vice President for Administration & Finance (ex-officio, non-voting). Twelve additional members. Six (6) from the teaching faculty, two (2) from the professional staff, two (2) from CSEA/Council 82/PEF/Research Foundation, one (1) from CAS, Coordinator of Disabilities Support Director, and Director of Facilities Management. Three year terms, to be staggered to provide continuity. Term limits are recommended.

8.7 Fiscal Affairs *and Strategic Planning* Committee (approved 4/12)

Purpose

- A. To act as a liaison between the President and the Faculty on financial, **strategic** and budgetary matters.
- B. To participate in the development **of procedures** and to make recommendations concerning **strategic planning and** budgetary policies and procedures on the Cobleskill campus.
- C. To monitor the campus fiscal affairs **and strategic plan to ensure that priorities and funding reflect the input and needs of faculty as well as administration.**
- D. To **make recommendations regarding** decisions necessary because of budget modifications.
- E. To keep the Faculty informed of **strategic and** financial matters through periodic reports.
- F. To conduct studies, investigations, and reviews **to facilitate above.**

Composition: Vice President for Administration and Finance (ex-officio, non-voting), **eight (8)** teaching faculty with one from each school, **five (5)** at-large, **four (4)** from the professional staff at-large, **one (1)** from CSEA/Council 82/PEF/Research Foundation, one (1) CAS, **one (1) at-large, representing the offices of Alumni Affairs, Development, and Grants and Sponsored Programs, one (1) student.** Representatives to serve for a three year term; terms should be staggered to provide continuity. Term limits are recommended.

8.8 Professional Development and Training Committee

Purpose

- A. To review applications and make awards to eligible faculty and staff who apply for financial support from the Professional Development fund.
- B. To periodically review the Guidelines for Awarding of Professional Development funds and revise as appropriate. Also, to advise the campus community of these updates and to provide information about other sources of funding.
- C. To work with campus committees and other interested groups to help with the funding of group professional development and training activities.

Composition: Ten (10) members to serve for three-year terms to be staggered. Three (3) teaching faculty (one from each school), two (2) professional staff, one (1) management confidential employee, three (3) CSEA/Council 2/PEF/Research Foundation and one (1) information technology representative. Terms are to be staggered evenly; term limits are recommended.

8.9 Strategic Planning Committee- Combined with Fiscal Affairs (8.7) Committee 4/20/12

8.11 Technology Committee

Purpose

- A. To provide long and short-range planning advice for implementation and policy related to technology issues that support the academic functions on campus.
- B. Monitor and make specific recommendations for that portion of the funding generated from SCAP and the Student Technology Fee.
- C. Prepare and present the annual budget at the last faculty meeting of the academic year.
- D. Submit the annual Technology Committee Report and other reports as requested to the Executive Committee. Prepare the final SCAP Report at the start of each academic year and forward to the Vice President of Academic Affairs for final submission to the SUNY SCAP Committee.

Composition: Seventeen (17) members. Six (6) teaching faculty, two elected from each school, from different departments, serving three year terms each. One (1) representative appointed from each of the following areas: ITS Support Staff, Director of ITS, Assistant Director of Technology Services, Instructional Technologies Coordinator, Budget Control Officer, Center for Academic Support and Excellence, Student Affairs, SCAP Representative, Library, College Bookstore, and a Student.

Section 9: Appointed Standing Committees

9.1 Cultural Diversity

Purpose

To promote the respect and understanding of all cultures, lifestyles, origins, abilities, orientations and beliefs in an effort to foster growth, development, and equity among all members of the community. The Committee shall serve in an advisory capacity to the Quality of Student Life Committee and Faculty Governance and the President of the college.

Composition: Members will be appointed for a 3-year term from those who express interest. Every effort will be made to have a committee which reflects the diversity of the campus.

9.2 Student-Faculty Judiciary

Purpose

A. To act as a Student-Faculty Judicial Board to consider:

- Cases referred to it by other campus judicial boards;
- Cases referred to it by a member of the campus community

Composition: Three Boards are constituted. Each Board has five members: Chief Justice (faculty member), one (1) Faculty/Staff, one (1) Resident Director, and two (2) Students.

Operational guidelines are stated in the *Student Handbook*.

Section 10: Special Appointed Action Groups

At the discretion of the President, Action Groups may be appointed to work on problems of a seasonal nature, those of a temporary nature, and such others as are deemed necessary in the operation of a unified College.

ARTICLE VI - VOTING

Section 1: All decisions shall be made by a majority vote, that is, a majority of votes cast, excluding blanks, of the voting faculty qualified to vote as stated in Article III of the Constitution.

Section 2: Voting for officers and committee members shall be by secret ballot.

Section 3: In elections, if no candidate receives a majority vote on the first ballot, those candidates (ranked highest to lowest) whose votes total up a majority of the votes cast, will be retained on subsequent ballots until the election is decided.

Section 4: In elections, if a majority vote is obtained by more candidates than the number of positions to be filled, the candidate with the least votes will be eliminated, and a subsequent election will be conducted.

ARTICLE VII - QUORUM

Those present at a meeting of the Faculty shall constitute a quorum.

ARTICLE VIII - MINUTES

The complete minutes of each meeting of the Faculty shall be published and distributed to all members within two weeks of the meeting. These minutes shall be kept on file.

ARTICLE IX - AMENDMENTS

The By-Laws may be amended, repealed, or altered in whole or in part by a simple majority of the votes cast by the membership, and with the approval of the President of the College. An amendment may not be acted upon at the same meeting at which it is proposed. All proposed amendments must be in writing.

ARTICLE X - AGENDA

Section 1: The order of the agenda for regular faculty meetings shall be as follows:

- Reading and approval of the minutes of the previous meeting
- Reports
- President
- Committees
- Other
- Unfinished Business
- New Business
- Announcements
- Adjournment

Section 2: Agenda items may be submitted by individual faculty members directly to the presiding officer and/or to the Faculty Committee for forwarding to the presiding officer.*

Section 3: Under normal conditions, the presiding officer shall issue an announcement calling for agenda items for a faculty meeting not later than ten (10) days prior to the meeting and publish the agenda not later than three (3) work days prior to the faculty meeting. Wherever possible, all items requiring faculty action shall appear in written form.**

NOTE: In accordance with the revision of Article X of the Policies of the Board of Trustees during the May, 1972 meeting, "By-Laws shall be consistent with and subject to the Policies of the Board of Trustees of the State University of New York, the laws of the State Of New York, and the provisions of agreements between the State of New York and the certified employee organization established pursuant to article 14 of the civil service law. Provisions of by-laws concerning consultation with the faculty shall be subject to approval of the chief administrative officer of the College. All actions under by-laws shall be advisory upon the chancellor and the chief administrative officer of the College."

* As stated in the current Cobleskill By-Laws

** As stated in Article III of the By-Laws Election, Duties and Responsibilities of Officers:
Section 2: Presiding Officer

ROLE OF DEPARTMENT CHAIR

ROLE

The primary role of the department chair is to be an advocate of the department, and a liaison from the department to the dean, providing leadership to faculty, student and Department matters.

Each Chair carries a teaching load of no more than 9 contact hours/semester. More than that will result in extra service pay. Chairs will maintain a ten month contract, unless departmental needs require summer work, in which case a stipend will be paid.

DUTIES THAT DEPARTMENT CHAIRS ASSUME

FACULTY

1. Working with the dean, convene the department peer review committee in a timely fashion to address all promotion, reappointment, and tenure evaluations. Provide the dean with information for the faculty member's evaluation.
2. Involve faculty members in the decision making process of the department.
3. Coordinate the search and recruitment of prospective faculty.
4. Facilitate the flow of information to the Department members to inform them of department, college, and university plans and activities.
5. Help the dean, coordinate development of teaching schedules.
6. Communicate faculty expectations to the campus administration.
7. See that classroom evaluations are conducted for all faculty up for reappointment, promotion or continuing appointment and for all new adjunct faculty.

STUDENT

1. Address the concerns and conflicts for faculty and student personnel matters.
2. Coordinate department representation at academic review.

PROSPECTIVE STUDENTS

1. Coordinate department participation in student orientation programs, open house and accepted student days.

DEPARTMENT

1. Plan for future departmental goals, curricula, personnel, equipment and fiscal needs.
2. Keep the administration fully informed of all relevant departmental matters and events.
3. Plan and conduct meetings.
4. Facilitate the evaluation and revision of curriculum, academic programs and courses.
5. Facilitate the development and discontinuation of programs and courses.
6. Review faculty/faculty and or faculty/student complaints.
7. Supervise and evaluate the performance of technical staff where appropriate.
8. Working with the dean, make recommendations regarding class-size policies and learning environment.
9. Assist the dean in the development and preparation of departmental public relations program with departmental course or program brochures, flyers, exhibits, etc.
10. Assist the dean with the development of course and program articulation guidelines with other institutions.

11. Inform administration of maintenance and repair needs of departmental lab and classroom equipment.
12. Supply departmental information for accreditation procedures.
13. Lead assessment processes to improve departmental offerings as appropriate.
14. Working with the dean, establish and meet with Department Advisory Committees as appropriate.
15. Working with faculty, develop department strategic plan.

BUDGET

1. Working with dean, develop, allocate, and maintain the department budget.
2. Approve departmental purchase requests.
3. Identify the facilities and equipment needed to achieve departmental objectives in terms of approved programs.
4. Evaluate and revise, if necessary, equipment and fiscal needs.

Department Chair By-Laws

I. NAME

The name of the department shall be the Department of (Name).

II. MEMBERS

- A. Members of the department shall be college faculty teaching undergraduate courses and/or engaged in projects related to <name>.
- B. Voting faculty of the department shall be those persons holding the rank of lecturer, instructor, assistant professor, associate professor, or professor engaged in full time teaching or equivalency, such as special projects. Members of the department will vote on extending voting privileges to temporary appointees.

III. DEPARTMENT

A. Term - Department Chair will serve a term of three years, renewable according to the will of the Department members, the Vice President of Academic Affairs and the President. In accordance with the Board of Trustees Policies, the President may relieve a chair of his/her duties at any time, with notification to the Chancellor.

B. Selection

1. By November 15th of the appropriate year, the Academic Vice President will announce the expiration of the term and elections for a new term of Department Chair. This will allow ample time for nomination and approval procedures to occur.
2. The Department Chair nominee will be selected by a majority vote of their departmental colleagues. Department Chairs can vote for the Department Chair position.
3. A facilitator will be selected from among the department members to conduct the nomination process.
4. Candidates for Chair must be nominated by a member of the department, or they may nominate themselves.
5. Candidates will make a statement in support of their candidacy.
6. Voting will be by secret ballot. The candidate receiving the largest number of votes shall be declared the nominee for recommendation to the Academic Vice President by December 15th.
7. The name of the nominee, as well as a written statement prepared by the facilitator, will be forwarded to the Academic Vice President. The Vice President will forward the department's recommendation and his/her recommendation to the President.
8. The President will confirm/select the nominee or make a new recommendation.
9. If the President approves the Department's recommendation, a letter of appointment will be sent to the nominee. If a different individual is selected, the President will present rationale to the Department for his/her decision of the selection in order to facilitate a close working relationship with members of the Department.
10. Completion of the selection process must be done by February 1st to provide an opportunity to begin the fall scheduling process.
11. Formal appointment begins July 1st.

C. Replacement and Recall

1. When a Chair becomes vacant, the members shall select a nominee for replacement as per above.
2. A recall motion may be brought to the Department upon petition of two-thirds of the voting members (in departments with a membership of fewer than five, the quorum will be one-half). Notification of pending action shall be submitted to members two weeks prior to a specially scheduled hearing. A facilitator from the Department will officiate at this hearing. At the hearing, the Chair may speak in his/her own defense if he/she so desires. Within two weeks of the hearing, a secret ballot will be submitted to all voting members. A two-thirds vote (one-half quorum for small departments as above) shall be necessary for the action to be reported to the Academic Vice President, who will then transmit the report to the President of the College for appropriate action in accordance with policies of the Board of Trustees.

IV. MEETINGS

- A. Meetings shall be scheduled on a regular schedule in accordance with the campus calendar.
- B. Special meetings may be called by the Chair or faculty petition of 25 percent of the voting faculty.
- C. A quorum is two-thirds (one-half for small departments as above) of the voting faculty of the department.

V. EVALUATION

Evaluation of Department Chair shall be concluded by March 1st of the third year of appointment. Additional evaluations may be initiated by the Academic Vice President or two-thirds (or one-half as above) of the voting faculty of the department. The Academic Vice President facilitates the evaluation by seeking input from individual faculty members. Faculty evaluative comments shall remain confidential; however, a summary of the respective comments will be shared by the Academic Vice President with the Chair.

PART II - PERSONNEL

2.1 – Academic Employees

Responsibilities of Academic Employees

Safety - A faculty member is responsible for the safety of students and employees under his/her supervision. Besides insuring that appropriate safeguards are in effect, faculty are responsible for insuring that proper medical attention is given when an injury occurs and for completing, where applicable, the required accident report forms.

Personal Liability of University Employees

Section #17 - Indemnification of Officers and Employees of the State

1. The state shall save harmless and indemnify all officers and employees of the state from financial loss arising out of any claim, demand, suit or judgment by reason of alleged negligence or other act by such officer or employee provided that such officer or employee at the time damages were sustained was acting in the discharge of his/her duties and within the scope of his/her employment and that such damages did not result from the willful and wrongful act or gross negligence of such officer or employee and provided further that such officer or employee shall within five days of the time s/he is served with any summons, complaint, process, notice, demand or pleading, deliver the original or a copy thereof to the attorney general.
2. Upon such delivery the attorney general may assume control of the representation of such officer or employee. Such officer or employee shall cooperate fully with the attorney general's defense.
3. This section shall not in any way impair, limit or modify the rights and obligations of any insurer under any policy of insurance.
4. The benefits of this section shall inure only to officers and employees of the state and shall not enlarge or diminish the rights of any other party.

Reference: New York Public Officers Law

1. Article 7A (1977) of the State Finance Law allows any citizen, whether or not specially aggrieved, to bring an action against an officer or employee of the State who in the course of his/her duties has caused, is now causing, or is about to cause, a wrongful expenditure, misappropriation or any other illegal or unconstitutional disbursement of State funds or property. The statute permits the courts to require the offending employee to make restitution to the State for the value of the funds or other property unlawfully expended.

The following is a normal distribution of the responsibility of Teaching Faculty:

1. Effective instruction is the primary responsibility of the teaching faculty. This includes:
 - a. Preparation, presentation, testing, evaluation and informing students of their progress.
 - b. Selection of texts and auxiliary materials.
 - c. Preparation of course outlines
 - An outline must be given to each student at the start of the semester/module
 - Outlines should be reviewed each year, and revised as needed.
 - d. Academic advisement.
 - e. Evaluation of student progress and performance via tests, reports, papers, observation, and other appropriate means.
 - f. Determining a course grade for each student.
 - g. Submitting a course grade for each student.
 - h. Hold classes as scheduled or by arrangement with instructor in accordance with state law.
 - i. Arrange for coverage whenever possible when a class must be missed.
 - j. Have 5 regularly scheduled office hours per week to meet student needs. Office hours should not conflict with regular meeting times or other regularly scheduled obligations.
 - k. Give accurate and timely advisement--including advisement activities during new student orientation; have extra office hours during the first week of classes for add/drop.
2. Participation in:
 - a. The developing of academic policies, procedures and regulations
 - b. The evaluation of courses and programs.
 - c. The planning of courses and programs in accordance with goals of the College and the SUNY Master Plan.
3. Professional Development
 - a. Teaching faculty should keep abreast of knowledge in their discipline, and in others, by a variety of means. These include: formal courses, informal courses, seminars, workshops, conferences, research, publications, artistic performances, individual study.
4. College Responsibilities
 - a. To serve on committees
 - b. To support and/or participate in activities
 - c. To supervise and guide student activities.
 - d. Regularly attend and participate in school, department and faculty meetings.
 - e. Share responsibility for Open House Days and/or Accepted Student Days when possible.

Academic Employee Workload

Because of the diversity of requirements and demands arising from different programs and courses, it is not feasible to attempt to specify in terms of numbers of hours, students, and preparations, what an academic employee's workload should be. It is more appropriate under the circumstances to establish guidelines to be followed in establishing total workload. This total workload shall be determined by consultation between the academic employee and Dean and/or Department Chairperson. The following are offered as guidelines:

1. An academic employee's total workload should not be such as to adversely affect the quality of instruction.

2. There should exist no serious imbalances in workload among academic employees except under exceptional situations caused by necessity.
3. In the consultation between an academic employee and Dean and/or Department Chairperson regarding the teaching assignment, the following should be taken into consideration:
 - Number of contact hours
 - Number of different preparations
 - Number of students
 - Special requirements and demands of particular courses
 - Differences in scope or difficulty of courses
 - Other institutional services rendered by the academic employee
4. A reduction in teaching assignments should be made whenever the College draws heavily on an academic employee's energies and time in other areas, subject to resources available.

Board of Trustees Appointments, Reappointments, Promotion and Evaluation (Process) for Academic Employees

1. Upon hiring, each academic faculty member will receive an “Initial Employment Status Form” based on information provided in the resume and application. This form will explain how many years will be granted for continuing appointment, based on guidelines in *Policies of the Board of Trustees of the State University*, Article XI, Title C, #3 which states:

Initial Appointment - A person who is appointed to a professional title in which permanent appointment may be granted, must be granted a temporary appointment for the first year of that person’s employment in such title when the appointment is made to a position vacated by a professional employee who is serving a probationary appointment pursuant to Title C, section 5, or Title D, section 6; otherwise the person shall be granted term appointment, except where a temporary appointment is appropriate. Upon completion of the initial temporary or term appointment, the professional employee may be granted a further appointment in accordance with this Article. Service in a temporary appointment pursuant to this section shall be counted toward the satisfaction of the eligibility requirements for initial permanent appointment.

Service Credit will be granted for continuing appointment base on guidelines in *Policies of the Board of Trustees of the State University*, Article XI, Title B, #3 (d) which states:

Service Credit – (1) In determining eligibility for continuing appointment under subdivision (b) of this section, satisfactory full-time prior service in academic rank at another accredited academic institution of higher education may, at the request of the appointee and in the discretion of the Chancellor, or designee, be credited as service, up to a maximum of three years, at the time of appointment at a college. Waiver of all or part of this service credit shall be granted upon written request of the employee to the chief administrative officer not later than six months after the date of initial appointment. (2) In computing consecutive years of service for the purposes of appointment or reappointment to the academic staff, periods of leave of absence at full salary shall be included; periods of leave of absence at partial salary or without salary and periods of part-time service shall not be included, but shall not be deemed an interruption of otherwise consecutive service.

INITIAL EMPLOYMENT STATUS FORM
COLLEGE OF AGRICULTURE AND TECHNOLOGY
COBLESKILL, NEW YORK

DATE

NAME

DATE OF BIRTH

GRADUATE STUDY PRIOR TO EMPLOYMENT AT COBLESKILL

YEAR	SCHOOL	MAJOR	SEM CR. HRS.	DEGREE

UNDERGRADUATE STUDY

YEAR	SCHOOL	MAJOR	SEM CR. HRS.	DEGREE

TEACHING EXPERIENCE PRIOR TO EMPLOYMENT AT COBLESKILL

DATE(S)	EMPLOYER	DUTIES

NON-TEACHING PROFESSIONAL EXPERIENCE PRIOR TO COBLESKILL

DATE(S)	EMPLOYER	DUTIES

2. General Guidelines

An academic employee's appointment, reappointment, promotion and evaluation are made on an individual basis in accordance with:

- a. Articles XI and XII of the current *Policies of the Board of Trustees of the State University*;
- b. Campus guidelines for eligibility for rank
- c. Campus guidelines for criteria for evaluation.

3. Evaluation

Purpose: The primary purpose of the evaluation system is self-improvement. Evaluation is also an integral part of the decision involving promotion and/or reappointment. The evaluation and subsequent recommendation of academic employees is primarily the responsibility of School Deans/Director of the Library after consultation with the Department Chairperson, if applicable. In cases of continuing appointment, the department must meet to review and recommend appointment.

Professional growth conferences shall take place at the request of the Dean, the Department Chairperson, the Director of the Library, or the academic employee. These conferences may occur as frequently as deemed appropriate and mutually convenient. A written summary of the personal conference shall be filed in the academic employee's personnel folder in the office of the Dean or Director of the Library, and in the official personnel file.

Evaluation for reappointment: Evaluation for reappointment shall take place each year the academic employee is eligible for reappointment. The evaluation will be completed prior to notification of change of contract status. An academic employee will be provided with a copy of the evaluation after the evaluation is discussed with the employee.

Evaluation for promotion: Academic employees seeking promotion must submit an application for promotion to the Dean/Director of the Library to be forwarded to the Vice President for Academic Affairs.

After eligibility for promotion is verified by the Vice President for Academic Affairs, the approved application is returned to the academic employee with a copy to the Dean/Director of the Library.

To complete the application process, the academic employee must submit the following to the School Dean/Director of the Library:

Evidence for criteria contained in *Faculty Handbook*. Written statement of justification.

Evaluation for promotion is completed after the Application for Faculty Promotion is approved and the items listed above are submitted. An academic employee will be provided with a copy of the evaluation at the time the evaluation is discussed with the employee.

Reappointment and Promotion Review

1. Department Chairs must present information to their respective members concerning any department faculty eligible for any term or continuing appointments and promotion applications. A review of this faculty member will be conducted by a Departmental Review Panel (DRP). The Departmental Review Panel may consist of all, or selected, members of the department to assess and discuss any concerns and to provide any recommendation or conditions to be met for a future reappointment term or promotion, if any. Membership composition is to be determined by the Department. The faculty member eligible for review must submit the evaluation documentation to the DRP. All concerns must be substantiated. An anonymous ballot will be conducted and the numerical results will accompany a written summary of any recommendations. This information will be submitted to the School Dean.

The results of the voting and summary are submitted along with a minimum of three Classroom Observations and the two sets of Evaluation forms (includes the Self Evaluation and the Academic Faculty Evaluation Form) as part of the complete evaluation package forwarded to the Provost/Vice President for Academic Affairs.

The DRP should generally be composed of faculty on continuing appointment, however, the composition is determined by the Department.

Departmental Peer Evaluation Form for Reappointment and Promotion

**To be filled out by Departmental Review Panel (DRP)
(Based on the Documentation Submitted by the Candidate to APPC.)**

Name of Faculty Member _____ Date _____
To be Evaluated

Evaluation to be used for:

1. Reappointment to a _____ year term.
 2. Continuing Appointment _____
 3. Promotion to _____

DEFINITION FOR RATING CATEGORIES

4 -	<i>Outstanding -</i>	Consistently exceeds performance expectations
3 -	<i>Highly Effective -</i>	Often exceeds the performance expectations
2 -	<i>Effective -</i>	Generally meets performance expectations. Employee may exceed expectations or needs improvement in some areas. Performance is at the expected and usual level.
1 -	<i>Needs Improvement -</i>	Does not always meet expectations. Immediate and substantive improvement in performance is required.
0 -	<i>Unsatisfactory -</i>	Fails to meet reasonable expectations. Immediate and substantive improvement in performance is required

- A. Effectiveness in teaching. Rating _____
 Narrative: _____
- B. Scholarly ability and professional growth. Rating _____
 Narrative: _____
- C. Professional Service Rating _____
 Narrative: _____
- D. Summary Statement (include strengths and areas for improvement). Rating _____
 Narrative: _____

Overall Rating _____

Recommendation for Reappointment and/or Promotion:
 Name _____

Is Is Not Recommended to reappointment to a _____ year term.
 Is Is Not Recommended for continuing appointment
 Is Is Not Recommended for promotion to the rank of _____

Peer Evaluation Team Signatures:
 _____ Date _____
 _____ Date _____

Total Votes Available: _____ Number in Support: _____ Number Not In Support: _____

I have read this evaluation. A statement is attached: Yes No

Signed _____ Date _____
 Faculty Member

2. After an evaluation for reappointment or promotion is shared with the academic employee, the completed evaluation package is forwarded by the Dean or Director of the Library to the Provost/Vice President for Academic Affairs.
3. The Provost/Vice President for Academic Affairs makes all evaluations available to the Academic Personnel Policies Committee.
4. The Academic Personnel Policies Committee will review faculty applications and the School Deans/Director of the Library's evaluations of those faculty. The Committee will then make a decision to concur or to not concur, with the evaluator's recommendations based on the information provided. The Committee will forward a short letter about the decision to the following: President, Provost/Vice President for Academic Affairs, Dean, Faculty member.
5. The Provost/Vice President for Academic Affairs will review materials submitted and will forward a copy of that recommendation to the President and to the academic employee.
6. The President has the responsibility for the final action on the recommendations.

Timetable for Reappointments			
	Faculty Year of Employment		
	1 year	2 years	More than 2 yrs.
Dept/School evaluation sent to Provost/VP for Academic Affairs	2 nd Monday December	2 nd Monday October	2 nd Monday March
Provost/VP for Academic Affairs forwards evaluation materials to APPC by	January 20	November 1	March 30
Faculty members review folder during	2 nd week February	2 nd week November	1 st week April
APPC reports to President by	February 15	November 15	May 1
President's letter to faculty <i>if non-renewal</i> not later than	March 1	December 1	August 31
Letter of Intent	June 3	June 3	June 3

Notifications/Communications

Written notice that a term appointment is not to be renewed upon expiration is to be given to the appointee by the President or his/her representative as soon as possible and not less than: Three months prior to the end of a term expiring at the end of such employee's first year of service within the University, but not later than March 1 for terms ending in June or August;

Six months prior to the end of a term expiring after the completion of one, but not more than, two years of service within the University, but not later than December 15 for terms ending in June, July, or August, and;

Twelve months prior to the expiration of a term after two or more years of service with the University.

At the beginning of each academic year, the Office of Human Resources will publish for academic employees a complete list of all promotions and appointments.

Appointments, Reappointments, Promotion and Evaluations (Criteria)

Minimum eligibility for appointment or promotion to rank – Minimum eligibility criteria merely reflect requirements for the academic employee to be considered for promotion. Academic employees are evaluated for promotion after eligibility is verified. All credits and degrees must be from institutions which are accredited by a regional accrediting association under the Committee on Professional Accreditation (COPA) (other than substitute professional credit).

Professor-Librarian

Doctor's degree in field of specialization* **AND**

Eight years of directly related experience, at least six years of which must be in College teaching/librarianship.

OR

Master's degree in the field of specialization* **AND**

A minimum of 200 semester credit hours, including 30 graduate semester credit hours beyond the Master's in the field of specialization* (maximum substitute professional credits--30 hours) **AND**

Ten years of directly related experience, at least six years of which must be in College teaching/librarianship.

Associate Professor-Associate Librarian

Master's degree or Professional diploma in the field of specialization* **AND**

Thirty additional semester credit hours earned since the Master's degree and in the field of specialization* (maximum substitute professional credits--20 hours) **AND**

Six years of directly related experience, at least four years of which must be in College teaching/librarianship.

OR

Bachelor's degree in the field of specialization* **AND**

A minimum of 190 semester credit hours, including 30 graduate semester credit hours in the field of specialization* (maximum substitute professional credits--20 hours) **AND**

Eight years of directly related experience, at least four years of which must be in College teaching/librarianship.

Assistant Professor-Senior Assistant Librarian

Master's degree in the field of specialization* **AND ONE OF THE FOLLOWING**

- At least three years of full-time teaching/library experience, one year of which must have been at the College level
- Five years of directly related experience
- Two years of full-time College teaching experience/librarianship.

OR

Bachelor's degree in the field of specialization* **AND**

A minimum of 160 semester credit hours (maximum substitute professional credits--10 hours) **AND**

ONE OF THE FOLLOWING

- At least three years of full-time teaching/library experience, one year of which must have been at the College level
- Five years of directly related experience
- Two years of full-time College teaching experience/librarianship.

Instructor-Assistant Librarian

Bachelor's or Master's degree in the field of specialization*.

Criteria and Evidence for Evaluation and/or Reappointment

The following criteria will be used to evaluate academic personnel for promotion and/or reappointment:

- Effectiveness in Teaching/Librarianship
- Professional Growth
- Professional Service
- A minimum of 3 classroom observations are to be included

Academic/Self Evaluation Process

The major emphasis in the evaluation process will be based on Effectiveness in Teaching/Librarianship. An academic employee must consistently demonstrate **meritorious achievement in all nine categories** listed under Effectiveness in Teaching/Librarianship to be recommended for promotion and effective and competent achievement to be recommended for reappointment.

Substantial achievement must also be demonstrated for the Professional Growth and Professional Service criteria to be recommended for promotion/reappointment. Categories listed under these criteria are to serve as guidelines for individuals to develop documentation. **All categories need not be documented.** Sufficient documentation to show such achievement will be required.

Academic employees are responsible for providing evidence to substantiate their achievements within the criteria. Evidences listed under each category are examples and suggestions, not requirements. Promotion requests should be limited to two 2” 3-ring binders of consolidated quality support documentation. Materials submitted are limited to only those items since your last promotion. The promotion/reappointment standards will vary depending upon the rank of promotion which the applicant is seeking, i.e. the standards for Full Professor will be greater than those of Associate or Assistant Professor.

*Determination of applicability of an academic degree, further academic work, and directly related experience will be assessed at the time of the initial appointment. Determination of applicability after initial appointment will be made by School Dean/Director of the Library.

Criterion #1: Effectiveness in Teaching/Librarianship

Long and Short Term Organization and Preparation

Evidenced by:	Course outlines	Teaching Plans
	Course materials	Self-evaluation
	Teaching techniques	Student evaluation
	Tests	Colleague evaluation
	Projects	Supervisor's evaluation

Use of Teaching/Librarianship Technique(s) Appropriate to Objectives and Circumstances

Evidenced by:	Course outlines	Self-evaluation
	Course materials	Student evaluation
	Classroom observations	Colleague evaluation
	Teaching techniques	Supervisor's evaluation

Evaluation of Student Academic Performance (Similar criteria for Librarian evaluation of patron, employee performance)

Evidenced by: Grading policy
Criteria used in grading assignments
Teaching methods meeting learning needs of students
Timeliness of grading assignments
Self-evaluation
Student evaluation
Colleague evaluation
Supervisor's evaluation

Availability to Assist Students (Patrons) on an Individual Basis

Evidenced by:	Announced office hours	Student evaluation
	Unsolicited student remarks	Colleague evaluation
	Self-evaluation	Supervisor's evaluation

Definition of Goals, Objectives, Policies

Evidenced by: Course outlines
Written statement of goals and objectives
Self-evaluation
Student evaluation
Colleague evaluation
Supervisor's evaluation

Promote a Stimulating Environment for Learning

Evidenced by: Using/Applying technology
Training techniques, i.e. debate and student presentations
Self-evaluation
Student evaluation
Colleague evaluation
Supervisor's evaluation

Selection, Integration and Use of Available Resources

Evidenced by: Course outlines
Utilization of speakers
Text appropriate to level of use
Use of tapes, video, newspapers and magazines
Self-evaluation
Student evaluation
Colleague evaluation
Supervisor's Evaluation

Academic Advisement

Evidenced by: Self-evaluation
Student evaluation
Colleague evaluation
Supervisor's evaluation
Test and projects
Class materials

Subject Matter Knowledge Within Specialization

Evidenced by: Self-evaluation
Student evaluation
Colleague evaluation
Supervisor's evaluation
Research or consultation
Degrees, awards, honors, licenses
Work experience, professional reading, course work, seminars
Publication
Certification and renewals

Criterion #2: Professional Growth is any professional development activity related to the field of specialization and beyond the threshold level required for promotion.

<u>Formal Academic Work</u>	Evidenced by: Official transcript
<u>Formal Research Projects</u>	Evidenced by: Report of research project with evidence that appropriate methods were followed
<u>Sabbatical Leave</u>	Evidenced by: Formal report
<u>Honors, Awards, Licenses</u>	Evidenced by: Documentation of honors, awards, or licenses
<u>Workshops, Seminars, or Other Educational Experiences</u>	Evidenced by: Programs, dates, and information presented to department/school
<u>Grantsmanship</u>	Evidenced by: Grant proposals and/or reports
<u>Professional Associations</u>	Evidenced by: Report of involvement in professional association activities
<u>Work/Consultation Experience</u>	Evidenced by: Verification of experience indicating its nature and scope
<u>Professional Writing and/or Publishing</u>	Evidenced by: Copies of papers or published materials
<u>Artistic Performances and Exhibitions</u>	Evidenced by: Printed programs or other verification

Criterion #3: Professional Service

Department/School
Committees and Service

Evidenced by: Program development
Curriculum development
Committee work
Projects/events

College Service

Evidenced by: College-wide committees
Advisement of student groups
Projects/events

University Service

Evidenced by: University-wide committees
Projects/events
National, state, and local activities
Campus and/or SUNY Grant

Community Service

Evidenced by: Use of professional expertise to meet community
needs
National, state, local activities

Academic Advisement

Evidenced by: Self-evaluation
Student evaluation
Colleague evaluation
Supervisor's evaluation

Application for Academic Faculty Promotion and Verification of Eligibility

To be completed by the faculty member and submitted by the first Monday in November to the Department Chair, prior to evaluation. To be signed and attached to the promotion recommendation by the Department Chair.

Name _____ Current Date _____

Current Rank _____ Academic Department _____

Undergraduate Study

Year	School	Major	Semester Credit Hours	Degree	Trans. On File

Graduate Study

Year	School	Major	Semester Credit Hours	Degree	Trans. On File

Other Course Work - (Attach Documentation)

CEU's and Professional Credits Earned Applicable to this Promotion _____ (Attach Documentation)

Total Semester Credit Hours _____

Highest Earned Degree (s) _____

SUNY Cobleskill Academic Employment History

Date of Initial Term Employment _____

Initial Academic Rank _____

Date of Continuing Appointment _____

Number of years of teaching/librarianship experience at Cobleskill as of date of requested promotion _____

Teaching Experience Other than at SUNY Cobleskill

Years	School	Rank	Specialization

Non-teaching experience directly related, prior and/or subsequent to employment at SUNY Cobleskill

Non-Teaching Professional #Years/Date	Employer	Responsibilities

Industrial Experience Directly Related #Years/Date	Employer	Responsibilities

Professional Work Experience Directly Related

Prior to SUNY Cobleskill

Years of professional non-teaching experience directly related _____

Years of industrial or work experience directly related _____

Years of primary or secondary teaching experience _____

Years of college teaching experience (or equivalent) _____

Professional Work Experience Directly Related

During SUNY Cobleskill Employment

Years of professional non-teaching experience directly related _____

Years of industrial or work experience directly related _____

Years of other related professional experience _____

Previous Promotions:

To Assistant Professor/Librarian Date: _____

To Associate Professor/Librarian Date: _____

Transcripts and other documentation to verify the above are in my file in the Office of Human Resources.

In accordance with the criteria in Part IV of the Faculty Handbook, I, _____

request consideration for promotion to _____.

Rank

Signed/Date _____

Faculty Member

I acknowledge this request for promotion.

Signed/Date _____

Department Chair

Signed/Date _____

School Dean

I have reviewed the above and find minimum requirements for eligibility to be met and the entries to be correct.

Signed/Date _____

Provost/Vice President for Academic Affairs

**ACADEMIC SELF-EVALUATION AND
PROFESSIONAL GROWTH PLAN**

TO BE COMPLETED BY FACULTY MEMBER

Name _____ Date _____

Current Rank _____ Department _____

Evaluation Form for period 20____ through 20 ____

PURPOSE OF EVALUATION

The purpose of the self-evaluation document shall be to promote professional growth and to help provide a basis for the review of performance of the teaching faculty and librarians.

DEFINITION FOR RATING CATEGORIES

- O** *Outstanding* – Consistently exceeds performance expectations.
- HE** *Highly Effective* – Often exceeds the performance expectations.
- E** *Effective* – Generally meets performance expectations. Employee may exceed expectations or needs improvement in some areas. Performance is at the expected and usual level.
- NI** *Needs Improvement* – Does not always meet expectations. Immediate and substantive improvement in performance is required.
- U** *Unsatisfactory* – Fails to meet reasonable expectations. Immediate and substantive improvement in performance is required.

Evaluation to be used for:

- _____ 1. Effectiveness and self-improvement
- _____ 2. For promotion to _____
- _____ 3. For reappointment to _____
- _____ 4. For continuing appointment
- _____ 5. Other (such as merit or sabbatical leave) _____

Category #1 – Effectiveness in Teaching/Librarianship

Provide a variation and give examples for each criterion under documentation. Use additional pages if necessary. Refer to and add an appendix of sample items, etc., if desired.

- A. Long and short-term organization and preparation.
- B. Use of teaching/librarianship techniques appropriate to objectives and circumstances.
- C. Evaluation of student academic performance as noted by grading policies, adoption of various teaching methods, meeting learning needs of students. Refer to classroom observation form. (Use similar criteria for librarian evaluation of patron/employee performance).
- D. Availability to assist students (patrons) on individual basis.
- E. Definition and clarification of goals, objectives, and policies in academic/work responsibilities.
- F. Promotion of a stimulating environment for learning.
- G. Selection, integration, and adoption of available resources.
- H. Academic advisement. (May not apply to librarians.)
- I. Subject matter knowledge within field of specialization.

DOCUMENTATION

Category #2 – Professional Growth

Check the items which apply to you. Each item checked must be documented in writing. Use additional pages if necessary. Add an appendix if desired.

Professional growth within field of specialization as evidenced by:

- | | |
|---|---------------------------------------|
| _____ A. formal academic work | _____ G. formal research projects |
| _____ B. workshops, seminars, and other educational experiences | _____ H. honors, awards, licenses |
| _____ C. informal/independent academic work including reading, study, project, travel | _____ I. work/consultation experience |
| _____ D. sabbatical leave activities | _____ J. artistic performance and |
| _____ E. professional associations | _____ K. grants (personal/academic) |
| _____ F. professional writing | _____ L. other _____ |

DOCUMENTATION

Category #3 – Professional Service

Check the items that apply to you. Each item checked must be documented in writing. Use additional pages if necessary.

_____ A. Department/School committees and service

_____ B. College service:

_____ 1. Faculty Governance offices held, committees, and service

_____ 2. UUP offices held, committees and service

_____ 3. Service with student groups

_____ 4. Other college service

_____ C. University service (SUNY-wide)

_____ D. Community service

_____ E. Grants

_____ F. Other _____

DOCUMENTATION

Professional Growth Plan

This form is to be prepared by the faculty member and jointly reviewed/revised by the faculty member and Department Chair and/or Dean to serve as a guideline for the next evaluation. Short and long range plans should reflect faculty goals. A change may be initiated by the faculty member and amended in consultation with the Dean/Supervisor while the plan is in effect.

Name _____

Initial Appointment Date _____ Current Date _____

This form, completed by the faculty member and jointly reviewed/revised by the faculty member, Department Chair and/or Dean, must be submitted to the Vice President for Academic Affairs by no later than June 1 of the initial year of appointment and by the same date for each evaluation thereafter.

Short Range Professional Growth Plans

Describe in detail specific short range plans for professional growth during the coming academic year. Include separate sheet.

Long Range Professional Growth Plans

Describe in detail specific long range plans for professional growth beyond the coming academic year. Include separate sheet.

Faculty Signature

Date

I reviewed this plan and agree _____ disagree _____ with the goals set forth. (See attached statement.)

Department Chair Signature

Date

I reviewed this plan and agree _____ disagree _____ with the goals set forth. (See attached statement.)

Dean Signature

Date

Copies of this completed form are to be retained by the faculty member, Department Chair, and Dean.

ACADEMIC FACULTY EVALUATION FORM

TO BE COMPLETED BY EVALUATOR

Name _____ Date _____

Current Rank _____ Department _____

Evaluation Form for period 20____ through 20 ____

PURPOSE OF EVALUATION

The primary purpose of the evaluation system is self-improvement. Evaluation is also an integral part of the decision involving promotion and/or reappointment. At least **three** classroom observations need to be included to verify the evaluation process. The evaluation and subsequent recommendation of academic employees is primarily the responsibility of Department Chair/Director of Learning Resources.

Evaluation to be used for:

- _____ 1. Effectiveness and self-improvement
- _____ 2. For promotion to _____
- _____ 3. For reappointment to _____
- _____ 4. For continuing appointment
- _____ 5. Other (such as merit or sabbatical leave) _____

DEFINITION FOR RATING CATEGORIES

- O** ***Outstanding*** – Consistently exceeds performance expectations.
- HE** ***Highly Effective*** – Often exceeds the performance expectations.
- E** ***Effective*** – Generally meets performance expectations. Employee may exceed expectations or needs improvement in some areas. Performance is at the expected and usual level.
- NI** ***Needs Improvement*** – Does not always meet expectations. Immediate and substantive improvement in performance is required.
- U** ***Unsatisfactory*** – Fails to meet reasonable expectations. Immediate and substantive improvement in performance is required.

Cobleskill Academic Employment History

Date of Initial Term Appointment _____

Initial Academic Rank _____

Other Full Time Experience

Name of Institution _____ Year(s) _____

Name of Institution _____ Year(s) _____

Name of Institution _____ Year(s) _____

Cobleskill Academic Reappointment Dates: _____

Interruptions in Cobleskill Service

Type of Leave _____ Date _____

Type of Leave _____ Date _____

Promotions

To Assistant Professor/Senior Assistant Librarian Date _____

To Associate Professor/Associate Librarian Date _____

To Professor/Librarian Date _____

Signature _____
Applicant Date

Signature _____
Evaluator and Title Date

Performance Category #1 – Effectiveness in Teaching

An academic employee must consistently demonstrate outstanding or highly effective achievement in **over half** of the criteria listed in this category to be recommended for promotion/reappointment. You may refer to the faculty handbook for some examples of evidence to include in the documentation. Because many people review this document, please write specific comments in the narrative of each item for **Category #1** that will help the reviewers make an informed recommendation.

A. Long and short-term organization and preparation:

O _____ HE _____ E _____ NI _____ U _____

Narrative:

B. Use of teaching techniques appropriate to objectives and circumstances:

O _____ HE _____ E _____ NI _____ U _____

Narrative:

C. Evaluation of student academic performance as noted by grading policies, adoption of various teaching methods, meeting learning needs of students. Refer to classroom observation form.

O _____ HE _____ E _____ NI _____ U _____

Narrative:

D. Availability to assist students on individual basis:

O _____ HE _____ E _____ NI _____ U _____

Narrative:

E. Definition and clarification of goals, objectives, and policies in academic/work responsibilities:

O _____ HE _____ E _____ NI _____ U _____

Narrative:

F. Promotion of a stimulating environment for learning:

O _____ HE _____ E _____ NI _____ U _____

Narrative:

G. Selection, integration, and adoption of available resources:

O _____ HE _____ E _____ NI _____ U _____

Narrative:

H. Academic advisement:

O _____ HE _____ E _____ NI _____ U _____

Narrative:

I. Subject matter knowledge within field of specialization:

O _____ HE _____ E _____ NI _____ U _____

Narrative:

Summary Statement - Include Strengths and Areas for Improvement

This faculty member was observed in his/her classroom on the following dates:

Date _____ by _____

Date _____ by _____

Date _____ by _____

Date _____ by _____

The attached Classroom Observation Forms were reviewed with the faculty member.

Circle the Overall Rating for Category 1	Outstanding O	Highly Effective HE	Effective E	Needs Improvement NI	Unsatisfactory U
---	------------------	---------------------------	----------------	----------------------------	---------------------

Performance Category #2 – Professional Growth

TO BE COMPLETED BY EVALUATOR

Substantial professional growth achievement must be demonstrated to be recommended for promotion/reappointment. Criteria listed under this category serve as guidelines. Substantial can be defined as evidence of growth in at least three (3) of the eleven (11) areas listed below including “other”.

- | | |
|---|--|
| <p>_____ A. formal academic work</p> <p>_____ B. workshops, seminars, and other educational experiences</p> <p>_____ C. informal/independent academic work including reading, study, project, travel</p> <p>_____ D. sabbatical leave activities</p> <p>_____ E. professional associations</p> <p>_____ F. professional writing</p> | <p>_____ G. formal research projects</p> <p>_____ H. honors, awards, licenses</p> <p>_____ I. work/consultation experience</p> <p>_____ J. artistic performance and exhibitions</p> <p>_____ K. grants (personal/academic)</p> <p>_____ L. other _____</p> |
|---|--|

Summary Statement – Include Strengths and Areas for Improvement

Circle the Overall Rating for Category 2	Outstanding O	Highly Effective HE	Effective E	Needs Improvement NI	Unsatisfactory U
---	------------------	------------------------	----------------	-------------------------	---------------------

Performance Category #3 – Professional Service

TO BE COMPLETED BY EVALUATOR

Substantial professional service achievement must be demonstrated to be recommended for promotion/reappointment. Substantial can be defined by extensive evidence of professional service in any one area or a moderate amount in two or more of the areas listed below:

- _____ A. Department committees and service
- _____ B. College service:
 - _____ 1. Faculty Governance offices held, committees, and service
 - _____ 2. UUP offices held, committees and service
 - _____ 3. Service with student groups
 - _____ 4. Other college service
- _____ C. University service (SUNY-wide)
- _____ D. Community service
- _____ E. Grants
- _____ F. Other _____

Summary Statement

Summary statement should clearly indicate individual responsibilities and/or role for offices, committees, and student groups. Include strengths and areas for improvement.

Circle the Overall Rating for Category 3	Outstanding O	Highly Effective HE	Effective E	Needs Improvement NI	Unsatisfactory U
---	------------------	---------------------------	----------------	----------------------------	---------------------

Evaluation Conference Summary

Select and complete the appropriate section.

() A. This evaluation has been completed for purposes of self-improvement only.

() B. This evaluation has been completed for purposes of reappointment and/or promotion.

Comments:

Recommendation for Reappointment and/or Promotion

Name _____

(is/is not) recommended for promotion to the rank of _____

(is/is not) recommended for reappointment to a _____ year term

(is/is not) recommended for continuing appointment

Signature _____
Evaluator Date

I do/do not concur with this recommendation.

Signature _____
Dean/Director Date

I have reviewed this report.

Signature _____
Faculty Member Date

A statement is attached. _____ Yes _____ No

Classroom Observation Form and Mentoring Guide

Faculty Member Observed _____ Date _____

Evaluator _____ Class Observed _____

Purpose of Observation

Requested for Self Improvement _____ Required for Reappointment/Promotion _____

Type of Classroom Visit

Announced _____ Unannounced _____

For each of the four categories, please indicate a written comment for each item listed, then provide a summary statement to include any specific recommendations for improvement.

Category 1 – Knowledge of Subject	
Demonstrated knowledge of current information on subject	
Added interpretation or evaluation of subject where appropriate	
Connected subject with related fields of interest to students	
Challenged students to develop thinking skills	

Comments:

Circle the Overall Rating for Category 1	Outstanding O	Highly Effective HE	Effective E	Needs Improvement NI	Unsatisfactory U
---	------------------	------------------------	----------------	-------------------------	---------------------

Category 2 – Preparation	
Planning included clearly defined objectives for class period	
Instructional materials showed evidence of thoughtful preparation	
Assignments designed to promote learning	
Class activities well-suited to class objectives	
Specific class objectives directly related to overall course objectives	
Illustrative examples pertinent to course and student/interest abilities	
Classroom environment conducive to teaching/learning (if under instructor's control)	

Comments: (Including specific recommendations for improvement)

<i>Circle the Overall Rating for Category 2</i>	Outstanding O	Highly Effective HE	Effective E	Needs Improvement NI	Unsatisfactory U
--	------------------	------------------------	----------------	-------------------------	---------------------

Category 3 – Presentation	
Communicated effectively to class	
Objectives for class clearly communicated	
Use of board or other appropriate technology	
Instructional techniques conveyed subject matter	
Exhibited positive attitude or enthusiasm for subject/teaching	
Coped well with distractions (i.e. environment, room, equipment, class size)	
Brought class to appropriate and timely conclusion	
Made good use of the class period	

Comments: (Including specific recommendations for improvement)

<i>Circle the Overall Rating for Category 3</i>	Outstanding O	Highly Effective HE	Effective E	Needs Improvement NI	Unsatisfactory U
--	------------------	------------------------	----------------	-------------------------	---------------------

Category 4 – Interaction	
Encouraged dialogue and exchanges between students when appropriate	
Exhibited good listening skills	
Displayed sensitivity in responding to student questions, answers or comments	
Maintained good contact with entire class	
Answered student questions thoroughly and clearly	
Encouraged active student response	
Displayed flexibility as strengths/weaknesses of class revealed	

Comments: (Including specific recommendations for improvement)

<i>Circle the Overall Rating for Category 4</i>	Outstanding O	Highly Effective HE	Effective E	Needs Improvement NI	Unsatisfactory U
--	------------------	------------------------	----------------	-------------------------	---------------------

The class observed was generally satisfactory/unsatisfactory. Please list the essential reasons for this judgement.

Signed _____ Date _____
Evaluator

I have read this evaluation. A statement is attached: Yes _____ No _____

Signed _____ Date _____
Faculty Member

Leave of Absence

Sabbatical Leave

1. **Policy.** Sabbatical leaves for professional development may be made available to members of the professional staff who meet the requirements set forth below. The objective of such leave is to increase an employee's value to the University and thereby improve and enrich its program. Such leave shall not be regarded as a reward for service nor as a vacation or rest period occurring automatically at stated intervals.
2. **Purpose.** Sabbatical leaves shall be granted for planned travel, study, formal education, research, writing or other experiences of professional value.
3. **Eligibility.** Academic employees having continuing appointments and College administrative officers not in a negotiating unit established pursuant to Article XIV of the Civil Service Law who have completed at least six consecutive years of service within the University or who, if they previously have had a sabbatical leave, have completed at least six consecutive years of service within the University from the date of return of their last sabbatical leave, shall be eligible for sabbatical leave. In computing consecutive years of service for the purpose of this section, periods of vacation leave and periods of sick leave with salary shall be included; periods of leaves of absences, other than vacation and sick leave with salary, and periods of part-time service shall not be included, but shall not be deemed an interruption of otherwise consecutive service.
4. **Terms and Conditions.** Sabbatical leaves may be granted for periods of one year at rates not to exceed one-half basic annual salary or for periods of one-half year at rates not to exceed full basic annual salary. Eligible employees on sabbatical leave may, with the prior approval of the Chief Administrative Officer, accept fellowships, grants-in-aid, or earned income to assist in accomplishing the purposes of their leaves. In such cases, the Chief Administrative Officer may adjust the sabbatical leave salaries to reflect such income, either prior to or during the periods of such leaves, provided, however, that in no case shall sabbatical leave salary be reduced if total earnings are less than full salary.
5. **Applications.** Applications for sabbatical leaves shall be submitted to the Chief Administrative Officer as far in advance as possible of the requested effective date of the leave, but in no event later than six months in advance of such date unless such requirement is expressly waived by the Chief Administrative Officer. Each application shall include a statement outlining the program to be followed while on sabbatical leave, indicating any prospective income, stating that the applicant will continue as a member of the professional staff for a minimum of one year upon return and stating that upon return, the applicant will submit to the Chief Administrative Officer a detailed report of professional activities and accomplishments while on sabbatical leave.
6. **Approval.** Consistent with provisions of Section 4 of this title, the Chief Administrative Officer may approve each sabbatical leave as he or she deems appropriate and such leave shall be reported to the Chancellor.
7. **Leave Credits.** Vacation leave and sick leave credits shall not be accrued or used during sabbatical leave.

8. Procedures for Applying for Sabbatical Leave

- a. By October 1, the President notifies the faculty of the first Monday in November closing date for filing a preliminary application for Sabbatical. The preliminary applications are submitted to the appropriate Dean or Department Chair by the November deadline.
- b. The final application forms are submitted to the Deans or Department Chairs by the first day of classes of the Spring semester. The Dean or Department Chair will review the form with the applicant.
- c. The Dean reviews the application with the Department Chairpersons where appropriate and forwards the application to the Provost/Vice President for Academic Affairs by the *third* Monday in February; or,
 - a. The Department Chair views the application with his/her immediate supervisor and forwards the application to the appropriate Vice President by the *third* Monday in February.
 - b. The Academic Personnel Policies Committee will review applications from the academic faculty and send them in ranked order to the Provost/Vice President for Academic Affairs. The Vice President for Academic Affairs will then forward the recommendations of the Academic Personnel Policies Committee to the President by the *fourth* Monday in March; or,
 - c. The Vice President of Administration and Vice President for Student Affairs, in conjunction with Department heads of those professional employees submitting applications, will review and forward recommendations to the President by the *fourth* Monday in March.
- d. At the earliest possible date, the President will notify applicants of the action taken.

STATE UNIVERSITY OF NEW YORK
COLLEGE OF AGRICULTURE AND TECHNOLOGY
COBLESKILL, NY 12043

PRELIMINARY APPLICATION FOR SABBATICAL LEAVE

FINAL APPLICATION FOR SABBATICAL LEAVE

(Please type. Attach additional information when necessary)

NAME: _____

TITLE/RANK: _____

DEPARTMENT: _____

DATE OF INITIAL APPOINTMENT: _____

DATE OF PRIOR LEAVE: _____

LEAVE REQUEST FOR:

FALL _____ SPRING _____ ACADEMIC YEAR _____
(Year) (Year)

PURPOSE OF LEAVE: _____

(Specify: formal education, research, writing, travel/study, other)

SABBATICAL LEAVE PROPOSAL

Please provide a complete and detailed description of your proposed sabbatical leave, including activities you plan to accomplish during the leave, location of these activities, a schedule for completion of activities, and other information specific to your leave. Explain why a leave is essential for accomplishing your objectives.

EVIDENCE OF BENEFIT TO DEPARTMENT/COLLEGE

Explain how your leave would improve and enrich your department and the college/SUNY.

PROFESSIONAL DEVELOPMENT ACTIVITIES

Please cite and describe your professional development activities for the past five (5) years starting with the most recent, e.g., formal education, research, travel/study, publications or other such activities. Please give dates, locations, and other specifics.

SUPPLEMENTARY INCOME

Persons on leave may, with the prior approval of the President of the campus, accept fellowships, grants-in-aid, or earned income to assist in accomplishing the purposes of their leaves. In such cases, the President may adjust the leave salaries to reflect such income. Please state the sources, and amount of income you will receive.

STATEMENT OF INTENT

I have read the statements on sabbatical leaves from both the Policies of the Board of Trustees and the SUNY Cobleskill Faculty Handbook. I understand the conditions and requirements set forth in these publications and agree to fulfill them if the sabbatical leave is approved.

I intend to continue as an employee of the college for a minimum of one year upon completion of my sabbatical leave. I further understand that if I do not meet this requirement, that I agree to repay all salary earned during my sabbatical leave.

Further, I understand it is my obligation to submit a report of my sabbatical activities no later than the end of the first full semester after my return. This report, which shall be submitted to the President, will describe the activities accomplished during the leave and their benefit to the college.

I also understand that if the number of sabbatical leave awards available is exceeded by the number of approved applicants, my application for sabbatical leave may be delayed and considered in the next round of sabbatical application rankings. If approved, I understand that my application will remain active for the current and following academic year. I understand that once in applicant pool, I will not have to reapply for sabbatical leave.

Signature of Applicant

Date

I have reviewed the application for sabbatical leave and I endorse it for further consideration.

I have reviewed the application for sabbatical leave and I do not endorse it for further consideration.

Signature of the Department Chair/Immediate Supervisor

Date

I have reviewed the application for sabbatical leave and I endorse it for further consideration.

I have reviewed the application for sabbatical leave and I do not endorse it for further consideration.

Signature of the School Dean

Date

I have reviewed the application for sabbatical leave and I recommend this applicant for sabbatical leave.

I have reviewed the application for sabbatical leave and I do not recommend this applicant for sabbatical leave.

Signature of Provost/VP Academic Affairs

Date

APPC Rating Form for Sabbatical Leave Applications

Criteria for Rating Sabbatical Leave Applications

- A. Clarity of the proposal: To receive full consideration, the proposal must be understandable to the committee. Thus, the applicant is encouraged to define technical terms, to spell out acronyms, to supply sufficient detail so that the committee can appreciate the relation of the plan to the faculty member's present or intended assignments. If the proposal involves more than the faculty member's School that connection should be clearly stated and supported.
- B. Viability of the plan: The committee will weigh the practicality and worthiness of each plan. The applicant should supply sufficient evidence to show that the plan is realistic, beneficial, and achievable. For example, the committee will consider evidence that the applicant has sufficient groundwork for the sabbatical through appropriate reading, discussion with others in the field, or preliminary research.
- C. Benefits of the plan: The intended outcome of the sabbatical should be clear and concrete and in keeping with the professional aim and College assignments of the faculty member. Specific goals should be enunciated. The applicant should indicate how these goals will benefit the institution and the faculty member.

1 - Not clear in presentation and/or connection to the needs and plans of the Department/ School/College

Return to APPC by _____

2 - Needs some clarification

Return to APPC by _____

3 - Very clear and focused on the needs and plans of the Department/School/College

Clarity of Proposal: Average APPC score: _____	Viability of the Plan: Average APPC score: _____	Benefits of the Plan: Average APPC score: _____
---	---	--

_____ APPC has reviewed the application for sabbatical leave and endorses it for further consideration.

_____ APPC has reviewed the application for sabbatical leave and does not endorse it for further consideration.

Signature of APPC Chair

Date

Title F. Other Leaves

9. Approval
 - a. Other Leaves for Academic Employees. The chief administrative officer may recommend to the Chancellor other leaves of absence for employees at full or reduced salary, or may grant employees leaves of absence without salary, for the purpose of professional development, acceptance of assignments of limited duration with other universities and colleges, governmental agencies, foreign nations, private foundations, corporations and similar agencies, as a faculty member, expert, consultant or in a similar capacity, or for other appropriate purposes consistent with the needs and interests of the University. Leave of absence without salary may also be granted under appropriate circumstances, for the purpose of child care. Leaves of absence at full or reduced salary pursuant to provisions of this section shall be subject to the approval of the Chancellor, and such leaves granted shall be reported to the Board of Trustees.
 - b. Leaves of Absence for Professional Employees and Other Professional Staff. The chief administrative officer may recommend to the Chancellor other leaves of absence for employees at full or reduced salary, or may grant employees leaves of absence without salary, for the purpose of professional development, acceptance of assignments of limited duration with other universities and colleges, governmental agencies, foreign nations, private foundations, corporations and similar agencies, as a faculty member, expert, consultant or in a similar capacity, or for other appropriate purposes consistent with the needs and interests of the University. Leave of absence without salary may also be granted under appropriate circumstances, for the purpose of child care. Leaves of absence at full or reduced salary pursuant to provisions of this section shall be subject to the approval of the Chancellor, and such leaves granted shall be reported to the Board of Trustees.
8. Application. Applications for such leaves of absence shall be made to the chief administrative officer. Each such application shall include a statement of the purpose for which the leave is requested, its anticipated duration and its values to the applicant and the University.
9. Leave Credits. Vacation leave and sick leave credits shall not be accrued or used during a period of leave pursuant to provisions of this section.

Guidelines for Professional Credits

Requests for Professional Credit are limited to twelve (12) credits for any one activity for the following reasons:

1. Professional credits are equivalent to graduate credits in promotional requirements and should reflect an accumulation of a substantial body of knowledge.
2. It is difficult to acquire the equivalent knowledge of more than four (4) graduate courses with any one activity.

3. The review procedure is not set up to effectively evaluate an activity representing more than twelve (12) credits of work. To adequately review the substitution of large numbers of graduate credits would require extensive documentation and subject knowledge beyond the scope of the professional credit review process.
4. Faculty desiring more than twelve (12) professional credits for their activities are encouraged to work with Empire State College to accomplish the evaluation.

Types of experience for which professional credits may be granted. These activities are supplemental to and not in lieu of formal academic study.

1. *Attendance at workshops, institutes, etc.*, which are substantial in content and directly relevant to faculty member's job responsibilities including the professional development programs coordinated through the Office of Lifelong Learning.
2. *Publications* - Published materials (textbooks, articles, etc.) in one's own teaching field that contribute to the professional development of the faculty member.

Unpublished materials (procedures manuals, workbooks, etc.) which enhance the basic course content or job responsibility and go beyond the basic requirements for teaching or job performance.

Format of publication includes non-print (computer programs, videotapes, and other audiovisual materials) as well as print materials.

Criteria to consider for credits granted include substance, length, time involved in project, contribution to the teaching field, and contribution to professional growth.

3. Non-teaching work experience in one's own teaching field as a means of updating skills and knowledge.

Types of experience for which professional credits *cannot* be granted:

Credit Programs--any program, seminar or experience carrying regular academic credit.

High School Equivalency--programs leading to the high school equivalency certificate or diploma.

Orientation Programs--educational programs which deal in such internal topics as orientation in rights, benefits and responsibilities, organizational structure; or on-the-job methods, processes or procedures.

Committee Meetings--committee activities.

Policy Assignments--conferences, delegate assemblies, or similar meetings for policy-making purposes.

Meetings and Conventions--meetings and conventions of societies and associations do not qualify, per se, as continuing education. Educational activities programmed independently and held concurrently with these meetings may meet the criteria for waiver.

Mass Media Programs--casual participation in programs delivered through the media such as television, radio, newspapers do not qualify.

Entertainment and Recreation--attendance at lecture series, cultural performances, entertainment or recreational meetings or activities, and participation in travel groups do not qualify unless these activities are an integral part of a larger educational program.

Self-Directed Studies--individual, self-directed studies or other forms of independent learning experiences that are not subject to later verification.

Procedures for Application

Proposal Review Procedures for Requests of *More than Three (3) Professional Credits*

For requests of more than three (3) professional credits, an outline of the proposed professional activity should be presented to the School Dean or Director of the Library and the Academic Faculty Personnel Policies Committee for review *PRIOR TO THE ACTIVITY*.

1. The application shall be submitted, in writing, to the Dean or Director of the Library. The Application for Professional Credit form should be used.
2. If the Dean approves the proposal, it will be forwarded to the APPC with the Dean's signature. If the proposal is not approved, it shall be returned to the faculty with an explanation.
3. The APPC will review the proposal forwarded by the Dean. If there are any problems, the APPC will contact the faculty member and the Dean to resolve the issues. When the APPC is satisfied that the proposal meets the guidelines, it will be signed by the chair and a copy returned to the faculty member and the Dean.
4. After the project is completed, the faculty member will follow the normal procedures for professional credit application as outlined below.

Application for Professional Credit

1. The application shall be submitted, in writing, to the School Dean or Director of the Library. The application shall only include activities accomplished over the seventy-two (72) months preceding the date of application. *APPLICATION FOR MORE THAN THREE (3) CREDITS MUST BE APPROVED AHEAD OF TIME*. See Proposal Review procedures.
2. The application shall consist of:
 - a. A complete copy of Summary of Qualifications
 - b. Title of the activity (or copy of program, etc.)
 - c. A clear and specific statement of objectives
 - d. A detailed description of the procedures followed in pursuing the activity; including actual time involved
 - e. A rationale for the activity in which the applicant shall:
 - state the nature and scope of the activity,
 - show the correlation between the activity and the applicant's professional responsibilities, professional growth and contribution to the teaching field;
 - provide a brief statement of previous formal training and/or related experience.

- f. Where appropriate (such as non-teaching work experience) verification from the supervisor/dean/department chair or someone with the capability of monitoring the work of this individual is to be designated *BEFORE* the activity takes place.
- g. The number of professional credits that the applicant wishes to be granted for the learning activity undertaken. The applicant should also include a justification for the number of professional credits requested. One professional credit shall be equivalent to one graduate hour in promotion requirements. *ANY ONE ACTIVITY WILL BE GRANTED NO MORE THAN TWELVE (12) CREDITS.*

One Professional Credit (PC) equals 30 hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. For programs awarding CEUs, 3 CEU = 1 PC. In non-CEU programs, "participation" should be defined as combinations of in-class instruction and out-of-class preparation, with the *minimum* in-class instruction totaling 15 hours.

For example, 1 PC = 30 hours instruction; or 20 hours instruction, + 10 hours preparation; or 15 hours instruction, + 15 hours preparation.

Some guidelines that can be used in determining the number of professional credits granted: Credit recommendations as listed in:

National Guide to Credit Recommendations for Non-Collegiate Courses (American Council on Education)

Guide to Educational Programs in Non-Collegiate Organization (New York State Education Department)

<u>Learning Activity</u>	<u>Professional Credits Granted</u>
"Weekend" Workshop (substantial in content)	1/2 to 1
Week-Long Workshop	1 to 2
Semester Full-time Work Experience	Up to 12
Published article	Up to 3
Published manual or book	Up to 12
Chapter in a professional book	Up to 4

The Dean or the Director of the Library will forward the application, along with their recommendation, to the Chairperson of the Academic Faculty Personnel Policies Committee. In addition, a copy of this recommendation will be sent to the faculty member.

Evaluation of Applications

The Academic Personnel Policies Committee will review the application and will make a recommendation to the President concerning the acceptability of the proposal and the number of professional credits to be granted (copy to Dean and Director of the Library and the faculty member). CEU's earned outside of the Cobleskill Campus must be petitioned for acceptance. If additional input is required, it will be requested by the committee.

Definition – Continuing Education Units (CEU's)

The Continuing Education Unit (CEU) is an internationally recognized measure of participation in a continuing professional education program. One continuing Education Unit (1.0) is defined as “Ten contact hours of participation in organized continuing education experience under responsible, qualified direction”. (International Association for Continuing Education and Training, Criteria and Guidelines for Quality Continuing Education and Training Programs, 1998)

The faculty member will receive final written notification from the President concerning the number of professional credits granted by. A copy of this decision will be placed in the applicant's personnel file.

Credits that are to be used to meet promotion requirements must have been granted prior to the deadline for promotion application.

One professional credit shall be equivalent to one graduate hour in promotion requirements. Professional credits may be substituted for not more than ten (10) semester hours of graduate credit at the level of Assistant Professor, twenty (20) at the level of Associate Professor and thirty (30) at the level of Professor.

Thirty (30) hours are the maximum number of credits that may be substituted by a faculty member.

Once professional credits are used for a promotion, they cannot be used again for a second promotion.

APPLICATION FOR PROFESSIONAL CREDIT

(to be used for both Proposal and Applications)

This page is to be used as the first page for a request for Professional Credit.

NAME _____

DATE _____

CURRENT RANK _____

Have you ever applied for substitute professional credits?
If so, when?

Please attach a copy of any previous professional credit requests with the professional credits granted.

How many professional credits are you currently applying for?

What time period is the application covering?

Please give a description of your current proposal for professional credit(s).

What degrees do you currently hold?

Degree Field of Specialization

How many graduate credits do you currently have beyond your highest degree?

Undergraduate Graduate Professional Credits Total

Dates of initial appointment and last promotion.

Applicant's Signature

APPROVED BY:

Department Chairperson's Signature

School Dean's Signature

Chairperson, APPC

****ATTACH APPROPRIATE DOCUMENTATION****

SUMMARY OF QUALIFICATIONS

This page is to be used as the first page for requests both for waivers and substitute professional credits.

NAME _____ CURRENT RANK

Have you ever applied for a waiver?

When did you apply?

What was the outcome of the decision?

Please attach a copy of the previous waiver request(s).

Have you ever applied for substitute professional credits?

When did you apply?

What are the total professional credits granted?

Please attach a copy of the previous professional credit request(s).

What degrees do you currently hold?

Degree

Field of Specialization

How many credits do you currently have, including all degrees?

UNDERGRADUATE

GRADUATE

PROFESSIONAL CREDITS

TOTAL

How many graduate credits do you currently have *beyond* your highest degree?

Dates of initial appointment and last promotion.

2.2 – Professional Employees (Non-Teaching Professionals)

Responsibilities of Employees

Safety - A professional employee is responsible for the safety of students and employees under his/her supervision. Besides insuring that appropriate safeguards are in effect, professional employees are responsible for insuring that proper medical attention is given when an injury occurs and for completing, where applicable, the required accident report forms.

Personal Liability of University Employees

Section #17 - Indemnification of Officers and Employees of the State

1. The state shall save harmless and indemnify all officers and employees of the state from financial loss arising out of any claim, demand, suit or judgment by reason of alleged negligence or other act by such officer or employee provided that such officer or employee at the time damages were sustained was acting in the discharge of his/her duties and within the scope of his/her employment and that such damages did not result from the willful and wrongful act or gross negligence of such officer or employee and provided further that such officer or employee shall within five days of the time s/he is served with any summons, complaint, process, notice, demand or pleading, deliver the original or a copy thereof to the attorney general.
2. Upon such delivery the attorney general may assume control of the representation of such officer or employee. Such officer or employee shall cooperate fully with the attorney general's defense.
3. This section shall not in any way impair, limit or modify the rights and obligations of any insurer under any policy of insurance.
4. The benefits of this section shall inure only to officers and employees of the state and shall not enlarge or diminish the rights of any other party.

Reference: New York Public Officers Law

1. Article 7A (1977) of the State Finance Law allows any citizen, whether or not specially aggrieved, to bring an action against an officer or employee of the State who in the course of his/her duties has caused, is now causing, or is about to cause, a wrongful expenditure, misappropriation or any other illegal or unconstitutional disbursement of State funds or property. The statute permits the courts to require the offending employee to make restitution to the State for the value of the funds or other property unlawfully expended.

Evaluation and promotion of professional employees shall be made in accordance with Article XII, Title C of the *Policies of the Board of Trustees of the State University of New York*, and Article 30.2 in the current *Agreement* between the State of New York and United University Professions, Inc. Article XII, Title C of the *Policies* states:

1. **Policy**

It is the policy of the University to evaluate on a regular basis the performance of all professional employees and to give such employees consideration for promotion. The Chancellor or designee shall provide for the administration of systems for evaluation and promotion of such employees.

2. **Definitions**

- a. *“Promotion” shall mean an increase in a professional employee's basic annual salary with a change in title and movement to a higher salary rank, resulting from a permanent significant increase or change in his or her duties and responsibilities as a consequence of movement from one position to another of greater scope and complexity of function at the same or different college.*
- b. *“Immediate Supervisor” shall mean the person designated by the chief administrative officer for the purpose of evaluating professional employees.*

3. **Promotion**

- a. *Professional employees may apply, and upon such application shall receive consideration, for promotion to vacant professional employee positions in the Professional Services Negotiating Unit which are to be filled, or for promotion in their present positions, provided, however, that nothing contained herein shall affect or operate to invalidate any promotion or appointment nor shall anything contained herein be construed to require promotions or appointments to vacant positions in the Professional Services Negotiating Unit to be made from among professional employees presently employed by the University.*

To request a promotion either you or your supervisor must obtain a **Personnel Action Request Form** from the Office of Human Resources. For a promotion, the section entitled “*Request to Reclassify Professional Position*” must be completed in full. You should then forward to the Vice President for Administration in Human Resources the completed form, signed by the appropriate Department Chair or Dean, and attach a copy of your past and current performance programs and your current and requested MAC titles. Should your Department Chair or Dean choose not to forward the paperwork for the promotion to Human Resources, you may submit it without his or her signature. If your request to reclassify the professional position is denied, you have the right to contact the UUP grievance committee (see current UUP contract).

- b. *Prior to making promotions or recommendations to the Chancellor for promotion of professional employees, the chief administrative officer shall review the supervisory evaluation and recommendations relating to such employees, together with the recommendations, if any, of the appropriate professional staff committees established for such purpose.*

4. **Evaluation**

- a. *Each professional employee in the Professional Services Negotiating Unit shall have his/her performance evaluated by his/her immediate supervisor formally, in writing, once each year during the term of appointment and as changing conditions warrant, except where the employee is serving his/her final year in the University following notice of non-renewal. Such evaluation shall be based on a performance program determined by the immediate supervisor after consultation with the employee, a copy of which shall be given to the employee.*
- b. *Performance shall be characterized, in summary, as either satisfactory or unsatisfactory. A professional employee whose performance is characterized as unsatisfactory in a written report resulting from a formal evaluation may seek review of such report by the appropriate professional staff committee established for such purpose.*

5. **Criteria**

As they relate to the duties, responsibilities and objectives of the position in which a professional employee is being evaluated or for which such employee is being considered for promotion, the following criteria may include but not be limited to:

- a. *Effectiveness in performance - as demonstrated, for example, by success in carrying out assigned duties and responsibilities, efficiency, productivity, and relationship with colleagues.*
- b. *Mastery of specialization - as demonstrated, for example, by degrees, licenses, honors, awards, and reputation in professional field.*
- c. *Professional ability - as demonstrated, for example, by invention or innovation in professional, scientific, administrative, or technical areas; i.e., development or refinement of programs, methods, procedures, or apparatus.*
- d. *Effectiveness in University service - as demonstrated, for example, by such things as College and University public service, committee work, and involvement in College or University related student or community activities.*
- f. *Continuing growth - as demonstrated, for example, by continuing education, participation in professional organizations, enrollment in training programs, research, improved job performance and increased duties and responsibilities.*

6. **Action by Chief Administrative Officer**

Notwithstanding anything contained herein the chief administrative officer of a college may promote or recommend for promotion directly to the Chancellor, or designee, any professional employee in the Professional Services Negotiating Unit at the chief administrative officer's college.

Article 30.2 of the Agreement (1995-99) states:

1. Evaluation and promotion of employees shall be made in accordance with Article XII of the Policies.
2. Subject to provisions of this Agreement, the system of evaluation for professional employees shall be as specified in the Memorandum of Understanding dated September 30, 1981, between the University and UUP relating to a system of evaluation for professional employees, and the system of promotion for professional employees shall be as specified in the Memorandum of Understanding dated August 8, 1989, between the University and UUP relating to a system of promotion for professional employees. Such Memoranda of Understanding shall be statements of mutual intentions and shall not constitute agreements under Article 14 of the Civil Service Law or for any other purpose.

Service Credit – Article XI, Title C, #4 Section (c) *Policies of the Board of Trustees*

- (1) In determining eligibility for permanent appointment under this section, satisfactory full-time prior service in a professional title at any one college of the University may, at the request of the professional employee and in the discretion of the Chancellor, or designee, be credited as service, up to a maximum of three years, at the time of appointment at another college. Waiver of all or part of this service credit shall be granted upon written request of the employee to the chief administrative officer not later than six months after the date of appointment at the college.*
- (2) In computing consecutive years of service for the purpose of appointment or reappointment of professional employees, periods of leave of absence at full salary and periods of full-time service in probationary and temporary appointments granted pursuant to this Title shall be included; periods of leave of absence at partial salary or without salary and periods of part-time service shall not be included but shall not be deemed an interruption of consecutive service for other purposes.*

Leave of Absence

Sabbatical Leave

1. Policy. Sabbatical leaves for professional development may be made available to members of the professional staff who meet the requirements set forth below. The objective of such leave is to increase an employee's value to the University and thereby improve and enrich its program. Such leave shall not be regarded as a reward for service nor as a vacation or rest period occurring automatically at stated intervals.
2. Purpose. Sabbatical leaves shall be granted for planned travel, study, formal education, research, writing or other experiences of professional value.
3. Eligibility. Academic employees having continuing appointments and College administrative officers not in a negotiating unit established pursuant to Article XIV of the Civil Service Law who have completed at least six consecutive years of service within the University or who, if they previously have had a sabbatical leave, have completed at least six consecutive years of service within the University from the date of return of their last sabbatical leave, shall be eligible for sabbatical leave. In computing consecutive years of service for the purpose of this section, periods of vacation leave and periods of sick leave with salary shall be included; periods of leaves of absences, other than vacation and sick leave with salary, and periods of part-time service shall not be included, but shall not be deemed an interruption of otherwise consecutive service.

4. Terms and Conditions. Sabbatical leaves may be granted for periods of one year at rates not to exceed one-half basic annual salary or for periods of one-half year at rates not to exceed full basic annual salary. Eligible employees on sabbatical leave may, with the prior approval of the Chief Administrative Officer, accept fellowships, grants-in-aid, or earned income to assist in accomplishing the purposes of their leaves. In such cases, the Chief Administrative Officer may adjust the sabbatical leave salaries to reflect such income, either prior to or during the periods of such leaves, provided, however, that in no case shall sabbatical leave salary be reduced if total earnings are less than full salary.
5. Applications. Applications for sabbatical leaves shall be submitted to the Chief Administrative Officer as far in advance as possible of the requested effective date of the leave, but in no event later than six months in advance of such date unless such requirement is expressly waived by the Chief Administrative Officer. Each application shall include a statement outlining the program to be followed while on sabbatical leave, indicating any prospective income, stating that the applicant will continue as a member of the professional staff for a minimum of one year upon return and stating that upon return, the applicant will submit to the Chief Administrative Officer a detailed report of professional activities and accomplishments while on sabbatical leave.
6. Approval. Consistent with provisions of Section 4 of this title, the Chief Administrative Officer may approve each sabbatical leave as he or she deems appropriate and such leave shall be reported to the Chancellor.
7. Leave Credits. Vacation leave and sick leave credits shall not be accrued or used during sabbatical leave.
5. Procedures for Applying for Sabbatical Leave
 - a. By October 1, the President notifies the faculty of the first Monday in November closing date for filing a preliminary application for Sabbatical. The preliminary applications are submitted to the appropriate Dean or Department Chair by the November deadline.
 - b. The final application forms are submitted to the Deans or Department Chairs by the first day of classes of the Spring semester. The Dean or Department Chair will review the form with the applicant.
 - c. The Dean reviews the application with the Department Chairpersons where appropriate and forwards the application to the Provost/Vice President for Academic Affairs by the *third* Monday in February; or,
 - d. The Department Chair views the application with his/her immediate supervisor and forwards the application to the appropriate Vice President by the *third* Monday in February.
 - e. The Academic Personnel Policies Committee will review applications from the academic faculty and send them in ranked order to the Provost/Vice President for Academic Affairs. The Vice President for Academic Affairs will then forward the recommendations of the Academic Personnel Policies Committee to the President by the *fourth* Monday in March; or,
 - f. The Vice President of Administration and Vice President for Student Affairs, in conjunction with Department heads of those professional employees submitting applications, will review and forward recommendations to the President by the *fourth* Monday in March.
 - g. At the earliest possible date, the President will notify applicants of the action taken.

STATE UNIVERSITY OF NEW YORK
COLLEGE OF AGRICULTURE AND TECHNOLOGY
COBLESKILL, NY 12043

PRELIMINARY APPLICATION FOR SABBATICAL LEAVE

FINAL APPLICATION FOR SABBATICAL LEAVE

(Please type. Attach additional information when necessary)

NAME: _____

TITLE/RANK: _____

DEPARTMENT: _____

DATE OF INITIAL APPOINTMENT: _____

DATE OF PRIOR LEAVE: _____

LEAVE REQUEST FOR:

FALL _____ SPRING _____ ACADEMIC YEAR _____
(Year) (Year)

PURPOSE OF LEAVE: _____

(Specify: formal education, research, writing, travel/study, other)

SABBATICAL LEAVE PROPOSAL

Please provide a complete and detailed description of your proposed sabbatical leave, including activities you plan to accomplish during the leave, location of these activities, a schedule for completion of activities, and other information specific to your leave. Explain why a leave is essential for accomplishing your objectives.

EVIDENCE OF BENEFIT TO DEPARTMENT/COLLEGE

Explain how your leave would improve and enrich your department and the college/SUNY.

PROFESSIONAL DEVELOPMENT ACTIVITIES

Please cite and describe your professional development activities for the past five (5) years starting with the most recent, e.g., formal education, research, travel/study, publications or other such activities. Please give dates, locations, and other specifics.

SUPPLEMENTARY INCOME

Persons on leave may, with the prior approval of the President of the campus, accept fellowships, grants-in-aid, or earned income to assist in accomplishing the purposes of their leaves. In such cases, the President may adjust the leave salaries to reflect such income. Please state the sources, and amount of income you will receive.

STATEMENT OF INTENT

I have read the statements on sabbatical leaves from both the Policies of the Board of Trustees and the SUNY Cobleskill Faculty Handbook. I understand the conditions and requirements set forth in these publications and agree to fulfill them if the sabbatical leave is approved.

I intend to continue as an employee of the college for a minimum of one year upon completion of my sabbatical leave. I further understand that if I do not meet this requirement, that I agree to repay all salary earned during my sabbatical leave.

Further, I understand it is my obligation to submit a report of my sabbatical activities no later than the end of the first full semester after my return. This report, which shall be submitted to the President, will describe the activities accomplished during the leave and their benefit to the college.

I also understand that if the number of sabbatical leave awards available is exceeded by the number of approved applicants, my application for sabbatical leave may be delayed and considered in the next round of sabbatical application rankings. If approved, I understand that my application will remain active for the current and following academic year. I understand that once in applicant pool, I will not have to reapply for sabbatical leave.

Signature of Applicant

Date

I have reviewed the application for sabbatical leave and I endorse it for further consideration.

I have reviewed the application for sabbatical leave and I do not endorse it for further consideration.

Signature of the Department Chair/Immediate Supervisor

Date

I have reviewed the application for sabbatical leave and I endorse it for further consideration.

I have reviewed the application for sabbatical leave and I do not endorse it for further consideration.

Signature of the School Dean

Date

I have reviewed the application for sabbatical leave and I recommend this applicant for sabbatical leave.

I have reviewed the application for sabbatical leave and I do not recommend this applicant for sabbatical leave.

Signature of Provost/VP Academic Affairs

Date

APPC Rating Form for Sabbatical Leave Applications

Criteria for Rating Sabbatical Leave Applications

- A. Clarity of the proposal: To receive full consideration, the proposal must be understandable to the committee. Thus, the applicant is encouraged to define technical terms, to spell out acronyms, to supply sufficient detail so that the committee can appreciate the relation of the plan to the faculty member's present or intended assignments. If the proposal involves more than the faculty member's School that connection should be clearly stated and supported.
- B. Viability of the plan: The committee will weigh the practicality and worthiness of each plan. The applicant should supply sufficient evidence to show that the plan is realistic, beneficial, and achievable. For example, the committee will consider evidence that the applicant has sufficient groundwork for the sabbatical through appropriate reading, discussion with others in the field, or preliminary research.
- C. Benefits of the plan: The intended outcome of the sabbatical should be clear and concrete and in keeping with the professional aim and College assignments of the faculty member. Specific goals should be enunciated. The applicant should indicate how these goals will benefit the institution and the faculty member.

1 - Not clear in presentation and/or connection to the needs and plans of the Department/ School/College

Return to APPC by _____

2 - Needs some clarification

Return to APPC by _____

3 - Very clear and focused on the needs and plans of the Department/School/College

Clarity of Proposal:	Viability of the Plan:	Benefits of the Plan:
Average APPC score: _____	Average APPC score: _____	Average APPC score: _____

_____ APPC has reviewed the application for sabbatical leave and endorses it for further consideration.

_____ APPC has reviewed the application for sabbatical leave and does not endorse it for further consideration.

Signature of APPC Chair

Date

Title F. Other Leaves

9. Approval

- a. Other Leaves for Academic Employees. The chief administrative officer may recommend to the Chancellor other leaves of absence for employees at full or reduced salary, or may grant employees leaves of absence without salary, for the purpose of professional development, acceptance of assignments of limited duration with other universities and colleges, governmental agencies, foreign nations, private foundations, corporations and similar agencies, as a faculty member, expert, consultant or in a similar capacity, or for other appropriate purposes consistent with the needs and interests of the University. Leave of absence without salary may also be granted under appropriate circumstances, for the purpose of child care. Leaves of absence at full or reduced salary pursuant to provisions of this section shall be subject to the approval of the Chancellor, and such leaves granted shall be reported to the Board of Trustees.
- b. Leaves of Absence for Professional Employees and Other Professional Staff. The chief administrative officer may recommend to the Chancellor other leaves of absence for employees at full or reduced salary, or may grant employees leaves of absence without salary, for the purpose of professional development, acceptance of assignments of limited duration with other universities and colleges, governmental agencies, foreign nations, private foundations, corporations and similar agencies, as a faculty member, expert, consultant or in a similar capacity, or for other appropriate purposes consistent with the needs and interests of the University. Leave of absence without salary may also be granted under appropriate circumstances, for the purpose of child care. Leaves of absence at full or reduced salary pursuant to provisions of this section shall be subject to the approval of the Chancellor, and such leaves granted shall be reported to the Board of Trustees.

10. Application. Applications for such leaves of absence shall be made to the chief administrative officer. Each such application shall include a statement of the purpose for which the leave is requested, its anticipated duration and its values to the applicant and the University.

11. Leave Credits. Vacation leave and sick leave credits shall not be accrued or used during a period of leave pursuant to provisions of this section.

2.3 – Internal Career Advancement Program

Statement of Program

The State University of New York Agricultural and Technical College at Cobleskill recognizes the need for an internal career advancement program for its employees.

The College shall continue to grant advancements/promotions within rank and to upgrade positions in SL rank as each position warrants or as each employee merits such in-grade promotion and will give first consideration to SUNY Cobleskill full-time and part-time professional staff especially for career advancement/promotion to those vacant positions in the Professional Services Negotiating Unit regardless of rank. In other words, if an internal candidate meets the qualifications for a position, they should be given first consideration. SUNY Cobleskill hopes in this way to recognize the competency and contributions of its professionals as they significantly affect the quality of the institution as it strives to achieve its objectives, including those of affirmative action. The program is applicable to all vacancies regardless of rank in the bargaining unit which have not been waived in accordance with the waiver policy stated in the “Guidelines for the Employment of Professional Personnel,” as published November, 1997. At the discretion of the appointing authority, positions designated Management/Confidential levels may also be filled under this procedure.

Procedure

The State University of New York Agricultural and Technical College at Cobleskill has established the following procedure for providing career advancement/promotion opportunities for its professional employees and to recognize those who have given service to the University. (Professional employees shall mean an employee in the Professional Service Negotiating Unit, other than an employee with academic or qualified academic rank.)

1. All vacancies in the professional bargaining unit will be recruited through the **Internal Career Advancement Program** with the exception of those waived under the waiver policy. The posting will provide ten (10) working days for the receipt of internal letters of application for advancement/promotion.
2. Interested qualified full-time and part-time professional staff must file a letter of application for advancement/promotion with the Director of Human Resources within a ten (10) day working period following the publication of a vacancy on the campus SharePoint. The Director of Human Resources will acknowledge receipt of the letter(s) of application no later than one (1) day after the application deadline.
3. The Search Committee will process these applications following the “Guidelines for the Employment of Professional Personnel”.
 - If a recommendation for appointment is forwarded to the President, he may approve the request for an internal advancement/promotion or may require an open affirmative action search. The successful candidate shall accept or reject, in writing, the advancement/promotion within five (5) working days of receipt of the notification.

- If no letter of application is received in a timely fashion and/or no applicant can meet the minimal qualifications as stated on the vacancy notice, an open recruitment will be recommended. The Coordinator of the Search Committee will inform the President of his/her rationale for applicants not meeting the qualifications.
4. Any applicant found unqualified shall have the right to appeal the evaluation of the Search Committee. The appeal procedure shall be as follows:
 - The employee shall make that appeal in writing to the existing campus Promotion Review Panel within five (5) working days of receipt of notification.
 - The campus Promotion Review Panel shall consider the appeal and render its decision within ten (10) working days of receipt of the appeal. The decision of the campus Promotion Review Panel shall be forwarded to the College President with a copy to the appellant.
 - The College President may accept or reject the recommendation(s) of the campus Promotion Review Panel.
 5. In the event there are no applicants or appeals, the Office of Human Resources shall advertise the vacancy. If the search is unsuccessful and the position is redefined, the process will begin again. All letters of application submitted after the ten (10) day period will be considered in the normal affirmative action search.
 6. In order not to compromise Cobleskill's affirmative action goals, it will be the intention of the College to conduct an open affirmative action search for the final vacancy created by the **Internal Career Advancement Program**.

*The **Internal Career Advancement Program** for SUNY Cobleskill emerged as a cooperative venture of the SUNY Cobleskill community. All parties involved were truly committed to achieving a process whereby the points of view of the Administration, SUNY and UUP were represented.*

2.4 – Management Confidential Employees

Personal Liability of University Employees

Section #17 - Indemnification of Officers and Employees of the State

1. The state shall save harmless and indemnify all officers and employees of the state from financial loss arising out of any claim, demand, suit or judgment by reason of alleged negligence or other act by such officer or employee provided that such officer or employee at the time damages were sustained was acting in the discharge of his/her duties and within the scope of his/her employment and that such damages did not result from the willful and wrongful act or gross negligence of such officer or employee and provided further that such officer or employee shall within five days of the time s/he is served with any summons, complaint, process, notice, demand or pleading, deliver the original or a copy thereof to the attorney general.
2. Upon such delivery the attorney general may assume control of the representation of such officer or employee. Such officer or employee shall cooperate fully with the attorney general's defense.
3. This section shall not in any way impair, limit or modify the rights and obligations of any insurer under any policy of insurance.
4. The benefits of this section shall inure only to officers and employees of the state and shall not enlarge or diminish the rights of any other party.

Reference: New York Public Officers Law

1. Article 7A (1977) of the State Finance Law allows any citizen, whether or not specially aggrieved, to bring an action against an officer or employee of the State who in the course of his/her duties has caused, is now causing, or is about to cause, a wrongful expenditure, misappropriation or any other illegal or unconstitutional disbursement of State funds or property. The statute permits the courts to require the offending employee to make restitution to the State for the value of the funds or other property unlawfully expended.

Evaluation of Management/Confidential Employees

Policy - It shall be the policy of SUNY Cobleskill to evaluate annually the performance of all Management/Confidential employees.

The purposes of this performance evaluation program are:

1. To promote the successful achievement of the College's mission and strategic plan.
2. To ensure that Management/Confidential employees clearly understand and effectively carry out the responsibilities of their positions and the expectations of their supervisors.

3. To promote the recruitment, professional development, and retention of a highly effective Management/Confidential team.
4. To identify and recognize individual performance.
5. To identify individuals prepared for career advancement.
6. To identify the need for training and professional development programs.
7. To identify positions needing redefinition and reclassification.

Performance Program

At the beginning of the evaluation period, each supervisor will meet with his/her management/confidential employee(s) as a group for the purpose of establishing goals and objectives consistent with those to be achieved by the campus, school and/or department during the evaluation period. The evaluation period will normally cover 12 months (July 1 through June 30).

Based on the goals and objectives agreed upon, each management/confidential employee shall prepare a proposed performance program. The performance program contains two major elements: (1) the job description, which lists the major on-going responsibilities of the job, and (2) specific goals and objectives within the general job description that should be achieved during the evaluation period. The proposed program may also include criteria for evaluating the employee's performance. The criteria may include, but are not limited to, the following:

1. The manner in which the employee's performance helped attain the College's goals as outlined in the mission statement and strategic plan during the evaluation period.
2. The degree to which the employee's performance program objectives were achieved.
3. The ability to establish priorities consistent with the College's objectives.
4. The ability to exercise sound judgment in the decision-making process.
5. The ability to apply creativity in accomplishing assigned responsibilities.
6. The willingness and effectiveness with which the employee assists colleagues, including those in other offices where the work performed may require effective interaction.
7. Communication and interaction with staff, students, and other constituencies.
8. Relations with the public.
9. Adherence to and furtherance of the University's equal employment opportunity and affirmative action policies.

Upon initial appointment, the preparation of the performance program shall be the responsibility of the immediate supervisor in consultation with the new management/confidential employee.

The employee and the supervisor will meet to discuss the proposed program and make modifications as required. The supervisor is responsible for the final content of the performance program, subject to the approval of the appropriate vice president (if any). The signed original of the performance program is to be placed in the personnel file, with a copy provided to the employee. The performance program is subject to modification as required by changing conditions or circumstances.

Evaluation of Performance

Each management/confidential employee shall be formally evaluated annually by the employee's immediate supervisor. The evaluation of performance is a continuing process, however, and when a supervisor identified a need for improvement in performance, the supervisor shall immediately discuss the need with the employee and recommend appropriate improvements.

Near the close of each performance period, the supervisor may request or the employee may submit additional materials relevant to the evaluation of the employee's performance program. The immediate supervisor shall then prepare a performance evaluation in a brief, succinct narrative form for each employee.

In preparing the evaluation, the supervisor may solicit signed written comments regarding the employee's professional performance from those with whom the employee has a professional working relationship. Upon completion, the immediate supervisor shall forward the evaluation to the next higher supervisor (if any) for review and approval. After making appropriate revisions, if any, recommended by the next higher supervisor, the immediate supervisor shall give the employee a copy of the evaluation for review. Shortly thereafter, the supervisor will meet privately with the employee to discuss and review the evaluation. After written acknowledgement by the employee, the immediate supervisor will provide the employee with a copy of the evaluation. The signed original of the performance evaluation is to be placed in the employee's personnel file.

Appeals

When an employee, other than those reporting directly to the president, has a concern regarding either the performance program or the performance evaluation statement that cannot be satisfactorily resolved with the immediate supervisor, the employee shall have the right to meet and discuss the concern with the next higher level supervisor. The decision of the next higher level supervisor shall be final. The employee shall have the right to file written comments regarding the evaluation and such comments shall be attached to the performance evaluation statement.

Part III – Academic Policies

SECTION A - ADMISSIONS POLICIES

- 1.00 **Full Opportunity** - Admissions to SUNY Cobleskill follow the admissions policies and guidelines of State University. The College will, to the limits of its resources, admit all applicants it judges capable of successfully completing a prescribed program of study.
- 1.01 The College reserves the right to issue qualified acceptances.
- 1.02 The director of admissions will inform the applicant of the nature of the qualification.
- 1.03 Qualified applicants will be reviewed without regard to race, creed, color, sex, age, national origin, or physical or learning disability.
- 1.10 **Admissions Requirements** - To be eligible for admission, a candidate must graduate from a fully accredited and approved high school, receive a certificate of completion from a home school program which is in compliance with the laws of the student's home state, or earn a General Equivalency Diploma (GED).
- 1.11 A campus visit is strongly recommended for all applicants for the associate degree.
- 1.12 All applicants for the Liberal Arts and Sciences curriculum from Albany, Otsego, Saratoga, and Schoharie Counties will be given admissions preference. Applicants from other counties will be admitted in keeping with SUNY admissions policies for Colleges of Agriculture and Technology which have liberal arts and sciences programs. Such programs are limited to a 10 percent enrollment based on the total budgeted enrollment approved for the College.
- 1.20 **Notification of Acceptance** - The College uses "rolling admissions" whereby all applications are acted on as promptly as possible following completion of all admissions procedures.
- 1.30 **Early Admissions** - High school students may be admitted full-time to the College. They must be in good academic standing at their high schools, recommended by their counselors, have written permission from their parents or guardians, and have completed the SUNY formal application. The students will be responsible for completing the arrangements for meeting high school graduation requirements.
- 1.40 **Certificate Programs** - Students may be admitted to these programs as outlined in the College catalog.
- 1.50 **Educational Opportunity Program** - An applicant for the Educational Opportunity Program must be a resident of the State of New York, must have obtained a high school diploma or its equivalent, and must be judged educationally and economically disadvantaged.
- 1.51 An applicant is judged educationally disadvantaged if the applicant does not meet regular academic standards required for admission to the College curriculum specified on the application.
- 1.52 An applicant is judged economically disadvantaged if the applicant's family income or applicant's income adheres to criteria established for Higher Educational Opportunity Programs administered by the New York State Education Department. Special note: consult with EOP staff relative to current economic guidelines.

- 1.60 **Foreign Students** - The College encourages applications from citizens of other countries.
- 1.61 Students are expected to demonstrate competency in both written and spoken English by obtaining a minimum score of 500 on the Test of English as a Foreign Language (TOEFL) *or Internet-Based score of 61 (approved 10/10)*.
- 1.62 An evaluation of the previous education of each foreign applicant is made. Each applicant must present credentials equivalent to a completed program of secondary education in the United States in order to be eligible for admission to the undergraduate program.
- 1.70 **Readmissions Procedure** - Former full-time students who wish to apply for readmission to Cobleskill after a lapse of a semester or more must write to the director of admissions no later than March 1 for the fall semester and October 15 for the spring semester. Failure to comply with these deadlines may result in the College being unable to grant readmission.
- 1.71 If a student who requests readmission has a quality point average of less than 2.00, his/her request will be reviewed; and if reinstated, s/he will continue on academic probation.
- 1.80 **Second Degree Procedures** - The College provides the opportunity to earn two associate degrees and/or bachelor degrees, provided the second curriculum does not significantly duplicate the first. A second associate or bachelor degree will not be awarded for fulfilling the requirements of a different option or concentration of the original degree program.

The General Education requirements for the first degree may be applied toward the General Education requirements of the second degree. All major field requirements are the requirements specified in the College Catalog at the time of acceptance for the second associate or bachelor degree program.

For a second associate degree the requirements are as follows:

- First associate degree has been awarded.
- A minimum of 33 credits must be earned at SUNY Cobleskill above and beyond the first associate degree.
- Electives are by advisement.
- A minimum GPA of 2.00 in all course work completed in the second associate degree is required.

For a second bachelor degree the requirements are as follows:

- A minimum of 30 credit hours of significantly different academic work above and beyond the original bachelor's degree must be earned at SUNY Cobleskill as prescribed for the program of study for the second degree.
- No fewer than 15 credits ***MUST*** be earned by fulfilling upper level major field/professional requirements.
- The appropriate internship must be completed if required by the second degree program.

- 1.81 Matriculation for a second associate or bachelor degree is a privilege extended to students under exceptional circumstances. The students must have demonstrated satisfactory academic achievement in the first associate or bachelor degree program.
- 1.82 Students must file an application with the Admissions Office for a second degree.
- 1.83 Final approval for a second degree rests with the Director of Admissions.

SECTION B - TRANSFER POLICIES AND CREDIT BY EXAMINATION

- 2.00 Transfer students must have forwarded official copies of all their transcripts from all previously attended colleges to the registrar for evaluation. Credits are accepted, grades are not and will not be used to calculate the student's grade point average at Cobleskill. To determine academic standing and eligibility for retention, residence credit and transfer credit hours will be totaled. This total will be used to judge the student against the cumulative grade point average specified for hours completed.
- 2.01 With verification of the registrar, the appropriate dean, after consultation with department chair(s), may grant credit for courses completed successfully at other accredited institutions of higher education. Credits evaluated and accepted into one major field of study may *NOT* necessarily be accepted toward the major field requirements in another field of study. Change of major *REQUIRES* reevaluation of transfer credits by the dean with input from the department chair of the new major.
- 2.02 Credit may be granted for credit courses from accredited colleges, as certified by the registrar, in which grades of "C" (2.00) or better were earned, subject to evaluation by the appropriate dean with input from the department chair. If the student's incoming cumulative average is "C" (2.00) or better, credit for "C-" or "D+" grades may be accepted for elective credit only. *Physical Education transfer credits of Pass/Satisfactory may be applied towards Physical Education requirements regardless of legend (approved 1/20/11).*
- 2.03 Credits earned off campus are non-residence credits. No more than 33 total non-residence credits may be applied toward degree requirements for the associate degree. No more than one-half of the major field requirements may be non-residence credits.
- 2.04 Courses which have been evaluated as "*elective*" may be used to fulfill degree requirements (e.g., courses which are evaluated as SOSC, HIST or PSYC "*elective*" fulfill part or all of six hours of social science requirement). Courses evaluated as a "*free elective*" may only be used to fulfill the "*free elective*" requirement. The number of free electives required may differ based on the student's curriculum and degree. The transfer of these courses is based on the school dean's recommendation.
- 2.05 All hours granted under "Cobleskill Equivalent" are *semester* hours. Transfer institutions which use quarter hours are so noted on the evaluation. Quarter hour equivalency is 2/3 that of semester hours.
- 2.06 **Refusal of Credits** - Cobleskill College accepts credits from other accredited institutions when the nature, content, and level of the transfer credit is comparable to courses at Cobleskill. Transfer credit must be appropriate and applicable to the student's degree program and his/her educational goals. Cobleskill College has the right to refuse credit which does not meet these considerations.
- 2.11 **Associate Degree Courses** - The College normally accepts up to 66 credits toward the Bachelors programs and requires a minimum of a 2.00 GPA (grade point average).
- 2.15 **Transfer Credit to Complete Degree Requirements** - The date of graduation is determined by the date which SUNY Cobleskill receives the official transcript. In addition, all degree requirements must be met prior to the degree being awarded.

- 2.20 **Approval of Credits Obtained at Other Colleges after Admission to Cobleskill** - Students currently enrolled in a degree program must have prior approval from the advisor and dean (via signature on change of status form) for transfer of credits obtained at other colleges after admission to Cobleskill. Repeat of courses at another college already taken at Cobleskill will not change the grade earned at Cobleskill.
- 2.30 **Categories of Transfer Credit** - In addition to credit received from other accredited colleges, the credits accumulated in the following areas also count towards the maximum of 33 credits allowed as transfer credit for an associate degree: New York State College Proficiency Examination Program, the College External Examination Board Advanced Placement Examination, the College Level Examination Program and challenge examinations administered at Cobleskill College.
- 2.31 Credit may also be awarded for courses taken in non-collegiate settings, provided the dean so recommends to the vice president for academic affairs. The department/school faculty must approve the valuative guidelines, such as Guidelines to Educational Programs in Non-Collegiate Organizations, published by New York State Education Department, and Guide to Educational Experiences in the Armed Forces, published by the American Council on Education.
- 2.40 **Challenge Examinations** - Students who are registered and enrolled in courses designated with a "C" in the College catalog may challenge the course via examination within the add/drop period. Application is made with the dean or department chair.
- 2.41 Successful challenges are recorded on the challenge transmittal form, which is forwarded to the registrar. Students are assigned credit on the transcript, and a grade of "S" is recorded. See Section H – Grades, subsection 8.50 S/U Grades.
- A part-time student who completes a successful challenge may enroll in another course carrying an equal number of credit hours during the add/drop period without paying additional tuition and fees.
- Part-time students may add another course providing it does not bring them above 11.5 credits.
- 2.42 Students who fail the examination may not repeat the attempt. No credit is received and no entry is made on the transcript.
- 2.43 Limits on Challenge: Challenge examinations may not be used for (a) courses previously taken (whether passed or failed), or (b) courses at a level lower than the one in which the student has been placed or has completed earlier at any college.
- 2.50 **Credit by Published Examinations** - Matriculated students may receive credit by passing published proficiency examination(s) (see sections 2.54-2.56) provided the content is that of college course(s). Approval for such credit is granted by the appropriate dean.
- 2.51 Credit may be granted by the school dean if a grade of "C" or better is earned on the CPE or CLEP examinations, or if a "3" or better is earned on the College Entrance Examination Board Advanced Placement Examination (CEEB). Students should be advised that in transferring to other colleges, their AP credit may not be accepted at that level.
- 2.52 Results from the College Entrance Examination Board Advanced Placement Examination (CEEB) should be sent to the director of admissions.

- 2.53 The registrar, after consultation with the appropriate dean, will evaluate the scores for CEEB and CLEP. Credits that are granted will be provisional until the student has satisfactorily completed one semester in residence. The College will not count credit hours toward fulfillment of degree requirements in the areas that would normally not receive credit when transfer credits are evaluated.
- 2.54 CEEB Examinations: The College will accept requests for advanced placement and/or credit based on the College Entrance Examination Board Advanced Placement Examination.
- Students must meet College entrance requirements and be accepted and enrolled.
- A score of no less than 3 on the CEEB Advanced Placement Examination must be earned in order for students to receive equivalent credit at Cobleskill.
- 2.55 CLEP Examinations: The College will grant up to six credits in each exam area for successful completion of CLEP General Examinations in English Composition, Mathematics, Humanities, Natural Science, Social Sciences and History. A minimum score of between 421-500 must be earned in order for students to receive equivalent credit at Cobleskill.
- 2.56 CPE Examinations: A score of "C" or better must be earned on the College Proficiency Examination or the student must have passed the college course examination.
- 2.60 **One Plus One Programs** - Articulation agreements have been developed with several other SUNY colleges. Students may complete a prescribed first year at one of the colleges stated in the agreements and transfer to Cobleskill to complete a degree program. Admission to Cobleskill is contingent upon completing the freshman year with a grade point average of 2.00.

SECTION C - STUDENT CLASSIFICATION

- 3.00 **Matriculated Student** - An individual who has been formally admitted as a full- or part-time student, is registered in a degree or certificate program under standard college and State University of New York admissions procedures, and who continues his/her program successfully, has matriculated status in that program.
- 3.01 An individual is eligible for matriculation if s/he holds a high school diploma or its equivalent. A high school student is eligible for matriculation subject to the limitations of the early admissions program.
- 3.10 **Non-matriculated Student** - An individual enrolled in a course or courses who has not been formally accepted in a degree or certificate program is a non-matriculated student.
- 3.11 A non-matriculated student is not eligible for a degree or certificate from the College.
- 3.12 A non-matriculated student may accumulate a maximum of 11 credit hours before being required to apply for admissions to the College as either a full-time or part-time degree student.
- 3.13 A part-time non-matriculated student who wishes to earn an associate degree from SUNY Cobleskill must apply for the degree prior to earning 33 credits.

3.20 **Major Course of Study** - A major is a course of study pursued by a student which meets requirements of a program or an option of the A.A., A.S., A.A.S., A.O.S., BT, BBA, BS, or certificate programs. A student may change major by following the outlined procedure, as listed on the student change of status form available in the Registrar's Office.

Students admitted under EOP guidelines and who desire to maintain their eligibility must also have approval for a change of major from the EOP director.

3.30 **Full-time Student** - A student carrying 12 or more credit hours during a semester is considered a full-time student.

3.31 A student must maintain full-time status in order to be eligible for on-campus residence.

3.40 **Part-time Student** - A student carrying fewer than 12 credit hours is classified as part-time.

3.42 Matriculated students who wish to enroll in classes part-time must complete the application process designated by the director of admissions.

3.43 Enrollment of non-matriculated students in courses is limited to space available after full-time and part-time matriculated students have been scheduled.

3.44 Applicants for matriculated status must present evidence of a high school diploma or its equivalent.

3.45 High school seniors are accepted as non-matriculated students with permission from their high school guidance counselors.

3.46 A part-time student need not be matriculated at the College.

3.47 In order to meet degree requirements, part-time students must meet all admissions requirements and request matriculation in a program.

3.50 **Special Student*** - The College recognizes the need to provide students the opportunity to explore new programs of study while remaining in their present degree programs. The College also recognizes that students who have graduated may want to return to explore a new degree program.

3.51 Students not holding a degree from Cobleskill may elect to take course work in a different major without declaring this major for a period not to exceed one semester.

3.52 Students who have graduated from Cobleskill may return for a period not to exceed one semester for the purpose of exploring a different degree program. Graduates will be matriculated in the same school as their original degree program.

3.53 A student who has filed an approved change of status form for either of these changes will be considered a "special student" and remain an advisee of the school where previously registered.

3.54 A student, graduate or non-graduate, may be in "special student" status for no longer than one semester.

*To review eligibility for financial aid, contact the Financial Aid Office.

SECTION D - ENROLLMENT, WITHDRAWAL, WAIVER POLICIES

- 4.00 **Registered Student** - A student is considered officially registered when s/he enrolls in classes and has fulfilled all college related financial obligations. Every student must appear in person on semester check-in day to have his/her college I.D. validated.
- 4.01 Any student who has not paid his/her fall semester tuition by the cut-off date established by the Student Accounts Office (usually the third Friday in August) will have his/her schedule purged. The student will need to schedule classes during the add/drop period. Exceptions to this procedure may be made by notifying the Registrar's Office prior to the cut-off date.
- 4.02 **Add/Drop (Schedule Adjustment)** - Courses may be added or dropped only during the period so designated and announced by the registrar. These transactions must be approved by the advisor and instructor(s) via signature(s) on the add/drop form which is then turned in to the Registrar's Office to be processed and considered official.
- 4.03 **Advisement** - A student is assigned a faculty advisor who is to be consulted regarding all academic transactions. These include, among others, add/drop, scheduling, withdrawal from College, withdrawal from courses, degree requirements, progress toward the degree, as well as requests for fifth semester, course substitutions, waiver of requirements, transfer of off-campus credits, carrying over 19 hours, rebates, repeating courses and changes of major.
- 4.04 **Class Enrollments** - A student must enroll for courses at the times designated by the registrar of the College, including the first five days of the semester. Students must consult with their academic advisors and obtain their signatures to be considered officially enrolled.
- 4.05 **Enrollment Priorities** - Matriculated students are given enrollment priorities in required and elective courses which are determined by class standing at the College; seniors first, then sophomores, juniors and freshmen. Non-matriculated part-time students may enroll in courses on a space available basis.
- 4.06 **Registration of Part-Time Students** - New part-time non-degree students should contact the Office of Admissions. Continuing non-degree students register through the Registrar's Office.
- 4.07 **Late Registration** - A fee is charged if registration is not completed by the close of business on semester check-in day.
- 4.08 **Late Payment** - A fee is charged if payment (by check, payment plan, or credit card) of college related financial obligations is not made by the close of business on semester check-in day.
- 4.09 **Early Enrollment of Classes** - Students may select and record the classes in which they will be enrolled in the subsequent semester. This occurs during the period so designated by the registrar, via procedures described by the registrar. The advisor's approval is required in this procedure.
- 4.10 **Normal Course Load** - Full-time students carry 12 to 19 credit hours per semester.
- 4.11 **Below Minimum Course Load (12 Credits)** - Students who fall below 12 credit hours for whatever reason:
(a) may jeopardize financial aid;
(b) may lose eligibility to live on campus;
(c) may jeopardize EOP status.

- 4.12 **Over Maximum Course Load (19+ Credits)** - Students must receive approval via signature from their advisor in order to carry more than 19 credits.
- 4.20 **Official Withdrawal from College** - Students may withdraw from the College without academic penalty on or before the last day of class. Students are considered officially withdrawn when they complete the withdrawal process designated by the registrar. Students who fail to complete the process are liable for academic penalty.
- 4.21 **Withdrawal from College in First Ten Weeks of Semester** - Students who withdraw from College during the course withdrawal period (the first ten weeks of the semester) will receive grades of "W" in all semester-length courses. They will also receive grades of "W" in incomplete 5, 8, or 10-week module courses.
- 4.22 **Withdrawal from College After the Tenth Week** - Students who withdraw from College after the course withdrawal period and before completing final examinations will receive grades of "W". "W" may be the grade of record at this time only if there are documented extenuating circumstances. These must be stated in writing and they require the signature of the advisor, the dean of the school in the degree program in which the student is majoring, and vice president for academic affairs.
- 4.23 **Leaving College: Unofficial Withdrawal** - Students who leave College without officially withdrawing are considered enrolled students and their grades will be recorded. This regulation may be waived by the Provost/VP for Academic Affairs when circumstances warrant.
- 4.24 **Withdrawal from Course(s) by Student** - A student may withdraw from a course(s) during the first ten weeks of a semester (pro-rated for modular courses) and will receive a grade of "W." After the tenth week, students may not withdraw from courses unless the instructor concerned, the student's advisor, and the dean in the degree program in which the student is enrolled recommend such action to the Provost/VP for Academic Affairs. The recommendations must be in writing with supportive statements as to the extenuating circumstances which warrant the withdrawal. If permitted to withdraw, a grade of "W" will be assigned. (See Section 4.11). Students may not initiate a withdrawal from a developmental course. Developmental courses are those with a course number below 100, for example 098.
- 4.25 **Withdrawal from Courses by Instructor**
 An instructor may request that the school dean cancel a student's registration in a course because of excessive absences or violation of academic regulations and standards as stated in the course policies or the College academic code. The dean will inform the student in writing citing the reason(s) for the withdrawal.
- When a student is withdrawn for excessive absence within the first 10 weeks, a grade of "W" will be assigned. After 10 weeks, a grade of "F" may be assigned.
- A student may be assigned an "F" grade when dismissed from a course as a result of violation of academic integrity.
- 4.26 **Withdrawal from Courses by Instructor: Appeal** - Students may appeal removal from a course by an instructor via a letter to the dean, with a copy to the instructor, within seven days of the date of dean's letter of notification. Student may appeal to the vice president for academic affairs who may appoint three persons from the Academic Policies Committee to hear the appeal.

- 4.27 **Academic Leave of Absence** - Full-time matriculated students who must interrupt their program at the College for reasons deemed acceptable to the vice president for academic affairs, may be granted an academic leave for a specified period of time. Full-time students must have a minimum GPA of 2.00 and must have completed one or more semesters to be considered for an academic leave of absence. Students may return to the campus following the leave by contacting the Registrar's Office to select classes.
- 4.30 **Auditing Courses** - Any interested person may audit a course with the consent of the instructor. Audit is permitted on a space-available basis, but may not include courses which have laboratory or studio activities.
- There is no tuition charge, however, a registration fee of \$50 will be charged. This registration fee will not be assessed to course auditors who are already enrolled as students.
- By definition, auditors merely "sit in" on courses, are not officially enrolled or listed on course rosters. Auditors attend without credit or formal recognition and are not required to meet the requirements of the course.
- Registration for audit courses must be completed during the add/drop period through the Registrar's Office. All documentation of audit courses will be maintained by the registrar.
- 4.40 **Waiver of Degree/Certificate Requirements** - Upon recommendation of the advisor and dean, the vice president for academic affairs may waive certain degree requirement(s) for a student. The total number of required credits cannot be waived, nor can the State Education Department's distributive requirements. An approved change of status form must be filed.
- 4.41 **Permanent Waiver of Physical Education Requirement** - This requirement may be waived by the school dean in the degree program in which the student is enrolled based on recommendations from the college nurse, Physical Education Department chairperson, or a physician with appropriate documentation. If waived, a like number of liberal arts and sciences credits must be substituted. An approved change of status form must be filed.
- 4.70 **Fifth Semester** - Students in the Educational Opportunity Program have five semesters in which to meet degree requirements.

SECTION E - STUDENT RESPONSIBILITIES

- 5.00 **Degree Requirements** - Responsibility rests with the student to know the requirements of the program in which s/he is enrolled, and if a full-time student, to carry no fewer than 12 credit hours per semester.
- 5.01 Students are also responsible for meeting deadlines as these relate to academic procedural matters, e.g. add/drop, course selection, free withdrawal.
- 5.10 **Course Requirements** - The student is expected to fulfill course requirements as specified in course outlines.
- 5.20 **Attendance** - Registration in a course assumes full participation in that course. Therefore, a student is expected to attend class sessions regularly.

5.21 Individual instructors shall define "excessive absences" in their respective course policy statements. In no instance may the definition of "excessive absence" exceed being absent for two consecutive weeks or more, or for a total of three weeks or more in a semester. These limitations shall be prorated for modules.

5.22 Excessive absence may result in cancellation of the student's course registration. The course instructor requests such cancellation from the dean of the school in the degree program which is responsible for the course. This written cancellation results in grades of "W" or "F."

If the student wishes to appeal (see 4.26), s/he must do so in writing to the dean of the school in the degree program which is responsible for the course within seven days of the cancellation notice.

5.23 All academic work must be made up regardless of the reason(s) for absences from class(es).

5.24 The instructor's attendance policy, as stated in the course outline, determines how absences will be treated in that course.

Any anticipated absence should be brought to the instructor's attention as soon as the student is aware of it, so that appropriate accommodations regarding completion of work may be made.

Illness should be reported as soon as possible. (Proof required at the discretion of the instructor.)

5.25 State law requires that any student in an institution of higher education who is unable to attend classes on a particular day or days because of his/her religious beliefs is to be excused from any examination or any study or work requirements. State law also stipulates that we have the responsibility to make available equivalent opportunities to make up work missed because of these absences and that students have the obligation to make up any work missed.

5.40 **Advisor Consultation** - Students are expected to consult with their advisors about academic matters, and obtain the signatures required on academic forms.

5.50 **Academic Integrity**

Academic Honesty

Preamble: Academic honesty is a necessary prerequisite for meaningful education. Academic universities rely on the integrity of their members and have particular concerns for academic honesty in the classroom.

At the heart of the university's educational mission is a belief that education confers a benefit to the individual and to society as a whole. Within the context of the classroom experience is an implied agreement, or "academic contract," between the students and the teachers. Teachers are expected to exercise their educational responsibilities in good faith; students are expected to expend their best efforts to learn course material.

Cheating or any form of academic dishonesty undermines the essence of the university's educational mission. It is therefore a serious matter that has substantial implications for all members of the university community.

Examples of Academic Dishonesty¹

Academic dishonesty includes, but is not limited to, the following acts which violate the academic integrity of oneself, the classroom and one's peers, and the institution:

Collaboration – consists of helping another student cheat, plagiarize, or commit other acts of academic dishonesty. It does not apply to valid forms of academic collaboration such as working with partners in a laboratory setting or working on team projects

Copying – includes obtaining answers by duplicating or copying another person's work during a test, in the completion of one's homework, or any other context. An example of "any other context" would be copying a paragraph from a website on the internet, inserting it into a paper, and representing the work as one's own. This act would also be called plagiarism.

Cribbing – is a synonym for cheating or plagiarizing. In everyday academic usage, it means using prohibited materials such as cheat sheets, writing answers on one's clothes, on one's skin, etc. or receiving answers via electronic media such as cell phones.

Forgery – means the "crime of falsely and fraudulently making or alternating a writing or other instrument." (Webster's Seventh New Collegiate Dictionary)

Lifting – colloquially, it means the same as plagiarizing or stealing

Multiple submissions – submitting work (without express permission of the second instructor) that has been submitted and evaluated in another course

Plagiarism – means representing another's work as one's own in including the use of work bought from a "research paper mill." See below for greater clarification and detail.

The use of "Ringers" – means having one student do another student's work including taking an exam, writing a paper, or doing an assignment.

Sabotage – means destroying another's work. Such acts would include discarding or destroying another's exam, homework, lab work, report or intentionally misplacing another's work. It could also mean in a group setting, as in a laboratory, purposely misleading another student working in the same group as oneself.

Substitution – submitting for a second time without the instructor's permission a report or paper used in another class. In other words, multiple submissions of the same work for different classes is forbidden

¹ (These descriptions are paraphrased and modeled from Southern Vermont College Student Handbook, 2004-2006 and Oswego College Policy on Academic Honesty)

Statement of Responsibilities

Faculty and students alike are expected to maintain an atmosphere of academic integrity by practicing an ethic of academic honesty. While both faculty and students are partners in forming an atmosphere of high intellectual integrity, their responsibilities are different.

Student Responsibilities

1. Students will not participate, directly or indirectly, in any practice that could be construed as academic dishonesty or a violation of the principle of academic integrity.
2. Students will discourage academic dishonesty in the actions of fellow students
3. Students will report occurrences of academic dishonesty to their instructors or to the deans of schools in which their courses are housed.
4. Students will consult with their instructors concerning permissible degrees of collaboration and cooperation (e.g., in a laboratory where collaboration is expected but the idea of academic integrity and responsibility for one's own work is still in play).

Faculty Responsibilities

1. Faculty will work to create an environment of high academic integrity and high academic achievement by adhering to the policies and practices recommended in this document
2. Faculty will inform students at the outset of classes and through explicit documentation in the course syllabus of the college's academic integrity policy
3. For any particular course (for example, a lab science course), the specifics of how the policy of academic integrity will be implemented will be described and explained to the students
4. Faculty will actively discourage act of academic dishonesty through their actions, through leadership, and through education and instruction
5. Faculty will implement the recommended procedures for dealing with academic dishonesty in cases where substantial evidence of misconduct exists and which are deemed by the instructor to be a serious breach of academic integrity.
6. Individual faculty members within their classrooms are the ultimate judges of what constitutes a "serious breach." The honored tradition of academic freedom is not intended to be subverted by these policies.

Plagiarism - Plagiarism is a particular form of academic dishonesty that, because of its prevalence in academic environments, deserves its own discussion. Plagiarism, or any type of cheating, will not be condoned. Both involve presenting others' work as your own, whether it be through copying a test, bringing in notes for an exam, or handing in papers either written by others or copied from sources, written or spoken, which are not acknowledged in the text.

Definition of Plagiarism - Plagiarism is the use of someone else's ideas or words and passing them off as one's own. It is a special kind of cheating reserved for intellectual theft. The word comes from the Latin *plagiarius*, meaning kidnapping. In an academic context, plagiarism is intellectual thievery. It is unethical and intolerable. This means that even if only three or four words in succession are taken from another text, they must be placed within quotation marks and properly documented. It also means that if the source is paraphrased, i.e. the ideas are rewritten, the original source must be given credit. Using another student's paper is plagiarism. Allowing another student to hand in a paper you wrote is condoning plagiarism and will be dealt with in the same manner as plagiarism and cheating.

There are certain acts of scholarship which are generally accepted by academicians as constituting plagiarism. They are:

1. an unacknowledged direct quotation of a source.
2. an unacknowledged paraphrase of a source.
3. the unacknowledged use of a source to establish the structure and logic of an argument.

Sample Cases

Case 1: A student is guilty of an academic integrity violation and the instructor decides that the case should be resolved in the classroom.

The instructor informs the student of the alleged violation, counsels the student, and proposes penalties (failure of assignment, failure of course, re-assignment, etc). (i) If the student accepts the judgment of the instructor and the penalties, then the case is closed and there is no record of cheating other than that which the instructor has kept for himself. (ii) If the student disputes the academic violation charge or if he disputes the penalty but not the charge, then the student may appeal to the dean of the school in which the course is housed.

Case 2: A student is guilty of an academic integrity violation and the instructor decides that the violation is serious enough that a record of it should be placed in the VPAA's office.

The instructor informs the student of the alleged violation and informs him of the penalties (failure for the assignment, failure for the course, etc) and his intent to place a record of the violation on file in the VPAA's office. The instructor also informs the student of his right to an appeal. The instructor completes the Academic Integrity Violation Form which includes copies to the VPAA, dean, student, and faculty member.

(i) If the student accepts the judgment of the instructor and the penalties, then the case is closed and a record of the incident is placed on file in the office of the VPAA. (ii) If the student disputes the academic violation charge or if he disputes the penalty but not the charge, then the student must appeal to the dean of the school in which the course is housed. If such an appeal is made, then the role of the dean is the same as that described in Case 1 with the addition that the dean will suppress the formal complaint being passed onto VPAA's office until negotiation has been concluded. Resolution at the dean's level may be achieved and it may (or may not) result in a file of the violation being placed on record in the VPAA's office. The advantage of achieving a resolution without the intervention of the ARB is that it minimizes the bureaucracy needed to bring the matter to conclusion. Nevertheless, either the faculty member or the student may waive the negotiation and seek a hearing with the Academic Review Board. In this case, the dean acts as conduit and trigger for the convening of the ARB. The recommendations of the ARB will be passed onto the VPAA who will render the final decision about the case. By the time the case reaches the ARB and VPAA, few options remain. They are:

1. The student is found guilty of an academic integrity violation. A record of the violation is placed in the VPAA's office and in the student's record and the student is assessed an appropriate penalty.
2. The student is found not guilty of an academic integrity violation. The student is not assessed a penalty and no record is placed in the VPAA's office.
3. The VPAA and ARB recommend a course of action not included in the preceding two statements.

Academic Integrity - Penalties and Procedures:

If a faculty member suspects a student to be in violation of SUNY Cobleskill academic integrity policy the following steps should be taken:

- The faculty member will create a file describing the incident. The file should include a completed Academic Integrity Violation Form and any supporting documentation concerning the alleged infraction. This file is an important part of the investigation process for both the student and faculty member because it establishes a formal record of a case. The file is used in the appeals process and serves as a way to alert the faculty and administration of repeated violations.
- The faculty member will meet with the student to discuss the nature of the offence and take the appropriate disciplinary action such as:
 - Failure for the assignment
 - Revision and resubmission of the assignment
 - Failure for the course
 - Other course of action proposed by the Vice President of Academic Affairs (VPAA) and the Academic Review Board (ARB)

The faculty member may also elect to send a copy of the report to the Dean for support or advisement.

If this is an undisputed case and a violation has been found to have occurred, the disciplinary action is sustained and the case records are placed on file with the VPAA.

A follow-up letter documenting the violation and resulting disciplinary measures will be placed in the file with a copy sent to the student. If this is the first reported offense on file with the VPAA no further action will normally be taken.

If the student is found to be innocent of the suspected violation the case is closed and all disciplinary action dropped. No record of an incident will be placed on file with the Vice President of Academic Affairs.

If a student has been found to be in violation of the Academic Integrity Policy on two or more occasions the student is subject to a hearing by the Academic Review Board. The Academic Review Board acts as a recommending body to the Vice President of Academic Affairs and may suggest additional disciplinary action. These sanctions may include:

- Failure for the course
- Academic probation
- Suspension
- Dismissal
- Other course of action proposed by VPAA and ARB

Academic Review Board: The Academic Review Board is made up of nine/seven members. (6 faculty and 3 students or 5 faculty and 2 students)

Appeals Process: The student may appeal an unfavorable decision to the next higher authority for review. If an appeal is initiated at the faculty level, the following procedure is set in motion:

- The file of the alleged offence along with any additional supporting documentation must be submitted by the faculty member and placed on file with the Dean. The Dean reviews the case with the faculty member and arrives at a decision.
- If the student wishes to appeal the ruling at the Dean's level, the Dean will initiate a review of the case by the Academic Review Board. The Academic Review Board hears the case and makes a recommendation to the Vice President of Academic Affairs who makes the final decision.
- The student is responsible for the submission of any additional documentation which he or she feels is pertinent to the case.
- The student should continue to attend class pending the outcome of an appeal in cases of withdrawal.

5.60 **Expected Behavior in the Classroom** - Students are expected to respect the educational environment as established by the faculty member. All individuals are expected to demonstrate respect for the rights and responsibilities of the faculty member and of each other.

5.70 **Grade Posting** - Grades are available via Banner Web (see 7.10) (*updated 5/12*).

5.90 **Academic Progress** - Students are responsible for being aware of their academic progress/standing in courses.

SECTION F - STUDENT RIGHTS

6.00 The College is committed to the educational and social development of its students.

6.01 As members of the academic community, students are encouraged to develop the capacity for critical thinking and to engage in the pursuit of truth.

6.02 The College will provide positive opportunities and conditions to facilitate those freedoms which are essential to the learning and maturation process.

6.03 The College guarantees students freedom in inquiry, freedom of thought and discussion, and the right to due process in disciplinary proceedings. The student is also guaranteed freedom from College interference and restriction of extramural activities unless placed on probation.

6.04 The responsibility for ensuring these freedoms rests with the entire College community. Students should endeavor to exercise and defend these freedoms with maturity and responsibility.

6.10 **Rights in the Classroom** - Faculty should endeavor to provide an atmosphere in the classroom that facilitates free discussion, inquiry and expression. Students should be evaluated solely on the basis of academic standards, not on the students' opinions or conduct unrelated to academic standards.

6.11 **Protection of Freedom of Expression** - Students are responsible for learning the content of their courses of study, but they should be free to take reasoned exception to the data or views offered and to reserve judgment about matters of opinion.

- 6.12 **Protection Against Improper Academic Evaluation** - Students are responsible for maintaining standards of academic performance established by their professors, but they should have protection through orderly procedures against prejudiced or capricious academic evaluation.
- 6.13 **Protection Against Improper Disclosure** - Information about student views, beliefs and political associations which professors acquire in the course of their work as instructors, advisors and counselors should be considered confidential.
- 6.14 State law requires that any student in an institution of higher education who is unable to attend classes on a particular day or days because of his/her religious beliefs is to be excused from any examination or any study or work requirements. State law also stipulates that we have the responsibility to make available equivalent opportunities to make up work missed because of these absences and that students have the obligation to make up any work missed.
- 6.20 **Grade Appeal** - Students may appeal a final grade received in a course by providing written justification for a change of grade to the faculty member responsible for the course and a copy to the school dean responsible for the course. Grade appeals must be filed within forty-five (45) calendar days of the last day of classes for the semester in which the grade was received.
- 6.21 Appeals must be based on perceived discrepancies in the grading and evaluation system as described in the course outline given to students, computational error or error in data entry.
- 6.22 Faculty will provide a written response to the student within ten (10) calendar days of receipt of the appeal with a copy to the appropriate dean.
- 6.23 Students who cannot reach satisfactory resolution of the appeal with the faculty member may appeal to the dean of the school responsible for the course within fourteen (14) calendar days of the date of the faculty member's response.
- 6.24 In the event that the student feels that a satisfactory resolution has not been reached, s/he may forward his/her appeal in writing to the vice president for academic affairs within seven (7) calendar days of receipt of the school dean's response.
- 6.25 The VPAA will have the chairperson of the Academic Policies Committee convene a three (3) member review panel to make recommendations to the VPAA. The decision of the VPAA shall be final and not subject to further appeal.
- 6.40 **Withdrawal from Courses by Instructor: Appeal** - (See Section 4.26)

SECTION G - RESPONSIBILITIES OF TEACHING FACULTY

- 7.00 **Insuring an Appropriate Educational Environment** - Faculty members have the responsibility of insuring an educational environment that promotes academic excellence. All individuals have the right to a positive secure environment, one in which persons can realize their potential as intellectual, social, political, economic and creative beings.

Each faculty member will provide for students a statement of expectations and standards for ensuring an educational environment. This may be accomplished in a discussion format during the first class period and/or in writing as part of the course outline.

Students who do not comply with the faculty members' stated expectations of classroom behavior may have their registration in the course canceled by the faculty member, through the process outlined in section 4.25 of the Academic Code.

- 7.01 **Course Outlines** - During the first week of classes, a course outline is to be given to each student enrolled in a course.

- 7.02 **Content of Course Outlines** - Outlines must specify:

- (a) Course title, prefix designation (e.g. CAHT 140), credit hours of course prerequisites, date (which semester) and class hours.
- (b) Name of instructor, office location and hours, phone number and e-mail address.
- (c) Required books or subscriptions.
- (d) General objectives of course, and when possible, exit skills (learning outcomes) and other specific objectives.
- (e) Grading and evaluation system (including weighting of each component, e.g. 20 percent quizzes, 30 percent tests, etc.), list of term assignments such as papers, survey or research.
- (f) Course attendance policy and reference to Academic Policies numbers 5.20 – 5.25.
- (g) Required and/or suggested course materials (e.g., equipment, uniforms, etc.).
- (h) Estimated expenses for required field trips.
- (i) Reference to Academic policies numbers 5.50 and 5.60 regarding an appropriate educational environment.
- (j) All students with a documented disability who are requesting special accommodations must be registered with the Office of DisAbility Support Services and notify the faculty of their learning needs.
- (k) Tutorial support can be obtained in the Center for Academic Support located in the VanWagnen Library.

When appropriate, inclusion of the following should be considered:

- (a) A lecture schedule to include:
 - Course topics
 - Exam schedules
 - Assignments
 - (b) The course outline is a significant document in your educational process. It is the student's responsibility to be aware of and be compliant with the course information and requirements.
- 7.09 State law requires that any student in an institution of higher education who is unable to attend classes on a particular day or days because of his/her religious beliefs is to be excused from any examination or any study or work requirements. State law also stipulates that we have the responsibility to make available equivalent opportunities to make up work missed because of these absences and that students have the obligation to make up any work missed work.
- 7.10 **Course Grades** - Each student enrolled in a course shall receive a grade. These grades are posted by the faculty in Banner Web within deadlines established by the registrar. (*updated 5/12*)
- 7.11 **Assignment and Test Grades** - grades for assignments and tests can only be posted via the secure on-line course management system. (*approved 5/12*)
- 7.20 **Final Examinations** - Faculty members are expected to state their final examination policies in their course outlines. Final examinations are to be administered during the period so designated. (*approved 10/10*)
- 7.21 **Final Exam Policy** (*moved from student to faculty responsibilities 10/10*)
- Each member of the faculty shall have the right and the responsibility to determine the form and content of end-of-the-semester examinations (whether of the comprehensive “final” type or of the “last unit” type). Specifically, it may be determined that some other form of evaluation is more appropriate. As "finals week" is part of the regular semester, it is expected that all faculty members will use this time period to conduct scheduled examinations or other appropriate evaluative activities to verify that stated learning objectives have been met by the students in their respective courses.
 - With the exception of lab practicums and Saturday College, final examinations in semester-long courses are to be given only according to the official exam schedule published by the Registrar. All evening courses will hold the final examination during final exam week at the day and hour of the regular class meeting.
 - The instructor in any course retains the freedom to reschedule a final examination for an individual student who presents a clear case of hardship in examination scheduling. If possible such an exam should be rescheduled during the final examination period.
 - The administration will ensure that faculty have a minimum of 72 hours after the administration of the final examination in a course to submit their final grades to the Registrar.

- 7.30 **Safety** - Students and employees, under the direction of a faculty member, must be informed of safety hazards. Faculty must ensure that appropriate safeguards are in effect, that proper medical attention is sought in case of accident or injury, and that accident report forms are filed within 24 hours if the circumstances so warrant.
- 7.40 **Field Trips** - A request to conduct a field trip must be approved by the school dean eighteen (18) days prior to the trip.
- 7.41 Whenever a trip removes students from other courses or scheduled activities, faculty in charge will place a notice on SharePoint seven (7) days prior to the trip giving date and time of trip and names of participating students.
- 7.42 Field trips will not be scheduled during the last week of classes unless approved in writing by the vice president for academic affairs.
- 7.43 Field trips that affect student attendance in any other class shall be taken during non-class periods, on weekends, or during vacation periods whenever possible. No field trips should exceed two days of classes. Every effort should be made to avoid taking field trips during the first week of each semester, thus permitting each instructor to get his/her course started in an appropriate manner. (See Section E, 5.24)
- 7.44 **Faculty Academic Advisement Guidelines for Exchange/Study Abroad Programs**
The guidelines listed below are designed to help faculty effectively advise students who wish to study at an institution abroad and receive credit at SUNY Cobleskill for the experience. These guidelines have been developed so students' overseas studies will complement their programs of study at SUNY Cobleskill.
1. A student interested in studying abroad should apply to a College-approved program early in the spring semester of the freshman year if the student is in an associate's degree program. A student in a bachelor's degree program may apply during the sophomore year. To be eligible to study abroad, a student should have completed the freshman year at SUNY Cobleskill and must have a minimum GPA of 2.5.
 2. Before a student applies for a particular exchange/study abroad program, the student should consult his/her academic advisor to determine the educational appropriateness of the chosen institution overseas. An overseas institution will be appropriate for study if courses offered there satisfy the requirements of academic programs and/or general education studies at SUNY Cobleskill. Students and advisors should be aware that academic calendars might not always coincide.
 3. The academic advisor should then refer the student to the Director of International Programs.
 4. The Director of International Programs will contact the registrar's office for a pre-evaluation of courses that the student wishes to enroll in abroad. This will ensure that the course credit earned overseas can be transferred back to SUNY Cobleskill. Note that transferability must initially be determined by the appropriate academic department(s). The Director of International Programs should check with academic departments when issues of transferability arise.

5. The complement of courses taken at a host institution abroad should ordinarily carry a total value of 12 to 15 credits for a semester-long program, three to 12 credits for a summer program and up to three credits for an intersession program.
6. Students should be aware that if they do not follow the stated recommendations, the College cannot guarantee that courses taken at an institution abroad will have their credits transferred back to SUNY Cobleskill.

SECTION H - GRADES

- 8.00 **Grades** - The following list of grades are recommended ranges which are associated with grades for graduation or transfer credit purposes. Each faculty member will list specific grading policies for their courses in the course outline for each course. Letter grades and their grade points are as follows:

<u>Letter Grade</u>	<u>Grade Points</u>	<u>Percentages</u>
A	4.00	92.1 or higher
A-	3.67	89.5 - 92.0
B+	3.33	86.9 - 89.4
B	3.00	82.1 - 86.8
B-	2.67	79.5 - 82.0
C+	2.33	76.9 - 79.4
C	2.00	72.1 - 76.8
C-	1.67	69.5 - 72.0
D+	1.33	66.9 - 69.4
D	1.00	59.5 - 66.8
F	0	Less than 59.5 (Fail)
I	0	Incomplete
S	0	Satisfactory
U	0	Unsatisfactory
W	0	Withdrawal

A student may repeat a course, in which s/he earned a "C-" or below, ONE time only, unless special permission is granted by the vice president for academic affairs. The last grade earned becomes the grade of record. **Grade Descriptors:**

- A Excellent
- B Good
- C Satisfactory
- D Passing but Unsatisfactory
- F Failure

- 8.10 **Grades in Developmental Courses** - Grades on transcripts or grade mailers with an asterisk (*) beside them designate developmental courses. These grades are not counted in the semester credits earned on the grade point average. These grades and the courses they represent may not be used to fulfill degree requirements. No developmental courses may count toward graduation requirements.

- 8.20 **C- and D Grades** - Students may elect to repeat courses in which "C-" and "D" grades were earned; the last grade earned becomes the grade of record (see Section K for special program requirements).
- 8.30 **F Grades** - "F" grades are assigned when performance is below minimal standards, course registration is canceled after the course "W" deadline, or "I" work is not completed by the deadline. Students may be assigned an "F" when dismissed from a course for violation of academic integrity. When an "F" in a required course is received, the student must repeat the course. Courses with an "F" grade will be counted as "credits attempted" when calculating the GPA.
- 8.40 **I Grades** - "I" grades indicate the student did not complete course work during the regular semester due to extenuating circumstances. "I" grades must be completed by the seventh week of the following semester for those courses which meet for the full 15-week semester and by pro-ration for modular courses. These deadlines may be extended by the dean if circumstances warrant. Students who fail to complete the course work within the required time, as specified above, will have "I" grades converted to "F" grades.
- 8.50 **S/U Grades** - Grades indicate satisfactory (pass) or unsatisfactory (fail) in pass/fail courses, which may include "290" courses. When a "U" in a required course is received, the student must repeat the course. The last grade earned becomes the grade of record. Only "S" grades are assigned credit. Neither grade nor credits are used in the computation of a GPA. "S" reflects a grade of "C" or better.
- 8.60 **W Grades** - Grades of "W" are assigned when a student withdraws from a course or from the College on or before the course "W" deadline for semester/module courses, or when the school dean cancels a student's course registration on or before these deadlines. A faculty member may assign a grade of "W" on or before the last day of classes.
- 8.80 **Appealing Grades (See Section 6.20)**
- 8.90 **Grade Point Average (GPA)** - The GPA indicates the level of academic standing. To calculate it, the course credits are multiplied by the grade points (A=4.00, A-=3.67, B+=3.33, B=3.00, B-=2.67, C+=2.33, C=2.00, C-=1.67, D+=1.33, D=1.00, F=0).

The total points are divided by the total credits attempted (including all courses where grades of A, A-, B+, B, B-, C+, C, C-, D+, D, or F are assigned). Grades of F, I, U, W receive neither credit nor points.

SECTION I - GRADE TRANSACTIONS

- 9.00 **Final Grades** - All students will receive grades for all courses in which they are enrolled. Final grades are available on-line. Final grades will not be issued if a student has any financial obligation to the College.
- 9.10 **Transcripts (Students' Academic Records)** - Students must request official transcripts from the Registrar's Office. There is no per transcript fee charge.
- 9.20 **Mid-Term Grade Report** - Students will receive mid-term grade reports on-line from the Registrar's office. "S" reflects a grade of "C" or better; "I" indicates the faculty member did not have sufficient evaluative information to submit a grade.

- 9.30 **Change of Grade - Faculty has the right to correct a student grade that the faculty member has determined to be inaccurate based on a data entry error or a computational error. No changes can be made for extra credit or late work after grades have been submitted. (approved 3/12)**
- 9.31 **Change of Grade Authority - Change of grade by someone other than the instructor of record should be in response to exceptional circumstances such as temporary or permanent incapacity of the instructor, unavailability or unwillingness of the instructor to review submitted materials for reasons such as but not limited to sabbatical or other leave, termination of employment or death. The instructor of record shall be notified and copied on change of grade transactions associated with the grade/s concerned including grade appeals (see also Grade Appeal 6.20) (approved 3/12)**
- 9.32 **Change of Grade Timeline - No final grades may be changed more than one calendar year after it was posted. (approved 3/12)**
- 9.33 **Change of Grade Documentation - All changes of grades should be documented to include reasons for the change and personnel involved in the change. (approved 3/12)**
- 9.40 **Course Rebate Policy and Definition - Students who have changed majors, and who have a 2.00 or better semester average at the end of the first semester in the new major, may have "F" grades waived in courses required solely in the previous major. Students may appeal to the vice president for academic affairs for a waiver of "C-" and "D" grades in those courses which were required solely in the original major. The original grade will no longer be used in the calculation of the GPA but will remain on the transcript. *Please note, this policy does not change the GPA for the purposes of financial aid eligibility. (approved 10/10)***
- 9.50 **Course Repeat Policy - Students may repeat a course, in which they earned a "C-" or below, one time only unless special permission is granted by the vice president for academic affairs. An approved change of status form must be filed.**

When a course is repeated, the last grade (A-F) will replace the previously earned grade(s) and count in the grade point average, even if the last grade is lower than the grade(s) earned on the previous attempt(s). In addition, the credit(s) from the first attempt will not be used in any calculations and will no longer count towards fulfillment of degree requirements. No repeated courses or their grades will be removed from the student's transcript.

While a student may repeat a course at another college, only a course taken at SUNY Cobleskill be used in computing the SUNY Cobleskill GPA.

Students repeating a course in which they have received a grade of "D" or better should be aware that they may not be able to use that course as part of their calculation for full-time status for certification under the New York State TAP Program. Students should contact the Financial Aid Office.

SECTION J - ACADEMIC STANDING

- 10.00 **Retention Standards** - A student who meets the following standards is retained. All retained students may receive financial aid if eligible. Any student whose average falls below the retention standards may be reviewed for probationary retention.

Semester	GPA
Semester 1	1.50
Semester 2	1.75
Semester 3	1.90
Semester 4	2.00
Remaining Semesters	2.00

- 10.05 **Progress Toward Associate Degree** - A student who has successfully completed:
19 or fewer credits is considered a first semester student;
20-38 credits is considered a second semester student;
39-57 credits is considered a third semester student;
58 or more credits is considered a fourth semester student.
- 10.10 **Academic Standing Needed for Practicums** - Early Childhood majors must possess a 2.00 cumulative average and a 2.00 major average in order to be assigned to practicums ECHD 232, ECHD 233, and ECHD 234 and ECHD 235.
- 10.20 **Academic Probation** - A student whose cumulative GPA is less than 2.00 is on academic probation and remains so until the cumulative GPA is at or above 2.00.
- 10.30 **Notification of Academic Probation** - Students on academic probation are so notified, in writing, by the VPAA.
- 10.40 **Guidelines for Students on Academic Probation** - A student whose cumulative average is below a 2.00 is on academic probation. The maximum permissible credit load for a student on probation will be 15 credit hours. (This is to include courses which are being repeated to raise a C-, D, D+ or F grade.) Any exceptions to this regulation must be approved by using the change of status form.

When repetition of a grade is required, a student on probation is encouraged to repeat any C-, D, D+ and F grades at the first available opportunity. (Early Childhood majors, see Academic Code, Section K, 11.30.)

Faculty will be able to view student mid-term grades on-line after the seventh week of the semester.

A student on probation is expected to schedule regular conferences with his/her advisor and course instructors. The student should also take full advantage of other services available such as the Center for Academic Support and Excellence, Career Development Center and math tutoring.

- 10.50 **Academic Suspension** - A student is subject to suspension if the cumulative GPA does not meet the standards in 10.00.
- 10.52 **Definition of Suspension** - Suspension is separation from full-time status at the College and may include terms which must be met before the student can apply for readmission.

- 10.53 **Notification of Suspension** - The VPAA will notify the student in writing.
- 10.54 **Appeal of Suspension** - A student may appeal a decision of suspension in writing to the dean of his/her school within the time limits stated in his/her notification.
- 10.60 **Dean's List** - Matriculated students achieving a semester average of 3.50 or better, with no failing (C- or lower), incomplete or "U" grades will be named to the Dean's List. Matriculated students achieving an average of 3.00 to 3.49 with no failing (C- or lower), incomplete or "U" grades will be named to the Dean's Honorable Mention List.
- 10.70 **Honors** - Students who earn the necessary cumulative GPA and who meet the requirements stated in 10.80 are Honors Students.
- 10.80 **Graduation: Honors** - A student whose GPA is 3.00 - 3.49 (inclusive) at the time of graduation is graduated with honors.
- 10.81 **Graduation: High Honors** - A student whose GPA is at or above 3.50 at the time of graduation is graduated with high honors.

SECTION K - GRADUATION REQUIREMENTS

- 11.00** *Student Responsibility - Students are responsible for understanding college requirements for graduation specific to their school and program of study. Such information can be obtained through the College Registrar. (approved 6/10)*
- 11.01** **Associate Degree Requirements** - To qualify for the A.A., A.S., A.A.S. or A.O.S. degree, the candidate must complete *the minimum credits*, must meet the course and distributive requirements of his/her program, must earn a minimum cumulative GPA of 2.00, and must satisfy the SUNY General Education requirements. No developmental courses may be applied toward *the credits* needed for graduation. *Specific program/degree requirements should be obtained through the Registrar's Office.* TWO ASSOCIATES DEGREES CANNOT BE AWARDED IN THE SAME SEMESTER. (approved 6/10)
- 11.02** **Bachelor Degree Requirements** - *To qualify for the BBA, BT, BS degree, the candidate must complete the minimum number of credits, must meet the course and distributive requirements of his/her program, must earn a minimum cumulative GPA of 2.00 and must satisfy the SUNY General Education requirements. No developmental courses may be applied toward the credits needed for graduation. Specific program/degree requirements should be obtained through the Registrar's office. Only one Bachelor degree or Associate degree can be awarded in the same semester. (approved 6/10)*
- 11.03** **Bachelor Degree Internship** - *The Internship is intended to advance student competence in their chosen field of study through practical application of academic knowledge in a relevant real-world setting. The internship involves performing the duties of a faculty supervisor-approved internship location in their field in order to enhance the educational experience by providing students an opportunity to explore a specific career path. The Bachelor degree internship procedure and timeline is available through the Student Success Center or in the office of the school of study. (approved 6/10)*

- 11.05 **Mathematics Competency** - Mathematics competency is required of all A.A., A.S., A.A.S. and Bachelor degree candidates. The requirement can be satisfied by any one of the following:
1. The student having been placed into MATH 101 and passing the course with a C- (at least 69.5% average) or higher. **Note:** Passing MATH 101 with at least a C- **SATISFIES** the Mathematics Competency requirement, but **DOES NOT SATISFY** a mathematics requirement which may be necessary in the student's degree program.
 2. The student achieving at least a 75 on the New York State Course III or MATH B Regents.
 3. The student passing college-level mathematics course (a MATH course having at least 3 credits and a number of 103 or higher).
 4. The Registrar granting three or more transfer credits in mathematics.
 5. The Registrar accepting Advanced Placement credit in mathematics (a score of 3 or higher).
- 11.20 **Business Administration and Information Technologies Program Academic Policy** - To qualify for the A.S., A.A.S., or Bachelors degree in the Business Administration or Information Technologies program, candidates must complete, with a minimum cumulative GPA of 2.00, all required and elective courses bearing the major field course prefixes.
- 11.30 **Early Childhood Department Academic Policy** - To qualify for the A.A.S. or A.S. degree in Early Childhood, candidates must earn a grade of "C" or better in all major field requirements. Courses with "C-," "D", "D+" or "F" grades must be repeated at the first available opportunity.
- 11.40 **Culinary Arts, Hospitality, and Tourism Department Policy** - To qualify for the A.A.S or A.O.S. degree in any Culinary Arts, Hospitality, and Tourism Department program, candidates must complete all required and elective courses with prefixes of CAHT, HOTL, MKHT, and TRAV with a minimum GPA of 2.00.
- 11.50 **Residence Credit** - Courses completed successfully while enrolled as a degree seeking student at this College constitute residence credit. Students who successfully challenge courses may not use these credits towards residency requirements. Successful challenge credit is applied toward degree requirements as transfer credit.
- 11.51 **Residence Credit Requirements - Associate Degree** - Associate degree requirements include a minimum of *50% of the credits required to be completed at SUNY Cobleskill*. This percentage also applies to certificate programs. (*approved 6/10*)
- 11.52 **Residence Credit Requirements - Bachelor Degree** - Degree requirements include a minimum of 45 hours in residence as an upper-division student. The 12 to 15 credit hour internship is included in these 45 credit hours.
- 11.60 **Non-Residence Credits** - Credits earned off campus are non-residence credits. No more than 33 such total credits may be applied toward degree requirements for the associate degree. No more than one-half of the major field requirements may be non-residence credits.
- 11.70 **Financial Obligations** - All financial obligations must be met before a diploma is issued to the student.
- 11.80 **Courses with 290 Suffix** - No more *than a total of four (4) credits in 290/390 courses* will be accepted toward Associate degree requirements. (*approved 6/10*)

- 11.81 **Courses with 390 Suffix** - No more than *a total of six (6) credits in 290/390 courses* will be accepted toward a Bachelors degree. (*approved 6/10*)
- 11.82 **Refusal of Credits (See 2.06)**
- 11.90 **Time Limit to Meet Degree Requirements** - Full-time Associate degree and transfer Bachelor degree students unable to meet their degree requirements within four semesters will be subject to academic review. If granted the privilege to complete the degree beyond four semesters, the student will have no more than two years in which to complete the remaining requirements. Degree requirements are determined by the catalog under which the student is initially matriculated, and remain in force if the student maintains continuous matriculation. A student who discontinues enrollment for one year or more without being granted an official leave of absence, may apply for readmission and then fulfill the degree requirements in effect at that time.
- 12.00 **Liberal Arts and Sciences Requirements: A.A.S. Degree** - Candidates for the A.A.S. degree must earn 22 credits in liberal arts and sciences and should follow the requirements as determined by the department or school.
- 12.01 **Liberal Arts and Sciences Requirements: Bachelors Degree** - Candidates for the BT and BBA degree must earn 34 credits in liberal arts and sciences of which six (6) must be upper division. Candidates for the BS degree must earn 60 to 65 credits in liberal arts and sciences with a minimum of 12 credits of upper division.
- 12.10 **Participation in Graduation Ceremony** - All candidates *who apply and are certified as enrolled in course work to meet all degree requirements* identified for graduation by the registrar may participate in the graduation ceremony. A candidate for May graduation is an associate degree student who *will have completed all course requirements in their area or a Bachelor degree student who will have completed all course requirements. The only exceptions will be for Bachelors degree students missing a summer degree internship or for students in an associate degree program which, by design, requires a summer internship.*
- Students who have met all degree requirements the previous summer or fall semesters prior to May graduation must also apply for graduation and indicate their intention to participate in the May graduation ceremony. Disclaimers will be printed in the graduation program, indicating names listed are of candidates for the degree, subject to certification of having met all degree requirements. Certification of those degree requirements will be completed by June 1. Diplomas will be mailed to all successful graduates who have applied for graduation. (Effective Fall 2011 - approved 3/11)*
- 12.11 *Students are required to apply for graduation in the semester prior to the anticipated degree completion. Students must apply no later than April 15th for December or August degree completion and November 15th for May degree completion. Students who do not apply will not be allowed to participate in the graduation ceremony (See 12.10). (Effective Fall 2011 - approved 3/11)*

SECTION L – AWARDING OF DEGREES

- 13.00 **Two Associate Degrees** - A student cannot be awarded two Associate Degrees in the same semester.
- 13.05 **Associate and Bachelor Degrees** - A student cannot be awarded an Associate and Bachelor degree in the same semester.

PART IV – CAMPUS POLICIES

(Additional policies can be found on-line at http://www.cobleskill.edu/hr_policies.html.)

4.1 - Computer Resources Policy

(Refer to the Library and ITS web site for detailed information about the academic ethics of computer use)

The use of Cobleskill's computer resources by members of the campus community is authorized by the College. All members of the campus community will have equal privileges and equal access to the campus's computer facilities, and all have the responsibility to use computer resources in an effective, efficient, ethical, and legal manner. Every computer account issued by Cobleskill is the responsibility of the person in whose name it is issued. As a result, acquiring an account in another person's name, will be considered to be theft of services and will be dealt with according to the "appropriate disciplinary process" and/or Chapter 514 of the New York State Penal Law.

Maintaining security relative to access to centralized computing facilities is every user's responsibility. It is mandatory that the owner of an account be careful to keep the account secure by keeping the password secret, changing the password frequently, and reporting when anyone else is using the account with or without permission.

Authorized Use

As a condition for use of the College's computer resources, all users are expected:

1. To respect the privacy of others. For example, users shall not intentionally seek information on, obtain copies of, or modify files or passwords belonging to others.
2. To respect the integrity of Cobleskill's computer systems. For example, users shall not intentionally develop or use programs that harass other users, infiltrate a computer system, or damage or alter the software components of a computer system.
3. Not to develop programs or use any mechanisms to alter or avoid accounting for the use of computer services, or to employ means by which the facilities and systems are used anonymously or by means of an alias. For example, users shall not send messages or mail, or print files which do not show the username of the user using the system, or which exhibit a username other than that of the sender.
4. To respect the legal protection provided by copyright and licenses held by the College. For example, users shall not make copies of a licensed computer program to avoid paying additional license fees.
5. To use the accounts only for College related purposes. For example, users shall not authorize individuals who are not associated with the College to use an account, nor use the College's computers for non-College related work, without prior arrangements with the College.

Violation of these conditions, i.e., unauthorized use of another person's account, tampering with other users' files or passwords, or harassment of other users is certainly unethical and possibly a criminal offense. Whenever the College becomes aware of a possible violation of these conditions, an investigation will be initiated. In order to prevent further unauthorized activity, the College may suspend the authorization of computing services to the individual. Confirmation of unauthorized use of the facilities may result in the closing of accounts permanently, billing for computer time used for non-university endeavors, disciplinary action, and/or legal action.

Responsible Use

Users are expected to use the computer resources in a responsible and efficient manner, consistent with the instructional, research, and administrative goals of the College. Users are expected to refrain from engaging in deliberately wasteful practices such as printing large amounts of unnecessary listings, performing endless unnecessary computations, or unnecessarily holding public terminals, tape drives, dial-up phone lines for long periods of time when others are waiting for these resources. Users are also responsible for keeping their accounts cleaned up and free of any unwanted or unnecessary files. In addition, the playing of games or using networks for purely recreational purposes when others are waiting for terminals represents irresponsible use of the equipment.

The College prefers not to act as a disciplinary agency or to engage in policing activities. However, in cases of unauthorized or irresponsible behavior, we do reserve the right to take remedial action, commencing with an investigation of the possible abuse. Users, when requested, are expected to cooperate in such investigations.

4.2 - Violence and Unacceptable Behavior Policy

A basic tenet of our society is that every citizen has the right to security in both person and property. Our laws prohibit the physical abuse of persons and the illegal appropriation and destruction of property. The effect of these laws is to provide a context in which persons can realize their potential as social, political, economic, and creative beings.

SUNY Cobleskill is a place of learning, where students of all ages, races, creeds, sexual orientations, and ethnic origins have the opportunity to develop skills and knowledge toward goals that will make them effective citizens and promote their well being. The College expects that all members of the community share these goals.

Those students who do not share these goals, who flagrantly and consistently disrupt the educational process, and who physically abuse or harass other persons will not be tolerated and, after determination by the campus judiciary process, will be dismissed from the College and may be subject to arrest.

Similarly, students who do not respect the property of others or who willfully damage campus and State property, thereby degrading the quality of student life and increasing the cost of education, will be held liable for the damages and may be dismissed from the College, as well as being subject to criminal liability. Moreover, students found diminishing the dignity of other members of the community through sexual harassment or racial, sexual, religious, or ethnic disparagement, which are unlawful and inconsistent with the College's aspiration to produce citizens respectful and tolerant of the diversity of people, will be subject to disciplinary sanctions, including college suspension and/or dismissal.

SUNY Cobleskill attempts to provide a clean, attractive, healthy and safe learning environment for its students. However, the degree to which all students can realize their intellectual and social potential depends on the willingness of the entire community to promote and maintain mutual respect and dignity.

4.3 - Software and Copyright Policy

It is the policy of this College that all members of the campus community abide by the provisions of the United States Copyright Law effective January 1, 1978: Title 17 of the United States Code, Public Law 94-553 (Stat. 2541). The money paid for a software product represents a license fee. It does not represent an authorization to copy the software freely.

4.4 - Workplace Non-Smoking Policy

Smoking is prohibited inside all campus buildings (effective June 24 and July 1, 1994).

4.5 - Drug and Alcohol Free Workplace

The State University of New York at Cobleskill is committed to development and maintenance of a Drug and Alcohol Free work environment and, in accordance with the Federal Drug Free Workplace Act of 1988 and the State Policy on Alcohol and Controlled Substances in the Workplace, will not tolerate the unlawful possession or use of controlled substances or the on-the-job use or impairment from alcohol in the workplace. Compliance with the provisions of this Policy is a condition of employment.

College employees (including student employees) are subject to the following:

1. The term "controlled substance" means a controlled substance in Schedules I through V of Section 202 of the Federal Controlled Substance Act (21 USC 812).
2. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance by an employee in all College work locations is prohibited. An employee may possess and use a controlled substance which is properly prescribed for him or her by a medical practitioner.
3. On-the-job use of or impairment from alcohol by an employee in all College work locations is prohibited.
4. An employee who unlawfully manufactures, distributes, dispenses, possesses or uses controlled substances in the workplace will be subject to disciplinary procedures consistent with applicable laws, rules, regulations, and collective bargaining agreements.
5. An employee who uses alcohol on the job or is impaired from the use of alcohol in the performance of the job will be subject to disciplinary procedures consistent with applicable laws, rules, regulations and collective bargaining agreements.
6. Any College employee convicted of a criminal drug or alcohol statute violation occurring in or on property owned or controlled by the College must provide a signed written notification to his/her supervisor of the conviction within five (5) days after the conviction. As required by the Federal Drug Free Workplace Act of 1988, the College will inform contracting or granting agencies of such convictions within ten (10) days after receiving notification from the employee or otherwise receiving notice of a conviction.
7. The College will make every effort to maintain a drug and alcohol free workplace. This effort will include drug and alcohol awareness education, an employee assistance program and the implementation and strict enforcement of this Policy.
8. Questions about this Policy should be referred to the campus offices responsible for student and personnel matters (Vice President for Student Affairs and Director of Human Resources Management).

4.6 - Racial Harassment Policy

Background

The Cobleskill campus community depends on trust and civility. A willingness to recognize the dignity and worth of each person at the College is essential to our mission.

It is the responsibility of each person on campus to respect the personal dignity of others. Cobleskill celebrates the growing diversity of its community. Students, faculty and staff come to Cobleskill from many different backgrounds. Learning to understand the differences among us as well as the similarities is an important dimension of education, one that continues for a lifetime. Tolerance alone, however, is not enough. Respect and understanding also are needed. We should delight in our differences, and should seek to appreciate the richness and personal growth which our diversity provides to us as members of this community. As an educational community, we cannot accept discriminatory acts or racially based harassment, or any similar violence.

Thus, the Cobleskill campus has adopted the following policy concerning racial harassment.

Purposes and Definitions

Purpose

Racial harassment shall not be tolerated at Cobleskill--not only because it is reprehensible and discriminatory--but because it constitutes a form of conduct that seriously undermines the atmosphere of trust and mutual respect that is essential to an academic environment.

Definition

For the purposes of College policy, the term "racial harassment" refers to any behavior, verbal or physical, that stigmatizes or victimizes individuals on the basis of race, ethnic or national origin, and that:

1. Involves a stated or implicit threat to the victim's academic or employment status.
2. Has the purpose or effect of interfering with an individual's academic or work performance, and/or
3. Creates an intimidating or offensive academic, living, or work environment.

The College regards such behavior as a violation of the standards of conduct required of all persons associated with the institution. The prohibition against racial harassment applies to all interactions occurring on campus, in College facilities, or within the context of College related activities. It also applies to acts of retaliation against members of the community who have filed complaints under this policy.

Not every act that might be offensive to an individual or a group necessarily will be considered as harassment and/or a violation of the College's standards of conduct. In determining whether an act constitutes racial or ethnic harassment, the totality of the circumstances that pertain to any given incident in its context must be carefully reviewed and due consideration must be given to the protection of individual rights, freedom of speech, academic freedom and advocacy.

Resources

Informal Mechanisms for Mediation and Resolution

The Affirmative Action Officer shall serve as primary, accessible contact to refer individuals to informal and formal mechanisms for mediation and resolution of harassment complaints.

Formal Mechanisms for Resolution and Adjudication

The State University believes that a strong system of informal resolution, receiving and handling most complaints, will encourage reporting and resolution of complaints. When informal resolution is not chosen or is unsatisfactory, complaints are urged to use the appropriate formal mechanism which is completely described and available as Appendix Q of the SUNY Cobleskill Affirmation Action Plan.

This procedure, which may be used by any State University of New York student or employee, is in no way intended to supplant or duplicate any already existing grievance procedures, including the informal process presently in practice on many campuses. This procedure does not deprive a complainant of the right to file with outside enforcement agencies, such as the New York State Division of Human Rights, the Equal Employment Opportunity Commission, the Office for Civil Rights of the Department of Education, and the Office of Federal Contract Compliance of the Department of Labor.

Requirements for Filing Grievances:

1. A grievance must be submitted in writing on forms provided by the State University of New York, which are available in the Office of Affirmative Action.
2. Employees must file a grievance within 45 calendar days following the alleged discriminatory act or the date on which the grievant first knew or reasonably should have known of such, if that date is later. Students must file a grievance within 45 calendar days following the alleged discriminatory act or 45 calendar days after a final grade is received, if that date is later.
3. Grievances must be filed with the campus Affirmative Action Officer, as provided in the procedures.

Education and Prevention

The prevention of racial harassment and the establishment of effective procedures with due concern for all parties require a thoughtful educational program.

1. Vice President, Deans and heads of major administrative units are encouraged to discuss this policy and issues of harassment generally at meetings of faculty and staff.
2. Training programs for those who meet students in crisis situations and others serving in an advising capacity to students will include training about referrals, resources, and methods for handling instances of harassment. The Office of Affirmative Action shall develop such training programs.
3. An overall educational program for students dealing with issues of peer harassment and providing information, definition, support, identification of resources and exploration of behavioral alternatives, will be developed by the Office of the Vice President for Student Affairs and the Office of Affirmative Action. Such an educational program should be directed toward entering students.
4. The College will publish annually the operative portions of this policy statement. The information will explain how and where to contact College-wide resources and will be posted in conspicuous locations.

Exit Interviews

The College will periodically survey departing students, faculty and staff to measure the existence and frequency of reports of harassment.

Implementation

The Office of the President will be responsible for the implementation of this policy. Operational responsibility will rest with the Office of Affirmative Action.

Grievance Procedure for Review of Allegations of Discrimination

Requirements for Filing Grievances:

1. A grievance must be submitted in writing on forms provided by the State University of New (attached).
2. Employees must file a grievance within 45 calendar days following the alleged discriminatory act the date on which the grievant first knew or reasonably should have known of such act if that date is later. Students must file a grievance within 45 calendar days following the alleged discriminatory act or 45 calendar days after a final grade is received, if that date is later.
3. Grievances must be filed with the campus affirmative action officer.

Procedures for Processing Grievances:

1. The affirmative action officer on each SUNY campus shall receive any complaint of alleged discrimination, shall assist the complainant in defining the charge and shall provide the complainant with information about the various internal and external mechanisms through which the complaint may be filed, including applicable time limits for filing with each agency.
2. If the complainant chooses to use the SUNY Grievance Procedure for the Review of Allegations of Illegal Discrimination, the affirmative action officer shall assist the complainant to fill out the appropriate form, signing and dating a copy of the completed form for the complainant.
3. The affirmative action officer shall seek to resolve the complaint informally and shall have the right to all relevant information and to interview witnesses, including the right to bring together complainant and respondent, if desirable. If a resolution satisfactory to both complainant and respondent is reached within 14 calendar days through the efforts of the affirmative action officer, the officer shall close the case, sending a written notice to that effect to the complainant and respondent. The written notice, a copy of which shall be attached to the original complaint form in the officer's file, shall indicate the agreement reached by complainant and respondent and shall be signed and dated by the complainant, the respondent and the affirmative action officer.
4. If the affirmative action officer is unable to resolve the complaint to the mutual satisfaction of the grievant and respondent within 14 calendar days, the officer shall so notify the grievant, advising grievant of his/her right to proceed to the next step internally or to file with appropriate enforcement agencies immediately.
5. If a formal complaint with a state or federal agency or a court action is filed by a grievant, any internal investigation or review under way on the same complaint will terminate without conclusion, except that if internal investigation is prolonged to the point that the statute of limitations for filing with outside agencies may be exceeded (180 days for EEOC and OCR complaints; 365 days for Division of Human Rights complaints), a charge may be filed with the appropriate agency without interruption of the internal procedure.
6. If the grievant chooses to proceed through the internal grievance procedure, the grievant shall notify the affirmative action officer in writing within ten calendar days from the time of notification by the affirmative action officer that the issue cannot be resolved informally.

7. If the grievant is not represented by UUP, the grievant's statement, together with a statement from the affirmative action officer indicating that informal resolution was not possible, shall be forwarded to the grievance chairperson of the campus affirmative action committee within five days. (Each campus Affirmative Action Committee shall select a grievance chairperson, who shall be someone other than the affirmative action officer.)

If the grievant is represented by UUP, the grievant's statement, together with a statement from the affirmative action officer indicating that informal resolution was not possible, shall be forwarded to the campus UUP grievance chairperson within five days. (The campus UUP chapter shall provide the campus affirmative action officer with the name, campus address, and campus telephone number of the UUP grievance Chairperson each year.)

8. Within seven calendar days of receipt, the appropriate Grievance Chairperson shall notify the grievant and the campus President that a review of the matter shall take place by an *ad hoc* tripartite committee to be jointly selected by the grievant and the President from a pre-selected panel.

The pre-selected panel for use by those within the UUP bargaining unit shall consist of members of the campus professional staff selected by mutual agreement of the campus UUP Chapter President and the campus President.

The pre-selected panel for all other employees and students shall consist of campus administrators, faculty, employees and students recommended to the President by the campus Affirmative Action Committee. (It shall be the responsibility of the campus Affirmative Action Committee to establish such a panel each year.)

9. The *ad hoc* tripartite committee shall consist of one member of the pre-selected panel chosen by the President, one member chosen by the grievant and a third, who shall chair the Committee, chosen by the two designees. *If the respondent is other than the President, that respondent shall be consulted and the President or designee and the respondent together shall select a panel member.* Selection must be completed and written notification of designees submitted to the appropriate Grievance Chairperson within seven calendar days.
10. The tripartite committee shall review the matter, as appropriate and shall have the right to all relevant information and to interview witnesses, including the right to bring together complainant and respondent, if desirable. Both complainant and respondent shall be permitted rebuttal to the written record compiled by the committee.
11. Within 21 calendar days from the formation of the committee, the chairperson of the tripartite committee shall submit an opinion to the campus president as to whether or not discrimination has occurred.
12. If a tripartite committee cannot be selected within seven days, either because the grievant cannot select a member of the panel or the two selected panel members cannot agree on a third member, the grievance chairperson (and, in the latter case, grievant) shall be so notified within that period.
13. The grievant may, in such cases, request an outside hearing officer review the charge. Such request must be made in writing by the grievant to the grievance chairperson within five days from notification that a campus tripartite committee cannot be formed.
14. The request for an outside hearing officer shall be made in writing by the grievant to the appropriate grievance chairperson. The chairperson shall submit a written statement within five days to the executive assistant to the chancellor for affirmative action requesting that an outside hearing officer be appointed. The written request shall include a copy of the original grievance statement and the reason an outside hearing officer is being requested. An affirmative action officer from another SUNY campus shall be assigned as hearing officer.

15. The executive assistant to the chancellor for affirmative action shall designate a hearing officer within seven calendar days of receipt of the written request.
16. The hearing officer shall conduct a review and shall submit an opinion to the president within 21 calendar days from the date of appointment. The hearing officer shall have the right to all relevant information and to interview witnesses, including the right to bring together complainant and respondent, if desirable.
17. The president or designee shall communicate the opinion of the tripartite committee or of the hearing officer verbatim and in writing to the grievant and the campus affirmative action officer within seven calendar days together with a statement indicating his/her acceptance or rejection of the committee's recommendation. The president will indicate his/her decision either to dismiss the charge for lack of evidence that unlawful discrimination has occurred or to discuss appropriate redress with the grievant if unlawful discrimination has been found.

Off-Campus Resolution of Grievances

If the grievant is dissatisfied with the president's response, either because of a negative finding or disagreement over what constitutes appropriate redress, the grievant may file a formal complaint with the appropriate State or Federal agency. The campus affirmative action office will provide information on State and Federal guidelines and laws and names and addresses of enforcement agencies.

Academic Grievances

If a campus Academic Grievance Committee has been established to review student complaints concerning grades, it shall continue to hear such complaints. If discrimination is alleged to be the basis for the grade, the campus affirmative action officer *may at the request of the Academic Grievance Committee* sit with that committee in an advisory capacity during the review.

Further Provisions on Time Limits:

1. All the time limits contained above, with the exception of the 45-day limit on the initial filing of grievances, may be extended by mutual agreement of the grievant and the president or his/her designee.
2. If the University or designee thereof at any step fails to review and/or respond within the time limits provided, the grievant may proceed to the next step.
3. If grievant fails to respond within the time limits provided, the grievance shall be deemed to have been withdrawn.
4. In the event of a question of the timeliness of any grievance, grievance appeal or response, the dating and signing of the document shall be determinative. Any notices or documents sent by mail must be sent as registered mail and date of receipt shall be determinative.

4.7 - Tuition Assistance

Leave for Educational Purposes - The SUNY Administrative Policies which are applicable to all campuses spell out the University's policy regarding time off to attend job-related courses. "All job-related courses of instruction must be undertaken after hours, while in a leave status or on the basis of an adjusted work schedule approved by the appropriate supervisor."

1. Eligible Employee - An employee holding, or on leave of absence from, a full-time appointment to a position which is paid on a State University payroll may be eligible for waiver or reimbursement. Since all aspects of the program presume a benefit to the University through an improved level of education, there must be a reasonable expectation that University service will be continued beyond the period of the instruction. Employees who enroll in courses under this waiver/reimbursement program are required to satisfactorily complete their course(s) of study.
2. Approval Required - Advance approval must be secured prior to registering for any course. The Application for Tuition and Fee Assistance, Form B-140 can be obtained from the Office of Human Resources. The completed form is then to be returned to the Office of Human Resources.
3. Level of Support - Allocations for tuition support have been substantially reduced in recent years by Legislative action. It may not be possible to grant 100 percent in some cases. Each year it is necessary to adjust levels of support based upon the total annual allocation to the campus. However, the College will continue to fund job-related courses at the highest possible level.
4. Courses Not Eligible for Any Support - Employees enrolled in courses which bear NO relationship to either the employee's current job or a job the employee can reasonably be expected to assume at the College, are *not* eligible for support at any level.
5. Costs Which May Be Waived by State-Operated Campuses of State University - The cost of tuition only may be waived up to the level of support which has been approved. Employees who do not use their approved waivers at registration for whatever reason(s) should call the Office of Human Resources as soon as possible. Prompt notification may result in shifting allocations to further assist employees taking courses.
6. In all cases, upon completion of the course(s), official transcripts must be forwarded to the Office of Human Resources. Failure to satisfactorily complete a course(s) under this program shall result in a revocation of waiver or reimbursement. Appeals can be made to the Office of Human Resources.
7. Costs Which May Be Reimbursed for Courses Taken at Institutions Other than State-Operated Campuses of State University
 - a. It shall be the policy of this College to carefully control the amounts expended for tuition reimbursement. Although in extenuating circumstances, the State permits expenditure of monies for this purpose, they do not provide an allocation. The funds, therefore, must come from other than the personal service allocation thus reducing monies available for classroom supplies, travel, equipment replacement and the like.
 - (1) Reimbursement is not intended to operate as a general financing of faculty graduate study, even though the attainment of advanced degrees by faculty members is desirable.
 - (2) Approval for reimbursement should not be given for courses which can be completed at units of State University itself, even though geography and time may make it convenient for personnel to attend a nearby institution external to State University, subject, of course, to reasonable exceptions.

- (3) Courses for which approval is given should have a clear direct relationship to the present or projected function of the individual as related to the needs of the unit.
- (4) There should be definite assurance that the results of such expenditures will be of direct value to the unit concerned.
- (5) All persons who undertake courses with the exception of reimbursement should clearly understand that they are liable for all expenditures incurred unless final approval has been received.
- (6) Upon completion of the courses, transcripts and receipts must be forwarded to the Office of Human Resources for reimbursement.

b. Reimbursement for Professional Service Employees

All requests must be approved in advance of registration for the courses. Members of the academic staff should submit their requests on regular tuition waiver forms together with justification to their Dean who will forward them to the Vice President for Academic Affairs for final recommendation. Justifications should be specifically addressed to the State University guidelines. Professional staff will submit to their immediate supervisors who will forward them to the Vice President for Administration and Finance for final recommendation.

Other Tuition Assistance Programs

All of the employee organizations (unions) representing both the classified and professional staffs administer programs to provide tuition assistance for credit bearing courses. Some cover non-credit courses, seminars and workshops as well, provided they are job- or career-related. Information and application forms can be obtained from the Office of Human Resources.

4.8 - Employee Travel

Employees traveling on official business will be reimbursed for their actual and necessary expenses, in accordance with the rules and regulations of the State.

The procedure which should be followed in connection with authorized travel is:

1. Travel Orders are prepared in three parts and are to be submitted to your Budget Holder or Administrative Head for approval **ONE WEEK IN ADVANCE**. Out-of-State travel requires the signature of the Vice President for Administration. Travel Orders are then forwarded to the Facilities Management Office.
2. After receiving these approvals, your copy of the Travel Order will be returned.
3. At the conclusion of the trip, a Travel Voucher should be prepared and submitted to the Business Office, along with any necessary receipts and program/agenda.

Be sure to obtain the following receipts:

A. Registration receipt

B. Meal Receipts

1. Unless entitled to a daily per diem, all original receipts must document the actual cost. The traveler may not input or alter the dollar amount.
2. The receipt should contain:
 - a. name of restaurant with either full address or area code and telephone number
 - b. date of service
 - c. number of persons served

If the receipt provided does not include the above, the traveler must include an attachment to the receipt.

If any meal is included in the registration fee, a **receipt** and **program** showing this is required.

C. Lodging Receipts from hotel only (no credit card receipt or statement)

1. Lodging receipt must details such as:
 - a. name of traveler, or travelers of shared room
 - b. name, address, and telephone number of lodging establishment
 - c. room number
 - d. dates
 - e. rate
 - f. method of payment
2. The hotel may bill the college for payment of traveler's lodging expenses.

D. Transportation Receipts

1. If travel is by plane, follow the procedures below for purchasing airfare:

Step 1: A Travel Order must be processed and in place before a ticket can be purchased.

Step 2: Current State Contract Travel Agency is Carlson/Wagonlit, Albany Travel Unlimited, 20 Corporate Drive, Clifton Park, NY 12065. Phone number is 1-800-774-0655. Call Carlson/Wagonlit and ask for the New York State Reservations Department (if flying internationally, ask for an “International” Travel Counselor).

Step 3: Your Travel Counselor will quote the State Contract price through Albany for your destination, if available. This price should be documented on the Airfare Requisition (see next page). If you choose to fly out of another airport in New York State, ask for the State Contract rate from that airport and document it on the Airfare Requisition. **If you have searched out a cheaper fare, please give your Travel Counselor that information and they will book that flight for you if seats are still available.**

Step 4: Make your arrangements with the Travel Counselor. Your flight will be held at the price quoted for 24 hours for State contract trips, 4:00 p.m. for those not on contract. A fax or email itinerary will be sent to you within 30 minutes.

Step 5: Fill an Airfare Requisition and bring to the Business Office for approval. Business Office will fax the approval to Carlson/Wagonlit. Your flight will then be charged to the College’s account and your tickets will be issued. **It is imperative that you get your Airfare Requisition to the Business Office within 24 hours of booking your flight to ensure the price that you are quoted is charged. After the 24 hour deadline, you will be charged the current price for your seat when the Travel Agency receives the approval.**

Step 6: Electronic tickets will be issued whenever possible. Electronic ticket receipts will be emailed to the Business Office and to the traveler. If electronic ticketing is not possible, Carlson/Wagonlit will send tickets via Airborne Express. A 48 hour advance notice will be required for this process.

NOTE: Any airline tickets purchased with your personal credit card, cash or any means other than the College’s account will not be reimbursed with State funds (State, IFR or Dorm).

**SUNY COBLESKILL
AIRFARE REQUISITION**

VENDOR: CARLSON/WAGONLIT TRAVEL
1-800-774-0655

EXPLANATION OF AIRFARE SERVICES AND COSTS

TRAVELER: _____ DATES OF TRIP: _____

DEPARTURE AIRPORT: _____ DESTINATION: _____

QUOTED STATE CONTRACT RATE: _____

ACTUAL AIRFARE RATE: _____

Signature of Traveler: _____ Date _____

Department _____

Account # _____

Approved By _____ Date _____

Return completed form to Business Office for processing.

CARLSON/WAGONLIT CONFIRMATION/ITINERARY MUST BE ATTACHED.

2. If travel is by train, and/or bus, train coupon, and/or bus receipt(s) are required. (Any method of transportation where receipts are routinely given should be supported by a receipt.) The travel agent may submit to the accounts payable department the original invoice for payment.
3. Tolls - Receipts not required for exact change lanes under \$1.00. However, the voucher must identify date, time, amount, and location. All tolls in excess of \$1.00 require receipts.
4. Parking - A receipt is required for parking showing the date, time, amount and location.
5. Gasoline - A receipt is required for gasoline purchases showing the date, time, amount and location.
6. Leased Vehicles - Must be justified and must include receipt.
7. Taxicabs - Use must be justified and receipts include driver and/or cab ID number.

E. Program - Showing Dates and Times of Conference

General Information

The Comptroller's Rules governing submission of Travel Vouchers states that "All travel vouchers shall be submitted through the Administrative Finance Office of the department where employed, either at the end of the trip, or in the case of field employees, monthly, or semi-monthly, according to departmental regulations."

In our case, field employees would include the Admissions personnel, who should transmit vouchers at least monthly.

Please be prompt when submitting Travel Vouchers.

NOTE: If you are planning to attend a conference at which meals or lodging will exceed the maximum State rates, a request for over-the-maximum charges should be submitted at least *two weeks* prior to the scheduled trip. The following information must be included with the travel order and approved by your supervisor.

1. Name of organization/conference
2. Dates attending
3. Costs which exceed maximum allowances
4. Justification for these costs

Final approval of an over-the-maximum request is determined by the Vice President for Administration and Finance.

Allowances - Reimbursement for travel expenses of State employees on official business will be allowed in accordance with the following GUIDELINES. To qualify for the per diem rate, the employee must stay overnight in a hotel or motel and be away from his/her home for two meals. It is the campus policy that a lodging receipt must accompany the travel voucher.

Non-Overnight Reimbursement - When an employee is in travel status for less than a full day and incurs no lodging charges, non-receipted meals will be reimbursed for breakfast and dinner. Check with the Business Office for receipted meal rates based upon the area of assignment.

No reimbursement is allowed for lunch. If an employee is not in overnight status, meal reimbursement is processed as a taxable meal per OSC Guidelines. The amount will be reflected on the employee's year end W-2 form.

Mileage - Mileage is **only** reimbursed if a state car is not available on the day(s) you have to travel and if it is approved by your department head, at the IRS rate per mile for all bargaining units.

Overnight Reimbursement - The allowances for lodging and meals have been set at the Federal Government allowances for their employees. The State allowances will change when the Federal allowances change. Per diem rates may be updated daily. Call the Business Office for current per diems.

Receipts for lodging are mandatory - Receipts are not required for meals when the employee is in overnight travel status. A schedule of the allowances currently in effect for New York State locations is available in the Business Office. The per diem allowances are set by county, therefore the traveler's destination as required on the travel voucher must include the county as well as the city.

For out-of-state travel, local and state taxes will be reimbursed in addition to the per diem amount.

When registering at a hotel, an employee should identify himself as a State worker and request the government rate. Tax Exemption Forms (AC 946) should be furnished to the hotel in areas where a room occupancy tax is in force.

The Office of the State Controller requires that a program of literature setting forth the opening and closing dates of a convention or conference *must* be attached to the Travel Voucher.

Time Limits on Meal Allowances

Meals will be allowed when time of departure at beginning of trip necessarily occurs before the following hours:

Breakfast – 7:00 a.m.

Dinner – 6:00 p.m.

Meals will be allowed when time of return at the conclusion of a trip necessarily occurs *after* the following hours:

Breakfast – 8:00 a.m.

Dinner – 7:00 p.m.

No reimbursement is allowed for lunches.

Receipts are required for all expenses such as lodging, registration fees, parking and tolls.

Information pertaining to unusual circumstances may be obtained at the Business Office.

Advances for Travel

Cash advances for travel may now be made to employees whose duties involve assignments which require them to be away from their official station overnight. Advances should be obtained for meals and lodging only. Registration fees may be prepaid by Purchase Requisition.

Employees traveling one full day (two meals and an overnight stay) or more may obtain an advance. An application and Account for Travel Advance (Form AC 1214) must be completed and submitted 3 days prior to obtaining the advance (upon approval of the travel order).

Upon completion of a trip, an employee is required to account for the amount advanced to him. A Travel Voucher should be prepared by the traveler to cover the expenses of the trip. If the amount of the voucher is less than the advance, the difference must be paid to the Student Account's office. If the amount of the voucher is more than the amount advanced, the difference will be paid to the traveler.

If the reductions are made in the voucher as a result of the Comptroller's audit, and if the traveler's expenses have not been fully covered, the traveler will be notified the amount of the reduction and must repay the difference to the Student Account's office.

If an employee fails to promptly and properly account for a travel advance upon completion of a trip, a deduction equal to the unsatisfied portion will be made from his/her salary or other monies due the traveler to reimburse the agency's Advance for Travel Account.

AGREEMENT

In consideration of the amount received by me from the State of New York as an advance for travel expenses to be incurred by me in the performance of my duties, in accordance with the Rules and Regulations of the Office of the State Comptroller, I hereby agree:

- a. to account promptly and completely for the money advanced to me within 30 days from the date of the travel advance check
- b. in the event of my resignation or separation from the service of the State or failure to account, the State of New York shall be immediately entitled to the return of the sum advanced to me or any part thereof
- c. the State may deduct said amount from any monies due or accruing to me from the State, at the time of my resignation, separation, transfer to non-travel status, or failure to account. If there is not sufficient monies due or accruing to me from the State at the time of my resignation or separation, or if I shall fail to promptly account, the State may enter judgment against me without further notice to me for the sum still owing by me to the State of New York, as certified to the Office of the State Comptroller by the issuing officer or my agency.

Vehicle Assignment

State Agency Vehicles – In order to use a State Agency vehicle, you must sign the LENSE Program Agreement with the University Police Department.

College cars are available for traveling on official business only. Assignment of vehicles shall be made by the Facilities Management Office on the following basis:

1. First priority shall be given to the use of vehicles for student recruitment. In order to qualify for first priority, Admissions personnel must submit their written vehicle requests for each semester to the Facilities Management Office before the start of each semester.

2. After recruitment needs are met, preference will be given to employees who first submit their written request to the Facilities Management Office. No request will be accepted, however, earlier than 90 days before the date needed. Employees will not be granted preference for trips less than 50 miles one way.

Car keys and registration packet may be obtained from the Facilities Management Office (phone 5228) between 8 a.m. and 4:15 p.m. Arrangements for keys and registration pick-up after hours and weekends will be coordinated through the Facilities Management Office.

Upon return, the ignition key, trip report slip, gasoline charge receipt and registration packet must be returned to the Facilities Management Office. When returning after 4:15 p.m., drop keys and registration packet in the motor mechanic's door of the Maintenance Building. This procedure makes the car available for others who may find it necessary to use the car prior to the opening of the office.

All difficulties, however slight, should be reported immediately upon return on the trip report.

Accident report forms, insurance card, state map indicating OGS gas locations, gasoline charge card, and instructions regarding emergency repairs are included in all State car packets.

Students are permitted to operate State vehicles provided the employee requesting a student driver notifies Facilities Management of the name(s) of the intended driver(s) at least three working days prior to the trip and only if the student has completed the necessary training through the University Police Department. Authorization for each student driver will be granted in writing. Student will be *accompanied* by a College employee on all trips.

Use of Vans – Anyone driving over a 12 passenger van must complete special training through the University Police Department.

1. Academic programs will have priority.
2. All others will be assigned vans on a first come, first served basis.

The authorized user will insure that the returned vehicle is free of debris, litter, etc.

Policy for determining whether or not mileage will be paid when a state car is unavailable:

1. If no State car is available, Facilities Management will request permission of the Dean or Administrative Head prior to granting permission for payment of mileage.
2. In instances where a person has signed out for a State car, and subsequent requests cannot be met, Facilities Management Office is authorized to determine for which trip mileage is to be paid, and if necessary, remove a name from the sign-out and notify the Dean or Administrative Head.
3. The Dean or Administrative Head will notify the Facilities Management Office in writing and the person whose name has been removed and indicate whether or not s/he will authorize payment of mileage for the trip.

4.9 – Parking and Traffic Policy

Section 573.1 Authority.

1. The authority of this Part is the resolution adopted on August 17, 1972 by the Board of Trustees, State University of New York (see Part 560, supra) and section 360 of the Education Law. "The Council of each state-operated institution of State University shall adopt campus rules and regulations, not inconsistent with the Vehicle and Traffic Law, relating to vehicular parking, vehicle and pedestrian traffic and safety."
2. Parking is prohibited on or along all highways, except where otherwise indicated.
3. All vehicles are excluded from all pedestrian walkways, except emergency vehicles.
4. All campus roadway signs must be obeyed.

573.2 Purpose. The purpose of this Part is an attempt to gain an orderly pattern of motor vehicle control. A smoothly functioning traffic plan will do much to alleviate problems inherent in our growing College community.

FACULTY AND STAFF

573.3 Scope. These regulations (Sect. 573.3-573.9) apply to all faculty and staff employed by State University of New York College of Agriculture and Technology at Cobleskill or CAS, Research Foundation, College Alumni Association, or College Foundation employees. The regulations are in effect on all properties owned or leased by the College.

573.4 Traffic Regulations.

1. The State of New York Vehicle and Traffic Law applies on campus streets and roadways. The Vehicle and Traffic Law shall be enforced by the Cobleskill Village Justice.
2. No person shall drive a vehicle on College streets, roads or highways at a speed greater than is reasonable and prudent under the conditions and having regard to the actual and potential hazards then existing, but in no event shall a person drive a vehicle in excess of 20 miles per hour unless a different speed is authorized and indicated by the College.
3. No person shall park a vehicle on the premises of the College in such manner as to interfere with the use of a fire hydrant, fire lane, other emergency zone, or handicapped zone, create any other fire hazard or unreasonably interfere with the free and proper use of a roadway or pedestrian way.
 - a. Registration. All vehicles not owned by the College or FSA, including automobiles, trucks, or other motor-operated vehicles to be operated or parked on College property must be registered annually with the University Police Department.
 - b. Decals. Upon payment of a registration fee and any applicable parking fee as approved by the Chancellor or designee, and consistent with applicable collective bargaining agreements, each registered vehicle will be issued a decal. The amount of the registration fee shall be substantially based on costs attributable to the administration of the vehicle registration procedure. Approval of parking fees shall be in accordance with guidelines established by the chancellor or designee. Such guidelines shall provide that the determination of the amount of the fee be substantially based on an analysis of the costs attributable to the operation and maintenance of the parking facilities owned and operated by the College of Agriculture and Technology at Cobleskill. In case of sale of vehicle or termination of employment, please remove decals and destroy. If decals are lost or destroyed, a new set will be issued upon request.
 - c. Authorized parking areas. The University Police Department will indicate assigned parking lots for faculty and staff. Complete detailed parking rules and regulations are contained in the campus [Parking Regulations/Campus Map](#) or Parking Regulations for Staff brochure given to each individual who registers his/her vehicle on campus.

- d. Speed limit. The maximum speed limit on all College roadways and parking areas is 20 miles per hour.
- e. The acceptance of the privilege of parking or driving a motor vehicle on campus also constitutes acceptance by the owner and/or operator of responsibility to see that this vehicle is not parked or operated in violation of this Part or any applicable traffic regulations of the State of New York.

573.5 Violation. The fine for violation of campus parking regulations shall be fifteen dollars for the first violation, twenty dollars for the second violation and twenty-five dollars for each subsequent violation. Violation of disabled parking is fifty dollars. Fines are to be paid within five days. Unpaid fines shall be deducted from the salary of the offending employee at the conclusion of each semester. Fines shall be deposited in the State University Income Fund.

573.6 Towing. Any motor vehicle operated or parked on campus in violation of this Part may be removed or towed away and stored at the owner's expense.

573.7 Enforcement.

1. Operation of parking lots and traffic directions on all College roadways will be accomplished under the direction of the University Police Chief.
2. Since the operation of a vehicle on campus is for the convenience of the individual, the College assumes no responsibility for the vehicle, its contents or for any situation resulting from bringing and operating the vehicle on campus. This includes any damage caused by towing a vehicle.

573.8 Notice, hearing and disposition.

1. A complaint (ticket) regarding any violation of a campus parking regulation shall be in writing reciting the time and place of the violation and the title, number or substance of the applicable regulation.
 - a. The complaint (ticket) must be subscribed by the officer witnessing the violation and served upon the violator or attached to the vehicle involved.
 - b. The complaint (ticket) shall indicate the amount of the fine assessable for the violation, and advise that if the person charged does not dispute the violation, fines may be paid at the Student Accounts office within ten days.
 - c. The complaint (ticket) shall recite that a hearing may be requested within ten days of service of the charges by appearing in person at the department of university police.
 - d. The complaint (ticket) shall recite that should the alleged violator fail to appear at the time fixed for the hearing or should no hearing be requested within the ten day period the complaint (ticket) is proved and shall arrant such action as may then be appropriate.
2. The chief administrative officer shall designate a campus parking ticket review panel which is empowered to review any complaints regarding parking violations within ten days of the ticket's issuance as per the Parking Regulations/Campus Map and the Parking Regulations for Staff. This panel shall not be bound by the rules of evidence but may hear or receive any testimony or evidence directly relevant and material to the issues presented. At the conclusion of the review, the panel shall promptly transmit its decision to the alleged violator and the hearing officer. The decision of the review panel is final.

4.10 – Gift Acceptance

In order to assure adequate donor recognition, accounting procedures, proper care and maintenance of donated property and compliance with all applicable SUNY guidelines, it is important that all gifts be reported to the Development Office. The following outlines applicable SUNY guidelines and procedures to be followed in accepting gifts:

1. *Gifts and bequests given to a State University campus* must be reviewed by the campus administration to determine that the gift represents a benefit to the College and that any restrictions or limitations applied to the gift can be met. Upon campus determination that the gift should be accepted, all pertinent information must be sent to the Vice Chancellor for Finance and Business who can make a final determination if the value of the gift does not exceed \$5,000. If the value exceeds \$5,000, the gift is subject to acceptance by the State University Board of Trustees. In general, supporting documentation should include:
 - a. The approximate value of the gift.
 - b. A general description of the gift and the purposes for which it will be used.
 - c. Any restrictions attached to the gift.
 - d. Copies of all correspondence relating to the gift.

This policy does not apply to gifts of books or manuscripts to be added to library collections or to gifts or bequests to campus-related foundations.

2. *Gifts and bequests made to the College Foundation* generally do not require prior approval. If acceptance of the gift would necessitate the expenditure of campus funds, it must be approved by the College President. Further approval from the State University and the Division of Budget is required only in cases where the State would be committed to assume additional financial responsibility. For example, the approval of the President would be necessary for the Foundation to accept a material gift requiring special facilities or ongoing maintenance. University approval would be required to accept a partially endowed chair which commits the State University to future funding.
3. Given the increased flexibility accorded to College foundations in accepting gifts, it is generally preferable that gifts to Cobleskill be made through the College Foundation. The donor may also benefit from individual or corporate tax advantages by making a gift through the Foundation.
4. All gifts to the College, its departments, or to individual faculty or staff members for professional use should be reported to the Director of Development to insure proper acceptance and accounting procedures, and adequate donor recognition.

Through increased understanding of the procedures which apply to gift acceptance, we hope to avoid confusion and enhance the ability of this campus to attract an increased level of private support in the future. Open communication is necessary to avoid potential problems and maintain good donor relations.

It is recommended that anyone wishing to make a donation contact the Executive Director of the College Foundation, the Executive Director of the Alumni Association or the Director of the Development Office before making a gift.

PART V – MISCELLANEOUS

5.1 – SharePoint

Microsoft Windows SharePoint Services helps users work together. SharePoint sites provide a central repository for documents, information and ideas, and allows users to work interactively. This is an Intranet feature, meaning it will be used for on-campus communication and function like an employee bulletin board. All faculty and staff with network accounts will have access to SharePoint. SharePoint instructions are available on SharePoint.

5.2 – Purchasing Procedures

The Purchasing Department provides the service of ordering all supplies and services for the campus and should you have any questions on how to proceed or need advice please dial 5626. It is imperative that the following guidelines be strictly followed:

1. The prompt payment law enacted by the New York State Legislature became effective July 1, 1984. It required that interest be paid on all invoices for materials/services which are not paid in a timely manner.
2. Purchasing procedures are mandated by State law and often require approval from Division of Budget, State Comptroller, and Attorney General. Consultation with Office of General Services is also required on some purchases.
3. Ordering of supplies and services by unauthorized individuals may result in personal liability for payment by those individuals pursuant to Section 17 of the Public Officers Law.
4. Purchase orders cannot be created without submission of a requisition as the purchase order numbers are computer generated. Because of this, purchase order numbers cannot be given over the phone without submission of a requisition. If a purchase is required soon and the cost is under \$100 you may deliver a fully completed requisition to the purchasing department for turning into a purchase order within 24 hours.

It is important to remember that all purchasing through State procedures requires a certain amount of lead time, usually 4-6 weeks. That lead time can be longer in certain instances when approvals are required from other agencies and where advertising in the N.Y.S. Contract Reporter is required. Please contact the Purchasing Department to determine the necessary lead time if that is a critical element to your purchase.

Purchase Requisition - A requisition form is to be filled out for purchases of equipment and supplies. The forms can be found on “Coby Forms”. Equipment and/or supplies must be purchased in accordance with State contracts unless the same commodity can be purchased from another vendor at less than contract price. Information can be secured from the Purchasing Office. Purchases to be made by faculty require approval of the Department Chairperson and Dean.

Confirming Orders - Confirming orders *may* be made for supplies and materials under \$100. Prepare a confirming requisition and attach the invoice. Follow the same procedure as described above for purchase requisitions. Write the word CONFIRMING and list the invoice number on the requisition form. Please forward requisition and invoice to Business Office immediately to insure prompt payment to the vendor.

Emergency Ordering Procedure--Over \$100

An emergency situation which requires a purchase in order to effect immediate resolution of a problem, is generally limited to the prevention of high dollar loss, interference with the delivery of heat, power, water or any other life or health threatening situation. You must follow one of these two procedures, depending upon when the emergency occurs:

1. **Emergency Occurring During Normal Business Hours**
Contact the Purchasing Office and describe the nature of the emergency and what is needed. The Purchasing Office will advise the requisitioner as to how the emergency purchase will be accomplished. It may be necessary, depending on the nature of the emergency, that a confirming requisition be hand carried to the Purchasing Office prior to the placement of an emergency order. In other cases, the Purchasing Office may advise offices to forward a completed requisition to the Purchasing Office no later than the following business day.
2. **Emergency Occurring After Normal Business Hours and on Weekends**
When emergencies arise during times other than usual working hours, it will be necessary for the requisitioner to take independent action in order to prevent loss. The most appropriate action necessary under the circumstances should be taken. The Purchasing Office should be advised on the next business day of the nature of the emergency and all actions taken. The Purchasing Office will then advise the requisitioner how to proceed under the circumstances to complete any transactions.

It should be pointed out that the Purchasing Office will monitor the use of emergency ordering procedures and written justifications will be required. Significant frequency of emergency ordering *may* indicate a lack of proper planning. As an aid to preventing emergency situations, it is recommended that departments review their needs and allow proper lead time for the Purchasing Office.

Completing the Purchase Requisition Form

The purchase requisition forms must be signed by an authorized person (forms can be found on Coby Forms). After completing the information on the requisition form and obtaining a signature, forward 2 copies to the Business Office. To avoid unnecessary delays in processing your requisition, it is very important that you complete as much of the purchase requisition as possible.

5.3 – Use of Campus Facilities

SUNY Cobleskill permits internal and external use of its educational facilities by approved groups and organizations. The primary use of the College facilities is to support the College Mission and to provide direct service to the immediate college community. All requests for use of campus facilities must be coordinated through the “Campus Facilities Manager”. The use of educational facilities or services shall not be denied on the basis of sex, race or creed, or any other discriminatory basis contrary to the laws of the State of New York.

Priority for facility use will be on a “first come first served” reservation basis. Certain yearly dates and/or times may be determined to be unavailable for facilities use. In those situations when requests are submitted at the same time, priority use will be granted as outlined below. Furthermore all “requesters” are expected to pay user fees as stated below.

First Priority

Campus based academic programs defined as “credit bearing instructional experiences” will be given first priority for campus facility use. Fees would be waived, but extra level of service will be billed.

Second Priority

Campus based non-credit programs managed, scheduled, organized and administered by: recognized student clubs and organizations, College employees (as part of their position duties and responsibilities), CAS, College Foundation, Alumni Association and Research Foundation. These programs running through IFR accounts will be charged the administrative and maintenance overhead costs plus any extra charges or fees for special facility use (i.e. pool, ski lodge, computer accounts, etc.). Other programs run through FSA or Research Foundation will be charged standard facility usage fees and the appropriate administrative overhead fee.

Exception: activities managed, scheduled, organized for third parties are third priority as listed below even though the funding might flow through an IFR account.

Third Priority

External bona fide nonprofit groups and/or organizations may use facilities subject to the Board of Trustees, based on the appropriateness for facility use and on the ability to pay all fees. Included in this priority and charged according to the fee schedules are activities managed, scheduled, organized by college employees for third parties. Revocable permits are required for all third priority activity.

Request for Facility Use

All requests for facility use must be submitted to the appropriate facilities manager. Requesting groups/organizations will receive approval/disapproval within 30 days after all necessary paperwork has been submitted. Facilities cannot be used until all requests have been formally submitted and approved. Revocable permits must be completed and on file as necessary.

Payment of Fees

A non-refundable deposit of 50% of the facility use fee must be paid in advance, remaining balance is due within 30 days after use. Extra costs will be billed after use of facilities. For example, extra labor or overtime required to set-up or control traffic will be charged at the current state rate of per hour for those services. Extra expenses incurred by the College, as a result of the utilization, will be charged to the user in addition to the fee schedule.

Use of Athletic Facilities by Faculty Emeriti

Faculty Emeriti are welcome to use college athletic facilities as long as the facilities are open and supervised, and such use does not conflict with classroom activities utilizing the facilities. Keys will not be issued, as unsupervised use cannot be allowed due to potential liability issues.

Facilities Scheduling

Following is a list of college offices authorized to permit internal and external individuals and/or groups to reserve SUNY Cobleskill and Cobleskill Auxiliary Services. A Campus Facility Use Contract/Reservation Form must be completed and approved before a request is officially granted.

Assignment of Building Space

The allocation of instructional areas is under the control of the Vice President for Academic Affairs and the Registrar. Arrangements and changes must be cleared through the Vice President for Academic Affairs' office.

Location	Times	Office Responsible	Phone	Office Location
Academic Classes	8am – 5pm	Registrar’s Office	5521	Knapp Hall
Academic Classes	Evenings & Weekends	Office of Community Outreach	5528	Warner 115
Bouck 120	Days	Athletics Office	5521	Bouck 126
Bouck 120	Evenings	Student Activities	5449	Bouck
Bouck Cardiovascular Rm.	All	Athletics Office	5127	Bouck 126
Bouck Gym	All	Athletics Office	5127	Bouck 126
Bouck Hall Weight Room	All	Athletics Office	5127	Bouck 126
Bouck Multi-Purpose Room (150)	All	Athletics Office	5127	Bouck 126
Bouck Pool	All	Athletics Office	5126	Bouck 123
Bouck Theater	All	Student Activities	5449	Bouck
Catering Request	All	Dining Services	5883	Prentice Hall
Catering Dining Room	All	Culinary Arts Department	5425	Champlin Hall 213
Champlin Hall	All	CAS Office	5540	Prentice 106
Computer classrooms (after classroom schedule is finalized)	All	ITS	5869	Warner 012A
Curtis Mott Lounge	All	Ag & Natural Resources	5323	Curtis Mott 100
Field House	All	Athletics Office	5127	Bouck 126
Fred Bennett Recreation Center Lean-to	All	Athletics Office	5127	Bouck 126
Fred Bennett Recreation Lodge	All	CAS Office	5540	Prentice 106
Grosvenor Gallery (old gym)	All	Art Gallery	5215	OG 301
Holmes Hall 130	All	Early Childhood Office	5421	Holmes 232
Knapp Hall Conference Rooms	All	President’s Office	5111	Knapp 202
Library	All	Library	5841	Library 103
Outdoor Athletic Fields	All	Athletics Office	5127	Bouck 126
Prentice Hall	All	CAS Office	5540	Prentice 106
Residence Halls	All	Residential Life Office	5215	Knapp 237A
Video Conference Room (Warner 010)	All	ITS	5257	Warner
Warner 221 (Meeting Room)	All	President’s Office	5111	Knapp 202

5.4 – Theft of College Property

It is the responsibility of all members of the campus community to insure the safety of our people and the security of our facilities. A cooperative effort is needed if we are to realize this most important objective.

You are reminded to exercise extreme care to insure the security of keys to buildings and areas with buildings. You are also reminded to report immediately in person or by phone to the University Police Department and your Dean or immediate supervisor the loss or theft of College property.

5.5 – Work Order Requests

To effectuate better coordination between faculty and staff and Facilities Management, and to determine work priorities and establish job assignments for the maintenance staff, the following procedure is to be used for all work order requests:

1. Fill out a Work Order Request form or e-mail a request to the Facilities Management account.
2. Submit the request to your Dean or Administrative Head for his/her approval. If they approve the request, the Dean or Administrative Head will forward it to the Facilities Management office for approval and action. Please keep pink copy for your records. When calling on the status of a Work Order Request, please have the number available that is in the upper right hand corner.
3. In emergency situations, such as plumbing or electrical problems, contact the Facilities Management office at 5228.

5.6 – Accident Reports

Student/Visitor Major Injuries (disabling or when lost time is anticipated)

1. The staff or faculty member in charge at the time of the accident should coordinate the following:
 - a. Immediate first aid should be given by a qualified person.
 - b. Notify the hospital and physician or Wellness Center and physician.
 - c. The injured should then be conveyed immediately to the Wellness Center or hospital, as required.
 - d. After the first three steps are taken, the Vice President for Student Affairs will be notified.
 - e. The injured will be interviewed by the faculty or staff member in charge at the time of the accident and a Report of Accident or Injury, Form CS 13, will be completed in all details.
 - f. If the accident occurs where there is no faculty or staff supervision, and the injured is taken to the Wellness Center, a nurse at the Wellness Center will complete Form CS 13.

Copies of the report on student accidents should be sent to the Vice President for Student Affairs, Vice President for Administration and Finance and to the Environmental Health and Safety Office. Copies of the report on visitor injuries should be sent to the Vice President for Administration and Finance and to the Environmental Health and Safety Office.

Student/Visitor Minor Injuries (where the injury is not disabling or where lost time is not anticipated) and all Employee Injuries

1. The injured should receive proper first aid and/or medical treatment in accordance with steps a, b, and c as stated above.
2. The staff or faculty member in supervision at the time of the accident should complete the Report of Accident or Injury, Form CS 13, in all details.
3. A copy of the CS 13 should be sent to the Environmental Health and Safety Office.

5.7 – Worker’s Compensation

If the accident involves an employee, in addition to the CS 13 form to be completed, the employee is directed to the Human Resources Office where a Worker's Compensation form (C-2, Employer's Report of Injury) must be completed. If the employee cannot complete the C-2 because of a disabling injury, his/her supervisor will be responsible for completing this form. This report must be filed promptly to insure that all medical expenses incurred in connection with the injury are paid by Worker's Compensation and that the employee will receive benefits in accordance with the Worker's Compensation Law.

5.8 – Fire Safety

Before a Fire or Other Emergency Evacuation

- Know the locations of fire alarm pull stations in your area and how to work them
- Know the location of TWO exits from your area. Plan a primary and alternate route and learn them so you can find your way in the dark or dense smoke.
- Know the locations of and how to use the fire extinguishers in your area. (Use an extinguisher only if you know how and if it’s necessary for your own safety.)
- Participate in all college fire drills (at least once per year).
- Most fires are preventable. Practice fire prevention every day. (Note: The Environmental Health and Safety Office is responsible for conducting employee fire training. You are responsible for attending.)

In Case of Fire

- If you notice fire, smoke, or any evidence of fire, activate the building fire alarm. (Pull stations are clearly marked and located near the exits.)
- Call 5555 – University Police Department to give the location and description of the fire. If fire is large or spreading rapidly, call after you have left the building.
- Go to the nearest Exit and leave the building. **DO NOT USE THE ELEVATORS!!!**
- Close as many doors and windows in the vicinity of the fire as possible on your way out.
- If the fire is small, and if you have had training, use the proper type of fire extinguisher to control and extinguish the fire. Do this only after evacuation has started, and the emergency number 5555 has been called. Do not try to fight a fire if it is spreading rapidly or could block your escape route. REMEMBER – your first responsibility is personal safety.
- Once outside, stay clear of the building and out of the way of emergency services.
- Gather at a pre-determined place. DO NOT re-enter the building unless told to do so by University Police or the Fire Department.

To Survive a Building Fire

- ***Crawl low under smoke. Stay low – and go.***
- Before opening any doors, feel the door. If it is warm, do not open it. If it is cool, brace yourself against the floor, open it slightly, and if heat or heavy smoke are present, CLOSE door and stay in the room.
- If you get trapped in your room, ***keep the door closed.*** Seal cracks and vents. Open windows from the top and bottom.
- ***Signal for help.*** Hang an object out the window (bed sheet, jacket, towel). If there’s a phone in the room, call 5555 and report your location. Sometimes it’s safer to stay in place. ***Don’t panic and Don’t jump.***

If you are on Fire

- If you clothes catch on fire, **STOP, DROP, and ROLL.** Rolling smothers the fire.
- Use cool tap water on burns immediately. Don’t use ointments. If skin is blistered, dead white, brown or charred, call for an ambulance.

5.9 – Property Control

The Property control system has been devised by SUNY to insure that equipment items are properly accounted for from the time of purchase or donated until the item is surplus. The Property Control System on this campus is part of the Facilities Management function. Within the Facilities Management Department, the Property Control Coordinator is responsible for the perpetuation of accurate, up-to-date inventory information by utilizing the SUNY Administration property control database for direct input. The database is utilized for auditing purposes and property inventory, as well as equipment replacement budgeting. Property Control Designees are assigned to each area on campus and are responsible for insuring an accurate review of assets valued at \$500 or more within his or her stewardship. The designee is also responsible for the continual updating of assets and periodic audits. A Property Control Manual is available through the Facilities Management Office.