



# Faculty Handbook

Ninth Edition  
Fall 2021

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



# Brooklyn College Faculty Handbook

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Ninth Edition

Fall 2021

# Note to the Reader

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

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

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

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# Chapter 1: **Brooklyn College Basics**



## About Brooklyn College

Brooklyn College is an integral part of the civic, urban, and artistic energy of New York and uses the entire city as a living classroom that broadens our students' understanding of the world around them.

For 90 years, the college has been attracting a wide variety of motivated students—many of them immigrants or the children of immigrants who wish to better their lives through a superb education. They come because of the college's renowned faculty of academics, professionals, and artists who are among the best in their field. They know they will be learning on a campus considered one of the most beautiful in the country, with well-equipped facilities, studios, smart classrooms, and production and practice rooms—all with a highly affordable tuition.

The college offers 175 undergraduate degree, graduate degree, certificate, and advanced certificate and diploma programs in business; education; the humanities and social sciences; natural and behavioral sciences; and visual, media, and performing arts. More than 4,000 students received bachelor's and master's degrees, as well as certificates and advanced certificates and diplomas, at our last Commencement Ceremony.

## Our History

Founded in 1930, Brooklyn College was New York City's first public coeducational liberal arts college. The school was envisioned as a stepping-stone for the sons and daughters of immigrants and working-class people toward a better life through a superb—and at the time, free—college education.

The first campus was set in the busiest section of downtown Brooklyn, within the shadows of Borough Hall and court buildings, and near a busy commercial thoroughfare. Within two years, the college had spread to another building, and the idea of constructing a formal campus soon took hold. Several sites throughout the borough were considered, and the first president, William A. Boylan, embraced a large tract in the Midwood neighborhood proposed by a young architect, Randolph Evans. Even before the site was chosen, Evans had drafted a design for a Georgian-style campus facing a central quadrangle and anchored by a library building with a tall tower. Conveniently, the land was owned by his employers and, at the time, was being used as a golf course, a football field and the staging area for Barnum & Bailey Circus.

Despite being in the throes of the Great Depression, progress was made surprisingly quickly. On December 21, 1934, the city's Board of Estimate approved the purchase of the Midwood lot for \$1,625,528. In January, the Public Works Administration of the federal government allocated \$5

million for the buildings' construction. On October 2, 1935, Mayor Fiorello La Guardia, in the presence of Boylan and Borough President Raymond V. Ingersoll, took a silver-plated shovel and symbolically broke ground for the official beginning of Brooklyn College's new campus. Workers enlisted in the Works Progress Administration (WPA) completed most of the buildings and landscaping within two years.

When President Franklin D. Roosevelt came on campus and laid the cornerstone for the gymnasium, the final building in Evans' plan, he said, "I am glad to come here today and to wish Brooklyn College the fine and successful future that it deserves. May it live through the generations to come for the building up of a better American citizenship." The college's reputation grew throughout the following decades, driven in part by a prominent faculty across the disciplines. Students were expected to be among the city's best as well, and they were required to pass a stringent entrance exam and keep up with the rigorous course work.

In 1961, Brooklyn College became a member of the City University of New York just as the college was entering one of its most tumultuous periods. The Vietnam War, combined with the demands of emerging ethnic and racial empowerment movements, led to almost weekly protests. Both the student body and the faculty engaged in vigorous debates on and off campus, while the college became somewhat famous in the borough for hosting controversial figures, including Abbie Hoffman and Bob Dylan.

In keeping with the spirit of the times, in 1970 CUNY instituted an open-admissions policy that granted any New York City resident, regardless of academic credentials or ability, the right to attend a CUNY school. As a result, enrollment at Brooklyn College swelled to more than 30,000 students in only a few years. This led to severe overcrowding in classrooms, depletion of services and budget concerns that resulted in an acute fiscal emergency in 1975. The college closed its downtown campus and began "retrenchment," cutting back tenured faculty, administration and many services.

Five years later, Brooklyn College began to regain some of its former luster, led by the creation in 1981 of a nationally recognized Core Curriculum that gave students a strong foundation in the liberal arts. In addition to strengthening the curriculum, the college began to hire new faculty again, invigorating the departments with their youth and scholarship.

The rejuvenation of the curriculum was mirrored by an increased effort to improve facilities and begin an ambitious building campaign. A major renovation and expansion of the library began in the late 1990s, increasing space for its holdings and providing facilities for new media and online services, classroom facilities, and the college's Special Collections, including important archival holdings. The West Quad Center—the first new building to be added to the campus in decades—

followed, presenting the college with the opportunity to group all student services, as well as athletic facilities, under one roof. This was followed by the opening of the Leonard & Claire Tow Center for the Performing Arts in 2018 and planning for a new academic building on a recently purchased adjacent property.

A wide-reaching transformation occurred in fall 2011 with the creation of four new schools and the arrival of deans to head them. The existing School of Education was joined by the Koppelman School of Business, the School of Humanities and Social Sciences, the School of Natural and Behavioral Sciences, and the School of Visual, Media and Performing Arts.

## **Our Campus**

Brooklyn College was always meant to be beautiful, right from its beginnings in the 1930s. The original design called for classical, Georgian-style buildings to be constructed on 26 acres, along with a lily pond, gardens and grassy quadrangles planted with elm trees. The classrooms, lecture halls, art studios and science laboratories were built to be the best in the country. Recently acquired property will expand the campus to 35 acres.

Ever since then, Brooklyn College has remained among the most beautiful in the metropolitan area. The lily pond, gardens and elm trees are still here, and the four original, now ivy-covered, buildings are constantly being refurbished to reflect the expanding needs of our campus community. Light-filled art studio and gallery spaces have been added to the top levels of Boylan Hall, while the lower level has a refreshed full-service cafeteria. Ingersoll Hall, the main science building, has been extended on either side for more labs and lecture halls as well as for the Aquatic Research and Environmental Assessment Center, an important resource for the city's waterways. The Brooklyn College Library went through an extensive refurbishing and enlargement several years ago and now offers students not only access to an increased collection and computer services, but to comfortable rooms and nooks to study and rest between classes.

More recent additions to the campus include the West End Building, which houses computer labs, the Department of Film and student club rooms right next to the tennis courts. The Library Café is a full-service Internet café that's open 24 hours a day, seven days a week; the newly refurbished terrace is the perfect spot for reading, snacking and relaxing on pleasant days. The West Quad Center, opened in 2009, is home to most student services—admission, registration, bursar, financial aid—as well as recreational and fitness facilities.



The latest evidence of our dedication to the arts is our brand-new performing arts center. Alumni Leonard, '50, and Claire, '52, Tow have donated \$10 million to the college to help build the Leonard & Claire Tow Center for the Performing Arts. The center will raise our profile in the arts world, demonstrating our enduring commitment to the performing arts. The new building includes rehearsal and performance space, set design and construction workshops, a double-height theater seating 200, a grand lobby and arcade, and classroom, meeting and reception rooms.

A [campus map](#) may be found on the college website.

## Accreditation

Brooklyn College is regionally accredited by the Middle States Commission on Higher Education. Our academic programs are registered by the New York State Department of Education.

The School of Education is accredited by the National Council for Accreditation of Teacher Education and is in the process of seeking accreditation from the Association for Advancing Quality in Educator Preparation. The Murray Koppelman School of Business is accredited by the Association to Advance Collegiate Schools of Business. The didactic program in nutrition and dietetics and the dietetic internship program are accredited by the Accreditation Council for Education in Nutrition and Dietetics. The master's program in school counseling is accredited by the Council for Accreditation of Counseling and Related Educational Programs. The master's program in speech-language pathology and the doctor of audiology (Au.D.) program at the CUNY Graduate Center are both accredited by the Council on Academic Accreditation in Audiology and Speech-Language Pathology of the American Speech-Language-Hearing Association. The bachelor of science (B.S.) program in chemistry is accredited by the American Chemical Society.

Documentation is available in the Office of the Provost, 3137 Boylan Hall.

## Organization Membership

Brooklyn College is a member of the American Association for Higher Education, the American Council on Education, the Association of American Colleges and Universities, and the Council for Opportunity in Education.

## **Student Enrollment and Diversity**

Total fall 2020 enrollment was 17,735. There were 14,969 undergraduate and 2,766 graduate students. Brooklyn College is a microcosm of the ethnically rich borough of Brooklyn it serves as well as a mirror of the wide diversity in New York City itself. A vibrant, intellectually engaged community, our student body comprises individuals from 142 countries, speaking 94 different languages, who share in the educational home our ample campus provides. Brooklyn College attracts bright, ambitious individuals and is particularly well suited to those who are eager to explore a wide range of academic disciplines.

## **Faculty**

The faculty of Brooklyn College teach, mentor, and advise, and very often they become students' best career counselors. In and out of the classroom, students at Brooklyn College get to know and work side by side with leading academics, scientists, writers, and performers. As of fall 2020, we have 471 full-time and 769 part-time faculty members.

## **Grants**

In Fiscal Year 2020, the Brooklyn College Foundation granted more than \$4.6 million to the college. This includes \$2.3 million awarded to more than 2,000 students in the form of scholarships, awards, travel grants, internships, fellowships, and emergency grants; and more than \$430,000 in the form of professorships, chairs, travel awards, lectureships, professional development support for faculty. This includes a significant number of emergency grants provided to students impacted by the COVID-19 pandemic. In 2019–20, Brooklyn College received awards totaling \$11.4 million to support research, training, program development, and institutional improvement. Among the federal/state/city agencies, corporations, and private foundations that have contributed support to the college are the National Science Foundation, National Institutes of Health, New York City Mayor's Office of Media and Entertainment, New York City Department of Education, New York City Department of Youth and Community Development, New York City Department of Health and Mental Hygiene, New York City Council, New York City Department of Small Business Services, New York State Department of Education, Pinkerton Foundation, U.S.-Israel Bi-National Science Foundation, New York City Office of the Mayor, Council on Library and Information Resources, Far Fund, Memorial Sloan Kettering Cancer Center, New York Community Trust, Mouse Inc., Sunset Park Health Council, Indiana University, New York City Department of Human Resources, New York City Office of Children and Family Services, Accenture, Vital Projects Fund, St. Louis University,

USDA Secretary for Natural Resources and the Environment, USDA Secretary for Research, Education and Economics, Institute for Education Services, and U.S. Department of Education Office of Post-Secondary Education.

## **Purpose, Mission, Vision, and Values**

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

### **Our Purpose**

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

### **Our Mission**

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

### **Our Vision**

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

### **Our Values**

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

## **“Nil sine magno labore”**

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

# Chapter 2: **University–Wide Governance**



The City University of New York (CUNY), which was created by New York State legislation in 1961, evolved from the Free Academy, underwritten by the people of New York City in 1847. The university includes 11 senior colleges, seven community colleges, the Macaulay Honors College and six graduate and professional schools, located throughout the city's five boroughs. CUNY serves more than 275,000 degree-seeking students and awards 55,000 degrees each year.

Within this complex system, there are primarily two levels of governance – university and the individual college campuses.

## The CUNY Board of Trustees

Brooklyn College, as a unit of the City University of New York, operates under the provisions of the Bylaws and policies of the CUNY [Board of Trustees](#). The board is composed of seventeen members. Ten are appointed by the governor of New York State, including at least one from each borough of New York City, and five are appointed by the mayor of New York City, one from each borough. These fifteen are all appointed with the advice and consent of the New York State Senate. The two remaining are *ex officio* members – the chairperson of the University Faculty Senate, who has voice but does not vote, and the chairperson of the University Student Senate, who may vote.

A chair and a vice-chair of the board of trustees are appointed by and serve at the pleasure of the governor. Members of the CUNY Board of Trustees, except the *ex officio* members, are appointed (or reappointed) for seven-year terms. In general, the board sets policy and approves actions of the university; determines the bylaws of the university, from which all units derive or adopt specific governance structures; appoints the chancellor of the university and the presidents of its colleges; and approves plans and programs for each constituent college.

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

The [chancellor](#) of CUNY is the chief educational and administrative officer and is assisted by two executive vice-chancellors, vice-chancellors for major administrative areas, university deans and administrators, and their staffs.

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

The Council of Presidents, chaired by the chancellor, is established by the bylaws of the university to provide unified and cooperative leadership in the university. The council not only advises the chancellor on the budget and on the formulation and revision of a Master Plan for public higher education in the city (which is sent quadrennially to the State Board of Regents), but also makes recommendations directly to the chancellor on matters concerning the physical and instructional development of the university at large. The president of each college unit is specifically charged with the administration of his or her own institution and in this capacity is responsible directly to the chancellor.

## **University Faculty Senate (UFS)**

The University Faculty Senate represents the interests of the entire CUNY faculty in matters of governance and academic affairs. Questions of faculty status, academic freedom, scholarship, research, and teaching, as well as the rights of faculty in governance, are routine interests of the senate. Delegates are elected by each college, their number depending on the size of the faculty. At present, Brooklyn College has 14 members serving on the University Faculty Senate.

You may visit their [website](#) to learn more about the University Faculty Senate, including the list of current senators representing Brooklyn College.

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

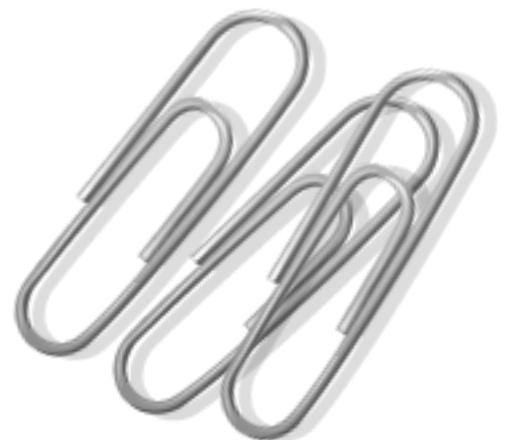
Instructional staff members of the university are represented by their union, the Professional Staff Congress (PSC), a chapter of which is on each campus. The PSC and the CUNY Board of Trustees negotiate a collective bargaining agreement that covers salary schedules and terms and conditions of employment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

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

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



# Chapter 3: College Campus Governance



## Campus Governance Overview

While the CUNY colleges share a single board of trustees, Brooklyn College is individually chartered by the Board of Regents of the State of New York and governed by the State Education Law, which incorporates the Rules of the Board of Regents and the Regulations of the Commissioner of Education. Board policy and state law are administered by the Commissioner of Education through the New York State Education Department.

Each college of the university must have its own governance plan, which treats such matters as organization and duties of the faculty, departments, and students. The [Brooklyn College Governance Plan](#), effective July 1, 2019, as amended and approved by the Board of Trustees, along with a [summary of the college's governance bodies](#) may be found on the college website.

College governance structures are established to meet specific needs and objectives. Some of these structures may be at variance with the university Bylaws but are permitted by them; the college governance plan supersedes the bylaws where such variances occur. Under the bylaws, responsibility for policy at the college level is shared among the president, the faculty, and students.

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

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

As stipulated in the Brooklyn College Governance Plan, the college's internal organization includes the bodies discussed below.

## The Policy Council

[Policy Council](#) comprises the president, vice presidents, assistant vice presidents, and full deans representing the administration; elected faculty members and elected students, each group equal to

the number of administrators. The Executive Committee of the Policy Council includes one member elected by each constituency. The president serves as chairperson of Policy Council and of its Executive Committee.

Recognizing the authority of other college governance bodies, the Policy Council may make recommendations to the president in all areas of operation of the college, serves as a forum for discussing issues of college concern, and may submit recommendations for action to other college governance bodies. All amendments to the Brooklyn College Governance Plan must be approved by the Policy Council and by the president before submission to the board of trustees.

## **The Faculty**

The faculty is defined by the CUNY Bylaws, for the purposes of official college and university governance, as comprising “all persons having faculty rank or faculty status.”

Faculty rank is held by “all persons who are employed full-time on an annual salary basis in titles on the permanent instructional staff, except college laboratory technicians,” and includes full-time faculty in the titles of assistant professor, associate professor, and professor. Faculty status is held by “persons employed full-time in the titles of instructor, lecturer (full time), distinguished lecturer or clinical professor.” (Note that these definitions exclude from faculty rank or status, full-time faculty in such titles as Substitute Lecture and Substitute Assistant Professor. In the absence of explicit indications to the contrary, all references to “full-time faculty” in this document should be construed similarly, as excluding substitute faculty.)

The faculty of Brooklyn College conducts the customary educational affairs of a college faculty. Under the Bylaws, the faculty meets as a whole at least once each semester—the Stated Meeting of the Faculty—at the call of the president, who chairs the meeting.

For further information, see pertinent parts of the [Bylaws](#), Articles VIII and XI.

## **Faculty Council**

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

*Membership.* Faculty Council comprises all department chairpersons; an additional delegate from each department elected by department members; delegates-at-large, equal to the number of instructional departments, elected according to school; and up to five members chosen from heads of interdisciplinary programs. The effective functioning of the Faculty Council depends on the work of its [committees](#).

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

## Academic Department Organization

Leadership and responsibility for quality, excellence, and the improvement of instruction in a department reside with the department's chairperson. Each department, subject to approval of Faculty Council, and within the general framework of the college's governance, shall have control of its educational policies through the vote of its faculty members. In addition to the two required committees described below, various other standing and *ad hoc* committee shall be created as decided by the department.

Academic departments meet monthly during the academic year according to a schedule specified in the college's Administrative Calendar. Departures from that schedule require written permission of the Associate Provost for Faculty and Administration.

*Election of department chairpersons.* In accord with the CUNY Bylaws, department chairpersons are elected for three-year terms subject to presidential and board approval. (There is an exception for the library, for which there are special provisions in the Bylaws.) Under the Brooklyn College Governance Plan all department members with faculty rank or faculty status are eligible to vote for department chairperson.

*Duties of department chairpersons.* (Cf., Section 9.3 of the Bylaws)

- a. Maintain departmental records.
- b. Assign courses to and arrange programs of instructional staff members of the department.
- c. Initiate policy and action concerning the recruitment of faculty and other departmental affairs.

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

*Departmental Appointments Committee.* An Appointments Committee comprising the chairperson and four other faculty members is elected by each department on the same triennial cycle as the chairperson. The Appointments Committee is responsible for proposing a department budget and for recommending appointments, reappointments, leaves, and tenure of instructional staff members in the department to the College-wide Committee on Personnel and Budget (P&B).

*Departmental Curriculum Committee.* Every department has a Curriculum Committee composed of faculty and students who are majors in the department. The committee considers and makes recommendations for department action; the result of that action is transmitted to the appropriate graduate or undergraduate Committee on Curriculum and Degree Requirements of Faculty Council.

## Academic Departments and Schools

The 35 academic departments and nine interdisciplinary programs at Brooklyn College are organized according to [five schools](#).

### **Murray Koppelman School of Business**

- Accounting
- Economics
- Business Management
- Finance

### **School of Education**

- Childhood, Bilingual and Special Education
- Early Childhood Education/Art Education
- School Psychology, Counseling and Leadership
- Secondary Education

### **School of Humanities and Social Sciences**

- Africana Studies
- Classics
- Communication Arts, Sciences and Disorders
- English
- History
- Judaic Studies
- Library
- Modern Languages and Literatures
- Philosophy
- Political Science
- Puerto Rican and Latino Studies
- Sociology
- Interdisciplinary Programs (American Studies, Caribbean Studies, Children and Youth Studies, Communication, Linguistics, Studies in Religion, Urban Sustainability, and Women's and Gender Studies)

### **School of Natural and Behavioral Sciences**

- Anthropology
- Biology
- Chemistry
- Computer and Information Science
- Earth and Environmental Sciences
- Health and Nutrition Sciences
- Mathematics
- Physics
- Psychology

### **School of Visual, Media and Performing Arts**

- Art
- Barry R. Feirstein Graduate School of Cinema
- Conservatory of Music
- Film
- Television, Radio and Emerging Media
- Theater
- Interdisciplinary Program (Performance and Interactive Media Arts)

## **The Council on Administrative Policy**

The Council on Administrative Policy (CAP) comprises the president, vice presidents, assistant vice presidents, academic deans, department chairpersons, interdisciplinary program directors, and such non-voting members as the president may designate. The president serves as chairperson.

The function of CAP is to discuss issues of importance to the college and its educational mission and make recommendations to the president; to receive from the president for discussion and advice any significant plans of the administration in the areas of general education policy, planning, priorities, personnel and budget; to establish, in conformity with the Bylaws and the Brooklyn College Governance Plan, standards and policies concerning personnel; and to serve as a principal means of communication between the president and the academic departments.

A liaison committee (“CAP Liaison”), consisting of five chairpersons, one from each school, is elected by the chairpersons at the first CAP meeting of each academic year; CAP Liaison serves as the chairpersons’ advisory group to the president, with whom this committee meets regularly.

## **College–Wide Committee on Personnel and Budget**

The College-wide Committee on Personnel and Budget (P&B) comprises all the department chairpersons, as well as the president, the provost, the associate and assistant provosts, and academic deans. The function of this committee is to consider recommendations for appointment and reappointment without tenure. Only the department chairpersons vote on these recommendations.

## **Committee on Promotion and Tenure**

The full committee and review structure for promotions and reappointments with tenure is discussed in the next chapter.

## **Student Government**

There are two student government associations, the Undergraduate Student Government and the Graduate Students Organization. The functions of these bodies are to charter or otherwise authorize student publications, organizations, clubs, athletic teams (excluding intercollegiate athletics), and so on; to appoint student members to Faculty Council committees; to allocate the Student Government fee in accordance with the Bylaws; and to make recommendations to other college and university bodies.

Each Brooklyn College student is a member of one of these organizations, which are funded by a portion of the consolidated fee that students pay each time they register for classes. Elections are held annually in the spring semester and any matriculated student may seek office. Meetings of the organizations are open to all students.

## **Structure of the Brooklyn College Administration**

The administrative structure of Brooklyn College is organized according to the executive officers of the principal administrative divisions: President, Provost and Senior Vice President for Academic



Affairs, Senior Vice President for Finance and Administration, Vice President for Enrollment Management, Vice President for Institutional Advancement, and Vice President for Student Affairs.

Additional information about the departments, offices and services within each of these areas may be found on the college website.



# Chapter 4: **Faculty Personnel Matters**



## Faculty Personnel Files

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

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

The administration file contains only materials requested by the college or supplied to it in connection with a faculty member's initial employment, promotion, and/or tenure. This includes items such as letter from external evaluators. An employee does not have access to their administration file.

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

## Appointment and Reappointment Process

Full-time faculty in professorial titles, full-time instructors and full-time lecturers are subject to annual reappointment until tenure or the certificate of continuous employment (CCE) is achieved. During their first full year of service, faculty are considered for reappointment during the spring semester; in subsequent years, faculty are considered for reappointment during the fall semester.

Upon recommendation of the college and approval of the CUNY Board of Trustees, faculty in professorial titles are granted tenure effective September 1 of the eighth continuous year of appointment and lecturers are granted CCE effective September 1 of their sixth continuous year of appointment. The title of full-time instructor is generally reserved as a temporary appointment for individuals who have been offered a tenure-track position, but have not yet fulfilled certain requirements (e.g., completion of doctoral work). This position is limited to no more than four successive annual reappointments.

For annual reappointments without tenure or CCE, faculty personnel files are reviewed by the department's Appointments Committee and the College-wide Personnel and Budget Committee (P&B). These committees recommend to the president reappointment or non-reappointment based on the faculty member's record. The president sends written notice of their decision on or before December 1<sup>st</sup> (or May 1<sup>st</sup> in the case of first reappointments).

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

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

## Professional Evaluation of the Faculty

Faculty are evaluated with regard to their total academic performance, including teaching effectiveness; administrative assignments; research, scholarship and creative work; student guidance; service to the department, college and university; curriculum development, professional activities in their field of specialty, and so on. The following describes some of the specific evidence that is collected to help assess faculty performance.

**Peer Teaching Observation.** One of the ways teaching effectiveness is evaluated is through classroom observation by peers within the faculty member's department. At least once during each academic semester, non-tenured and non-certificated members of the teaching staff shall be observed for a full classroom period. The observation shall take place during any scheduled class during the first ten weeks of a semester. Faculty with tenure or CCE may also be observed once each semester, though it is not mandatory.

The faculty conducting the observations are determined by the department's Appointments Committee and scheduled by the department chair. The observer submits, through the department chairperson, a written report of the observation to the Appointments Committee. Following the observation, there shall be a post-observation conference between the observer and the faculty member to discuss their classroom teaching performance. This discussion will be memorialized in a written report. Both the teaching observation report and the post-observation conference memorandum are placed in the faculty member's personal file.

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

**Student Evaluation of the Faculty.** The Student Evaluation of the Faculty (also known as "BC Feedback") is conducted online using a uniform questionnaire across all departments and for all teaching faculty, regardless of rank and full- or part-time status. The current 28-item survey instrument measures students' assessment of three broad areas: the instructor's classroom

performance, particular course features, and how much was gained from the class. The instrument includes both fixed-response and open-ended questions.

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

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

**Annual Evaluation Conference.** At least once each year, each full-time faculty member (except tenured full professors) shall have an evaluation conference with the department chairperson or a member of the department's Appointments Committee, assigned by the chairperson. At his or her discretion, the chairperson may also hold an annual conference with tenured full professors.

At the conference, the faculty member's total academic and professional performance shall be reviewed both for the current year and cumulatively to date from the faculty member's initial appointment. Following this conference, the chairperson or the assigned member of the Appointments Committee shall prepare the Annual Conference Report form as a record of the discussion for inclusion in the faculty member's personal file. In addition to evaluating the faculty member's performance in various areas, the form provides the opportunity to document specific goal and expectations.

For additional information about professional evaluation, see Article 18 of the [PSC-CUNY Agreement](#) and Section 5.01 of the [Manual of General Policy](#). The Annual Conference Report forms may be found on the [Professional Evaluation of the Faculty](#) page of the Associate Provost for Faculty and Administration's website.

## Promotion and Tenure

Given the nature and import of tenure/CCE and promotion, the review processes for these actions are more complex than those for the annual reappointment process. The following sections outline the additional components involved. A summary of the promotion and tenure review structure is provided as part of the summary of the college [governance bodies](#).

**Committee on Promotion and Tenure.** The college-wide Committee on Promotion and Tenure comprises all the department chairpersons as voting members. The chairperson of CAP Liaison serves as chairperson of the college-wide committee.

When the department and school-level committees described below have completed their work, the college-wide committee votes on recommendations to the president on all candidates for promotion and tenure/CCE. The president meets with the appropriate committee(s) to discuss any case for which they require additional information before making a recommendation to the board of trustees, which then makes the final decision on each case.

**Tenure/CCE Procedures and Criteria.** Full-time faculty who have been appointed for a seventh consecutive year in non-substitute professorial titles are automatically considered for reappointment with tenure. The process begins during the spring semester of the sixth year of service and continues into the following fall semester. The president of the college makes recommendations to the CUNY Board of Trustees during the fall semester of the faculty member's seventh year. Lecturers are automatically considered for CCE during their fifth year of service, with review beginning in the spring of their fourth year.

Candidates for tenure must furnish their departments a current curriculum vitae, other completed college forms, and copies of publications and creative work that have been produced since their initial appointment at the college. The materials are sent to four external evaluators. Lecturers are not required to have a research commitment, so external evaluation of scholarship and creative work is not part of the CCE review process.

A candidate's application for tenure or CCE is acted on initially by the department's Appointments Committee and subsequently by (1) the School Promotion and Tenure Review Committee, consisting of one tenured associate or full professor (excluding the chairperson) from each department of the school\* and (2) the College-wide Promotion and Tenure Committee, comprising all chairpersons in the college (see above). Candidates are informed in writing of the recommendation made by the departmental Appointments Committee, by the College-wide Promotion and Tenure Committee, and by the President regarding reappointment with tenure or CCE. When the entire process is concluded, the faculty member will also receive written notice of the decision by the Board of Trustees.

Candidates who have not completed their full probationary period are eligible for early tenure review in exceptional cases: for example, when appointment to the faculty entails

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\* If there are fewer than five departments in a school, additional members-at-large will be elected to bring the membership to five.

continuation of tenure awarded at another academic institution, when a prestigious fellowship interrupts continuous service during the probationary period, or when some extraordinary reason indicates that the college would be well served by the early grant of tenure (see CUNY [Manual of General Policy](#), Section 5.01.6). To assure that any cases the college considers for early tenure are in compliance with the university's regulations, a formal procedure has been established for [requesting such consideration](#).

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

**Third Year Review.** In order to ensure that each tenure-track faculty member has adequate guidance on the progress they are making toward meeting the standards for tenure, a rigorous review will be conducted by the appropriate dean during the spring semester of the faculty member's third year of service. The dean will then prepare a memorandum to the chairperson and the faculty member regarding the candidate's progress toward tenure and setting forth recommendations for further guidance.

Subsequent annual evaluations will integrate this guidance when evaluating the candidate's progress and the candidate's suitability for annual reappointment. The [Third Year Dean's Review Procedure](#) may be found on the Associate Provost for Faculty and Administration's website.

**Promotion Procedures and Criteria.** Faculty in the titles assistant professor and associate professor are eligible for promotion to the titles of associate professor and professor, respectively. While tenure and promotion review often take place concurrently, these are distinct personnel actions at CUNY (i.e., an individual may be granted tenure without being promoted, and vice versa).

The calendar for promotion to associate professor is similar to the tenure calendar—it begins during the spring semester and extends into the following fall semester. The calendar for promotion to professor is similar in structure to the other two, but begins and ends one semester later: that is, the process is initiated in the fall semester and extends into the spring. The president makes recommendations to the board of trustees for promotions to associate professor in the fall, and for promotions to professor in the spring. All promotions become effective on September 1 of the next academic year.

Candidates for promotion to the rank of associate professor must furnish their chairperson a current curriculum vitae, other completed college forms, and all scholarly publications and/or



creative work the candidate completed in the rank of assistant professor. These materials are sent to four external evaluators. The candidate for associate professor is first considered by the department Promotions Committee, which consists of the chairperson, and all professors and associate professors. In departments where there are not enough associate and full professors to bring the membership of the Promotions Committee to the required minimum of five, additional members are drawn from the Appointments Committee in an order of precedence specified in the Brooklyn College Governance Plan. Subsequently, the candidacy is reviewed by the appropriate School Promotion and Tenure Committee and the College-wide Promotion and Tenure Committee in the same manner as described above regarding tenure. Candidates are informed in writing, as with tenure, of the recommendations of the department Promotions Committee and by the College-wide Promotion and Tenure Committee.

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

Candidates for promotion to the rank of professor must furnish their chairperson a current curriculum vitae, other completed college forms, and all scholarly publications and/or creative work the candidate completed in the rank of associate professor. These materials are sent to four external evaluators. The review process for promotion to professor is the same as that for promotion to associate professor, except that at the departmental review stage only full professors and the chairperson vote on the candidate. If fewer than five department members are eligible to vote on a promotion to full professor, the Promotions Committee is augmented as for promotions to associate professor.

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

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

Additional information concerning tenure and promotion criteria may be found on the [Reappointment, Promotion, and Tenure/CCE](#) page of the Associate Provost for Faculty and

Administration's website. In addition to other helpful information, two documents of note may be found on this page:

- [CAP Guidelines, Policies, and Procedures for Promotion and Tenure of Faculty](#)
- [CAP Memorandum on Expectations for Promotion and Tenure](#)

**Certificate of Continuous Employment (Lecturers).** As described above, full-time lecturers shall be eligible for a certificate of continuous employment (CCE) upon their sixth annual appointment in that title. Lecturers holding CCE are no longer subject to the annual reappointment process. CCE is valid only for the title of lecturer at the college issuing the certificate and, unlike tenure, does not transfer to other units of the university. For more details, see Article 12 of the [PSC-CUNY Agreement](#).

## Faculty Leaves (Scholarship and Creative Work)

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

**Fellowship Leaves** are available for research (including study and related travel), improvement of teaching, and creative work in literature and the arts. Tenured faculty, including those holding the title lecturer with certificates of continuous employment, who have completed six years of continuous paid full-time service with the university, exclusive of non-sabbatical or fellowship leave, are eligible to apply for fellowship leave.

Fellowship leaves are available in three forms: a full year at 80% pay; one semester at 80% pay; or one semester at full pay. The term of a full-year fellowship leave may vary—an academic year, a calendar year or two non-sequential semesters. Each application must be approved by the department Appointments Committee before being considered by the College Personnel and Budget Committee. Full-pay fellowship leaves are competitive and limited to only one per year.

Within thirty (30) days following the expiration of the fellowship leave, faculty members are required to submit to their department chairperson and the Associate Provost for Faculty and Administration a written summary of the relevant activities during the leave.

**Scholar Incentive Awards** are intended to promote bona fide, documented scholarly work, including creative work in the arts. Full-time faculty in professorial titles, instructors and lecturers who have completed at least one year of continuous paid full-time service with the university or six years of creditable service since the last such award are eligible for a leave of one or two semesters. Supporting documentation—evidence of outside funding/support or a minimum of two letters supporting the project, solicited by the college from experts outside the institution—must accompany an application for this leave. A scholar may be compensated for up to 25 percent of her or his salary, but the total amount of the award plus outside support may not exceed 100 percent of the faculty member’s salary.

Within thirty (30) days following the expiration of the scholar incentive award, faculty members are required to submit to their department chairperson and the Associate Provost for Faculty and Administration a written summary of the relevant activities during the leave.

(Note: If a Scholar Incentive Award is immediately preceded by full-time continuous service creditable for tenure, CCE or Fellowship Award and immediately followed by such full-time continuous service, the period of creditable service immediately preceding the Scholar Incentive Award shall be counted in computing the years of service required for the granting of tenure, CCE or Fellowship Award.)

**Special Leaves (without pay)** are available for study, research and scholarship, creative projects, and public service of reasonable duration, but not for the purpose of accepting administrative or other potentially permanent employment elsewhere. Members of the faculty are totally relieved of work assignments for the duration of the leave of one or two semesters. It is Brooklyn College policy not to grant special leaves to untenured faculty except in rare and compelling circumstances, since this leave constitutes a break in service for purposes of tenure. Employees on unpaid leaves are not covered by the university’s health and welfare benefits once they are off the university payroll. Continuation of benefits is available on a self-pay basis for a period of eighteen months. It is important to contact the Benefits Office of Human Resource Services to obtain necessary information and forms.

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

## Faculty Leaves (Non-Academic)

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

**Temporary Disability Leave.** Full-time faculty earn twenty days of paid temporary disability leave per year. Unused leave may be carried forward to a maximum balance of 160 days. Medical documentation is required for persons absent more than five consecutive calendar days, except weekends, holidays, and official recesses. The Office of Human Resource Services may also request documentation in cases that suggest a pattern of leave abuse.

**Family Medical Leave Act (FMLA).** Employees who have completed twelve months of full-time service, and have met the 1,250 hour threshold by being continuously on payroll (without a break in service), are eligible for up to twelve weeks of leave per year (September 1 to August 31). This leave can be taken for the following qualifying reasons: to care for the employee's own serious medical condition or that of their child, spouse, domestic partner, or parent; or for the care of a newborn or the adoption or foster care of a child. Family medical leave for the employee's own medical condition is charged to temporary disability leave, and then to annual leave if the employee is in a category that accrues leave. FMLA leave to care for a child, a spouse or domestic partner, or the employee's parent must be charged to annual leave if the employee is in a category that accrues leave. If an employee does not accrue leave or has exhausted available leave, the balance of the twelve-week period will be without pay but with health benefits. Beyond the twelve-week period, medical leave will be without pay and without employer-paid health benefits. However, the employee has the right to continue their health coverage under COBRA on a self-pay basis.

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

**Adjunct Leave.** Adjunct faculty may be excused for personal illness or personal emergencies including religious observance, death in the immediate family or similar personal needs which cannot be postponed, for a period of 1/15 of the total number of clock hours in the particular session or semester. These hours do not accrue unless the adjunct is on a two or three-year appointment. Adjuncts on two or three-year appointments earn 12 contact hours per year of personal illness/emergency leave, which may be accrued up to a maximum of 36 hours.

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

**Paid Parental Leave.** The policy provides eight weeks of paid parental leave upon birth or adoption of a child for full-time faculty who have at least one year of service with the university. For teaching faculty, there is an option to apply for a course load reduction in lieu of the leave of absence. The faculty member must give notice of their intent to take paid parental leave at least 90 days proposed date of the leave or when the faculty member has knowledge of the impending birth or adoption, whichever is later. As with other paid leaves, the period of paid parental leave will count as service. However, faculty who have not yet been granted tenure or CCE may elect to have the period of leave serve as a bridge, effectively extending their probationary period.

Please contact Human Resource Services for full details, exceptions and limitations of the Paid Parental Leave Policy.

Faculty may also be eligible for additional temporary disability or FMLA leave as described above. An untenured or uncertificated faculty member who takes unpaid maternity or childcare leave (due to exhausting accrued leave) may not count the affected academic year toward tenure or CCE. Time served in the previous full academic year will bridge to time served in the next full academic year after returning from leave.

**Special Leave for Childcare.** All full-time members of the instructional staff are entitled to unpaid leave to care for a newborn child for whom they are legally responsible (see Article 16.8 of the [PSC-CUNY Agreement](#)). This leave runs concurrently with FMLA and cannot exceed eighteen months.

**Retirement Leave (“Travia Leave”).** Faculty who meet the requirements for retirement in their respective pension tiers, who have made a bona fide application for retirement, and who have 160 days of unused temporary disability leave in their leave bank will be placed on paid “Travia Leave” for a period of one semester. Persons with fewer than 160 days of unused temporary disability leave will be placed on paid Travia Leave for calendar days—excluding weekends, holidays, and official recesses—equal to one-half the unused temporary disability days banked.

**Annual Leave and Holidays.** Annual leave for full-time teaching faculty is contractually set as the day following spring commencement exercises through the day prior to the first day of fall semester classes. Library faculty hired prior to January 1, 1988, accrue thirty days of annual leave per year. Those hired on or after January 1, 1988, earn twenty days of annual leave the first year and add

one day on each anniversary of date of hire to a maximum of thirty days per year. The annual leave period for faculty counselors is the same as teaching faculty or, at the discretion of the college based on the needs of their unit, an equivalent leave may be scheduled in no less than four-week periods.

Please see Article 14 of the [PSC-CUNY Agreement](#) for full details. Holidays are set by the university and vary according to employee category. A copy of the official holiday calendar may be downloaded from the Human Resource Services website.

It is important to note that the winter intersession period in January is *not* a leave period.

**Jury Duty.** Faculty called to jury duty must notify their department chairpersons and Human Resource Services before beginning their service. Full-time faculty are not entitled to receive the per diem allowance for jury duty service. However, full-time teaching faculty who serve during their summer annual leave period may receive this allowance, provided they are not teaching during the summer term for extra compensation.

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

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

## Human Resource Services

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

**Faculty Appointments.** A faculty member must furnish an academic department or the appropriate administrative office all original documentation necessary to place him or her on payroll. The college retains a copy of these documents and returns the originals to the faculty member. The department or administrative office prepares and submits a complete appointment package to Human Resource Services. No one can be placed on payroll without a completed appointment package that has been reviewed by Human Resources.

**Payroll** for all tax-levy employees is processed centrally by CUNY, but there is a specific payroll administrator assigned to Brooklyn College. Every other Thursday full-time tax-levy employees are paid for the two-week period ending the previous Wednesday. The payroll is

submitted to Albany two weeks before payday, so there is no “payroll lag.” In fiscal terms, full-time faculty are paid to current. The Payroll Office offers many helpful services, such as electronic direct deposit of paychecks and enrollment in the state’s College Savings Program, which allows employees to save pretax monies toward their children’s education. Employees may also join the Education Affiliates Federal Credit Union or the New York City Municipal Credit Union, both of which offer a range of services.

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

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

**Retirement Benefits.** Full-time faculty must join one of two pension systems: the New York City Teachers’ Retirement System (TRS) or the Optional Retirement Program (ORP), currently funded through the Teachers Insurance and Annuity Association (TIAA). Selection must be made within the first 30 days of employment and is irrevocable. If a choice is not made within 30 days, the law mandates that the employee be assigned to the New York City Teachers’ Retirement System (TRS). Both programs require both employees and the university to make contributions.

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

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

It is important to note that health benefits may be retained only by persons who meet the retirement criteria of their particular pension tier and, where applicable, of their collective bargaining agreement. Faculty also have an option to supplement retirement savings by enrolling in an employer-sponsored Tax-Deferred Annuity (TDA) plan.

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

**Health Benefits.** The university participates in the City of New York Health Benefits Program. Full-time faculty hired on or after July 1, 2019 may initially enroll in only one healthcare plan. However, after a year of service, faculty may participate in the annual transfer period during the fall and may select one of several health plans or remain in their original plan. Some plans impose no cost on the employee, while others impose a modest cost. Faculty may also elect to enroll in the Health Care Flexible Spending Account Program to help pay for eligible out-of-pocket medical expenses, while reducing your taxable income. Adjunct faculty who meet certain requirements may select a health plan offered by the PSC-CUNY Welfare Fund. Please visit the PSC-CUNY Welfare Fund website at [www.pscunywf.org](http://www.pscunywf.org) for more information.

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

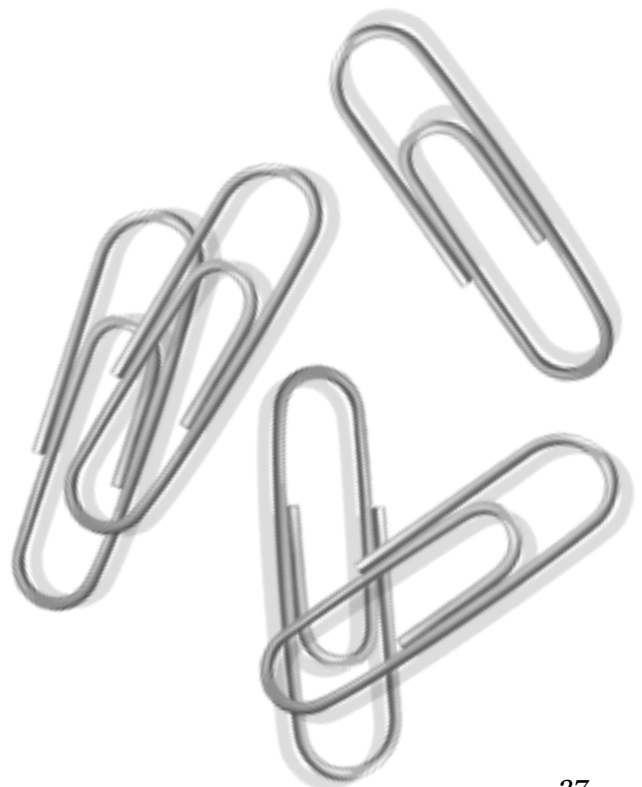
This brief summary is only an overview of benefits. Complete information should be sought in a full counseling session with the benefits coordinator in Human Resource Service immediately upon initial appointment. A faculty member must inform the benefits coordinator of any previous enrollment in a city pension system, as it may affect the benefits they are entitled to as a Brooklyn College employee. The PSC-CUNY Welfare Fund also has a benefits office that is a resource for faculty.

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

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



# Chapter 5: Faculty Responsibilities and Workplace Policies



## **Multiple Position Policy (External Activities and Additional Appointments within CUNY)**

It is a long-standing policy of the City University of New York that persons appointed to full-time faculty positions at any campus must consider that appointment, and its attendant responsibilities to teaching, service, and scholarship and research, their primary professional commitment. For this reason, no other employment is permitted unless it relates to the professional interests, strengthens the professional competence, or enriches the professional performance and does not interfere with the professional standing of a faculty member. Even where outside work or employment satisfies these conditions, the CUNY Policy on Multiple Positions limits the time a full-time faculty member may give to such activities during the academic year to an average of one day, i.e., 7 hours, per week.

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

Recognizing that full-time faculty in untenured professorial titles must devote substantial time to research and creative and scholarly work, the policy also prohibits additional teaching appointments within the university during the academic years prior to tenure.

The full [Multiple Position Policy](#) may be found on the Associate Provost for Faculty and Administration's website.

An electronic Multiple Position Report must be submitted each fall and spring semester by all full-time faculty (including substitutes), regardless of additional activities. These reports are reviewed by the department Appointments Committee and the Office of the Associate Provost for Faculty and Administration (as the president's designee). All necessary approvals must be secured before the faculty member assumes a multiple position assignment.

For the summer months, a report must be submitted only by faculty with additional CUNY appointments or CUNY-related activities (e.g., grant-funded summer salaries).

## Senior Faculty Responsibilities

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

## Faculty Attendance

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

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

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

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

During the academic year (summer leave excluded), faculty members who plan to miss an in-person class or synchronous online session for professional reasons, such as professional

conferences or meetings, must obtain approval of the department chairperson. Provisions must be made to have the class taught by another faculty member. Brooklyn College has a tradition of collegiality in which faculty cover each other's classes on a basis of mutual accommodation. Such reciprocity is encouraged and **must be cleared with your department chairperson in advance**. In the case that this cannot be arranged with a colleague, the faculty member should meet with the chair to find a substitute. Informal coverage of classes by friends or relatives is unacceptable.

The chairperson (or deputy chairperson, if appropriate) should be notified of any personal emergency or illness. Should such an emergency occur when the department office is closed, faculty members should call the appropriate department administrator at home. For absences due to illness of more than five consecutive calendar days (exclusive of weekends, authorized holidays, and recesses), full-time faculty must file a temporary disability leave form, accompanied by a physician's report, with Human Resource Services.

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

## College E-mail Account

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

## Workload and Teaching Assignments

In accordance with the Workload Settlement Agreement between CUNY and the PSC, the annual workload for full-time faculty in professorial titles, distinguished lecturers and clinical professors is 18 hours and for full-time instructors or lecturers, 24 hours. For persons holding substitute appointments in these titles, the annual workload is three hours greater.

The above reflects a three-hour teaching load reduction that was phased in over a period beginning with the 2018-2019 academic year. The full text of the [teaching load reduction agreement and accompanying guidance memo](#) may be found on the Associate Provost for Faculty and Administration's website.

Fall and spring semesters and the winter intersession are included in calculating annual workload hours. Teaching, administrative assignments, or other activities performed during the

summer annual leave period are subject to the limitations of the CUNY multiple-position policy (see above) and are not considered part of a full-time faculty member's contractual workload.

As the executive officer of the department, the chairperson is responsible for arranging the teaching schedule and programs of the members of his or her department. The chairperson may assign faculty to day, evening, or weekend classes and to undergraduate or graduate courses in keeping with the educational goals of the department and the needs of its students. Courses taught at the Graduate Center during an academic year are included in the faculty member's accrued annual workload. Also included in the annual workload calculations are reassigned time hours for departmental or college-wide administrative functions and special research/scholarship activities.

Each member of the faculty should receive a report of his or her workload each semester from the department chairperson. Any discrepancies or errors should be brought to the chairperson's attention as soon as possible. The Office of the Associate Provost for Faculty and Administration distributes summaries of each faculty member's 3-Year Cycle (see below) at the end of each academic year. It is a *shared responsibility* of the college, the department chairperson *and* the faculty member to keep track of and monitor the accumulation of workload hours vis-à-vis the contractual obligations.

There is no "carrying over" or "banking" of workload hours.

**3-Year Cycles.** The current PSC-CUNY Agreement permits the faculty workload to be managed over a three-year period. Some other CUNY campuses refer to this as "three-year averaging." This allows for some flexibility when the courses assigned to the faculty member do not permit an exact correspondence with the stated workload requirement. Thus, a faculty member's workload in a given year may differ from the figures mentioned in the previous section.

Calculated over a three-year period, the average annual teaching contact hour workload should equal the contractual obligation described above.

The three-year periods are discrete cycles (i.e., not continuous or rolling) that begin only when the faculty member deviates from the annual workload hours above and end two cycle years later. All adjustments (e.g., teaching an extra class or taking a course reduction) must occur within the 3-year period. Leaves of absence affect how workload is calculated.

Explanatory [diagrams of the 3-Year Cycle](#) may be found on the Faculty Workload page of the Associate Provost for Faculty and Administration's website.

**Independent Study and Tutorials.** Faculty are generally given workload credit for teaching organized classes that meet at regularly scheduled times according to a formula that equates

workload hours and classroom contact hours. For other courses, including independent study sections and tutorials, the college uses the following compensation formulas:

- For each independent study and tutorial section, a 1/2 hour for the first student and a 1/4 hour for each additional student, total compensation not to exceed the credit for the course; where a faculty member supervises independent study work on different topics, the compensation formula is a 1/2 hour per student.
- For internship and fieldwork courses, where the primary responsibility of the faculty member is coordination, the workload credit is an 1/8 hour per student, not to exceed the credit for the course.
- A 1/2 hour for each registered master’s thesis student.

The Graduate Center determines the workload for their own courses, but independent study sections and supervision of dissertations in the doctoral programs is typically 0.6 hours per student.

The workload hours an individual faculty member may earn through independent study, tutorial, internship and fieldwork courses are “capped” at 3 hours per semester except for Master’s thesis supervision, student teacher supervision and performance courses, which are exempt from this limitation.

See the [Independent Study, Research, and Fieldwork / Internship Courses](#) document on the Associate Provost for Faculty and Administration’s website for a full description.

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

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

For example, an individual teaching a 2-hour lecture with 85 students will receive 2.80 workload hours for this activity (2.00 hours × 1.4 = 2.80 hours). The additional “large class” hours only apply

to the component of the course that has the large enrollment. Given the class sizes, this typically would not apply to the lab or recitation component of a course.

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

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

Please refer to the [Limitations of Adjunct Faculty Appointment](#) document, including an explanatory chart, on the Associate Provost for Faculty and Administration's website for more details.

The current PSC-CUNY Agreement provides for paid office hours for adjunct teaching three or more contact hours, and paid professional hours for adjunct faculty teaching fewer than three contact hours. Further detail is provided in the *Counseling Responsibilities and Resources* section.

**Graduate Assistant/Teaching Fellow Workload.** Graduate students who hold the title of Graduate Assistant A shall not be assigned more than 240 teaching hours (16 workload hours) or 450 non-teaching hours during the work year.

Graduate students who hold the title of Graduate Assistant B shall not be assigned more than 120 teaching hours (8 workload hours) or 225 non-teaching hours during the work year. If a Graduate Assistant B also holds an appointment for an adjunct or other hourly position, his or her combined assignment may not exceed a total of 240 teaching hours (16 workload hours) or 450 non-teaching hours.

Graduate students who hold the title of Graduate Assistant C (*a teaching-only position*) shall not be assigned more than 180 teaching hours (18 workload hours) during the work year. A Graduate Assistant C is also permitted to hold an appointment for an additional adjunct teaching position if the combined assignment does not exceed a total of 270 teaching hours (18 workload hours).

Graduate students who hold the title of Graduate Assistant D (a non-teaching title) shall not be assigned more than 100 non-teaching hours during the work year. If the Graduate Assistant D also holds an appointment for an adjunct position, the additional assignment may not exceed 180 teaching hours (12 workload hours) or 225 non-teaching hours.

Effective Fall 2014, all graduate assistants holding an Enhanced Chancellor's Fellowship and newly appointed Graduate Center Fellows will have a teaching workload of one course per semester.

## Counseling Responsibilities and Resources

“Student guidance” is among the nine elements considered when academic performance of a faculty member is evaluated (see the [PSC-CUNY Agreement](#), Article 18 on Professional Evaluation). CUNY faculty are contractually obligated to make themselves available to students.

**Office Hours.** At Brooklyn College, full-time faculty are expected to hold two or three regular office hours on campus each week during the semester. Departments assign office space to help faculty meet this responsibility. Similarly, graduate assistants and graduate fellows should establish at least one regular office hour each week per class section during the semester.

Adjunct faculty, including full-time employees (faculty, CLTs, HEOs, etc.) with an overload hourly teaching appointment, are provided additional pay for office hours and professional hours established by provisions in the PSC-CUNY Agreement. Faculty with adjunct appointments of three or more hours will be paid for 15 to 45 hours per term, depending on the size of the teaching appointment. The contract provides for a small portion of the office hours to be used for required trainings, professional development, orientations, or otherwise as directed by the college. Teaching adjuncts appointed for at least one but fewer than three workload hours will be paid two professional hours per semester for required trainings and/or orientation sessions. There are currently two mandatory training modules that must be completed by all CUNY employees at the time of their initial hiring and on an annual basis thereafter—Employee Sexual Misconduct and Response Course (E-SPARC) and Workplace Violence Prevention Training (WVP). Please see the [Adjunct Teaching Faculty Paid Office Hours and Professional Hours](#) guidance document, which includes further details and the full text of the contractual agreement.

Office hours must be formally established, held at regularly scheduled times, clearly communicated to your students on the course syllabus and elsewhere as appropriate, and occur at a set location corresponding to the delivery mode of the course. The meeting method should be



explicitly stated and may be different from how you conduct your classes (*e.g.*, you use Blackboard for your online course, but schedule Zoom meetings for your office hours).

“Office hours by appointment” are not an acceptable *substitute* for regularly scheduled office hours. If you need to cancel office hours due to an emergency, you must inform your students about when your make-up hours will be held. Faculty should inform their chairperson of their scheduled office hours at the beginning of each semester. They should also publish these hours in their course syllabus and on the college website.

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

Counseling of students generally concerns the following matters: (1) the course they are currently taking; (2) the department’s major or college-wide requirements and related course options (usually during registration); (3) graduate school options or a future career; (4) an independent study project; (5) a problem at home (*e.g.*, family conflict, financial uncertainty) or with another teacher or course.

**Course Counseling.** Faculty may help students immensely by meeting individually with them to discuss their term projects and other issues with their coursework. Students having difficulty studying, understanding the course materials or writing may be referred to the Learning Center, 1300 Boylan Hall, ext. 5821, for tutoring and supplemental instruction in many subjects (see more details in Chapter 7). Tutoring may also be available in the department. Please consult your chairperson.

If a student disputes a grade on an assignment or a test during the semester, the instructor should be prepared to explain the grade and, if necessary, review the student’s performance. On complaints about final grades, see “Grade Appeals” in Chapter 7.

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

Curricular or registration problems beyond the purview of a department should be referred to the Center for Academic Advisement and Student Success (CAASS), 3207 Boylan Hall, ext. 5471. Advisers in these offices will answer faculty members' questions over the telephone.

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

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

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

NOTE: The department chairperson (or designee) is responsible for approving independent study and research courses; such approvals should be sought well in advance.

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

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

A student medical withdrawal and re-entry policy was adopted by the university effective July 2007. Its purpose is to provide an alternative to the disciplinary process for addressing

threatening or disruptive student behavior, when such behavior may be related to a mental health or other medical condition. In such cases, the Division of Student Affairs should be notified so that appropriate action may be taken.

## Academic Ceremonies and Public Occasions

There are several times during the year that faculty are asked to represent their departments or schools in the traditional ceremonies and outreach activities of the college.

**Commencement.** Each year chairpersons select, on a rotating basis, approximately one-third of a department's full-time faculty to take part in Commencement Exercises. The college also welcomes other faculty members who wish to participate in the exercises. A faculty member should notify his or her chairperson if they wish to participate.

**Open Houses and Recruitment Fairs.** From time to time, the Office of the Vice President for Enrollment Management and/or the Office of the Provost will request that departmental representatives attend open houses or other recruitment events for prospective or admitted students.

## Sexual Misconduct

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

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

## **Policy on Equal Opportunity and Non-Discrimination**

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

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

CUNY's Equal Opportunity and Anti-Discrimination and Complaint Procedures, including the reporting of retaliation for making a discrimination complaint, opposing discrimination or cooperating with a complaint investigation can be found on both the CUNY and Brooklyn College websites. Inquiries or complaints related to any equal opportunity and anti-discrimination laws and the CUNY non-discrimination policy should be addressed to the college's Title IX Coordinator at 718.951.5000 ext. 6468.

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

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

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

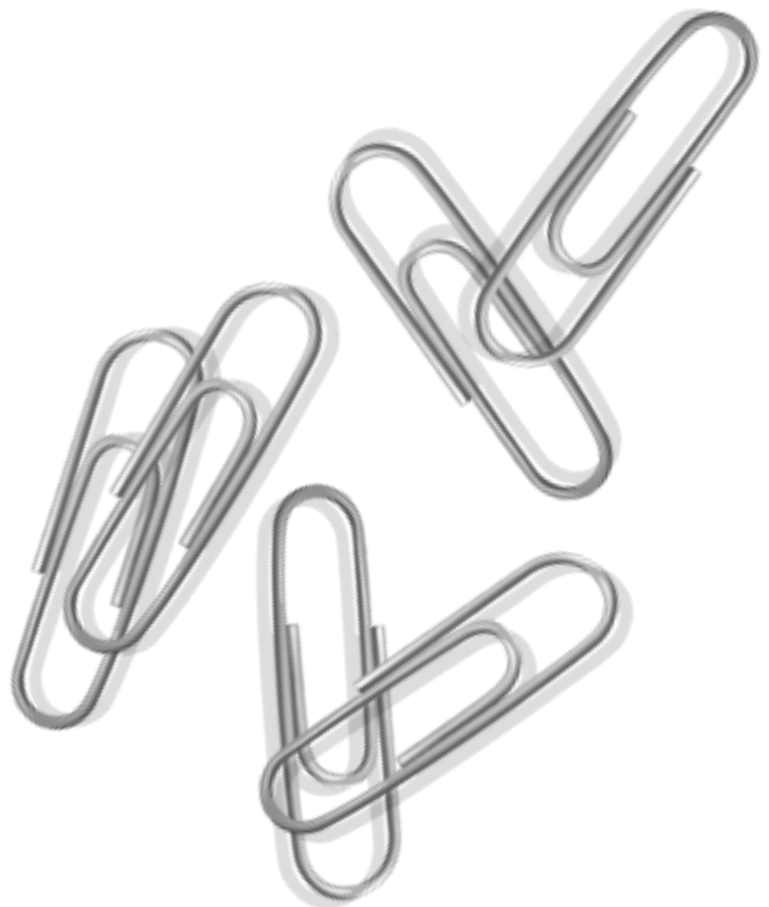
## **Intimate Partner and Dating Violence in the Workplace**

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

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



# Chapter 6: Research, Scholarship and Creative Work



## Faculty Research and Development

Brooklyn College faculty members are expected to engage in original research that generates new ideas and explores new paths in their respective fields, often by securing outside funding. A listing of the Brooklyn College [research centers and institutes](#) that offer faculty members collaborative research opportunities may be found on the college website.

The Office of the Associate Provost for Faculty and Administration maintains a listing of various resources and opportunities on its website ([www.brooklyn.cuny.edu/apfa](http://www.brooklyn.cuny.edu/apfa)) under the “Faculty Professional Development” section.

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

**Grant Opportunities.** For faculty interested in sponsored programs, professionals in the Office of Research and Sponsored Programs (ORSP), 2158 Boylan Hall, ext. 5622, provide such services as identification of funding sources, assistance with proposal development, advice concerning budget preparation, and post-award grant administration. ORSP, which aims to expand the external funding base of Brooklyn College, helps faculty develop funding for projects ranging from small seed grants to large training or research projects.

The office serves as the liaison between Brooklyn College and the CUNY Research Foundation, the university’s fiscal agent for grants and contract awards. Faculty are encouraged to discuss any grant-related matters with a member of the office staff. ORSP also conducts an annual seminar in grantsmanship for faculty.

**CUNY Office of Faculty Affairs** provides resources for faculty development, including workshops and grant opportunities. In addition to programs sponsored directly, this office collaborates across the university to support faculty.

**PSC–CUNY Faculty Research Award Program** provides annual awards of up to \$12,000 for faculty research projects. The program seeks to enhance the university’s role as a research institution, further the professional growth and development of its faculty, and provide support for both the established and the more junior scholar. Awards are distributed by the University Committee on Research Awards, a faculty committee, and administered by the Research Foundation. Preference is given to junior faculty in the allocation of funds.

Information about the program is available from the Office of Research and Sponsored Programs, which will advise you about the application and review process.



**The Interdisciplinary Research Grant Program** seeks to support and encourage faculty researchers who will tackle challenges or problems that affect the needs of urban populations and the urban environment. The program encourages applications that address specific challenges in ways that can be approached by combining expertise across disciplines (such as the health/social sciences, natural sciences and humanities). The goal of this program is to provide seed funding for projects that will become eligible and competitive for external funding.

More information may be found on the [CUNY Office of Research](#) website.

**Book Completion Award** supports faculty who are working on research or creative projects they are developing into publishable book manuscripts. Funds will be awarded on a competitive basis to faculty in the arts, humanities and social sciences to develop or complete a book manuscript for publication. This grant program welcomes applications from faculty for book projects that are in the development and prospectus stage, as well as for manuscripts that have been accepted for publication and are nearing the completion and submission stage.

More information may be found on the CUNY Office of Research website.

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

Additional information about the eligibility and the nomination/application process is available from the Ethyl R. Wolfe Institute, 2231 Boylan Hall, ext. 5847.

**The Advanced Science Research Center (ASRC) Seed Program** is a funding opportunity for CUNY faculty to leverage research relationships at the ASRC. The program encourages an interdisciplinary approach that spans multiple ASRC Initiatives: Nanoscience, Photonics, Structural Biology, Neuroscience and Environmental Sciences. These grants will fund research between tenured and tenure track faculty at CUNY colleges and faculty at the ASRC. The primary goal is to seed research that will become the basis of new external grant proposals.

Details and application information may be found on the [ASRC website](#).

**The Provost's Research Fund** is generally open to the entire faculty and provides reassigned time to pursue scholarly and creative projects. These funds are made available from time to time through a competitive process.

**Reassigned Time for New Untenured Faculty.** For the purpose of encouraging scholarship, the current [PSC-CUNY Agreement](#) (see Article 15) provides for reassigned time for new professors in order to engage in scholarly or creative work related to their academic disciplines. All untenured faculty who receive an initial appointment to a tenure-track professorial title beginning Fall 2006, will receive 24 contact hours of reassigned time to be used during their first five annual appointments.

All untenured faculty who receive an initial appointment to a tenure-track professorial title beginning Fall 2020, will receive 18 contact hours of reassigned time to be used during their first five annual appointments; upon receiving appointment with tenure, the faculty member shall receive 6 contact hours of reassigned time to be used during the three succeeding academic years, beginning with the year in which tenure becomes effective.

These hours are scheduled with and approved by the department chairperson. The distribution of these hours over the five-year pre-tenure period (and the three-year post-tenure period) depends both on the demands of the individual's scholarship plan and on the instructional needs of the department.

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

The PSC-CUNY travel budget is administered in each school by the Dean's Office, which can provide complete information about application and reimbursement procedures.

## **Supervision of Sponsored Program Employees**

CUNY faculty who obtain sponsored program funding administered through the Research Foundation on a project that includes staff are required to take on the new, and often unfamiliar, role of supervising such staff. As the program staff is hired under an award administered by the Research

Foundation, they are considered to be employees of the foundation. In the event that these employees are treated unfairly, discriminatorily, or otherwise in violation of law or Research Foundation policies, the foundation as the employer can be held responsible, in whole or in part, for the faculty member's actions.

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

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

## **Use of Human Subjects in Research**

The Human Research Protection Program (HRPP) is university wide and exists to protect the rights and welfare of human subjects recruited to participate in research activities. As part of the program, five University Integrated (UI) Institutional Review Boards (IRBs) have been created to carry out the activities required to ensure the protection of rights, privacy and welfare of all human participants in research as mandated by the federal, state and institutional policies.

Each CUNY college, including Brooklyn College, has an HRPP Office to assist faculty, students and staff in complying with the requirements of the program. Responsibilities of the HRPP Office include providing oversight, administrative support and educational training.

CUNY policy requires that all research involving human subjects be reviewed and approved by the UIIRB prior to initiation of the research. This requirement applies to all human subject research conducted by faculty, staff, and students, on- and off-campus, regardless of the funding support, if any, for the project.

Research involving human subjects includes the collection of data about or from human subjects (including surveys/questionnaires) and the use of existing data (including specimens). Any

changes to a project after IRB approval must be submitted for review and approval before implementation. Continuing review is also required at regular intervals for certain protocols.

Principal Investigators and all other research team members are required to complete training in the protection of human subjects. CUNY will accept only the completion of [Collaborative Institutional Training Initiative](#) (CITI) course for satisfaction of this requirement. This is computer-based training that can be completed at the trainee's own pace. No individual may conduct human research without successfully completing this training.

Please visit the [CUNY Office of Research Compliance](#) website to obtain further information on the relevant policies and procedures or contact the Brooklyn College Research Compliance Manager, 1306 James Hall, ext. 3829 or [irb@brooklyn.cuny.edu](mailto:irb@brooklyn.cuny.edu).

## Care and Treatment of Laboratory Animals

In accordance with government and institutional policies, the Institutional Animal Care and Use Committee (IACUC) was created to oversee and evaluate all aspects of the use of vertebrate animals in research, teaching, research training, and biological testing. It is a self-regulating body that derives its existence from the Animal Welfare Act and its amendments, which are administered by the USDA through the [Animal and Plant Health Inspection Service](#), and the Health Research Extension Act and its amendments, which are administered by the National Institutes of Health through the [Office of Laboratory Animal Welfare](#). In addition, the IACUC of Brooklyn College is required to uphold the regulations and requirements of the New York State Department of Health as pertaining to the use of laboratory animals.

Contact the Institutional Animal Care and Use Committee at [iacuc@brooklyn.cuny.edu](mailto:iacuc@brooklyn.cuny.edu) for more information.

## Use of Hazardous Materials

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

The [Office of Environmental Health and Safety](#) (EHS), 201 Chiller Plant, ext. 5400 or 4268, implements mandated environmental and occupational health and safety programs and provides technical and administrative support in matters of radiation safety, management of hazardous materials, occupational health and safety, and chemical safety.

**Hazard Communication.** Faculty and staff have the right to information, training, and education regarding toxic substances in the workplace under the New York State Right to Know / Hazard Communication law. All questions or concerns about personal protective equipment, safety practices, or unsafe working conditions should be directed to their supervisor or other designated individual. Contact the EHS office should additional assistance be required. You can download a copy of the [Hazard Communication Program](#) on the EHS website.

**Chemical Inventory.** Hazardous chemicals are required to be managed through an online database called ChemTracker. The system is jointly maintained between chemical owners, department representatives and EHS. The inventory includes a library of Safety Data Sheets (SDS). SDS will also be kept in areas using chemicals and will be accessible to employees during their working hours. The exact location will be determined by each individual department. You may review the [Chemical Inventory Guideline Brief](#) and the [ChemTracker FAQs](#) on the EHS website.

**Chemical Safety.** A [Chemical Hygiene Plan](#) has been developed and implemented in accordance with the Occupational Safety and Health Administration (OSHA) laboratory standard, 29CFR 1910.1450. These procedures apply to all employees in the college's teaching and research laboratories whose activities involve the use of chemicals and/or other potentially hazardous materials. This plan outlines the required procedures for the proper storage, use, and disposal of these materials. Another important reference is the [CUNY Laboratory Safety Manual](#), which specifies regulatory requirements as well as CUNY guidelines.

**Radiation Safety.** Principal investigators planning to conduct research involving radioactive isotopes must submit an application to the Radiation Safety Committee. Once the committee approves the protocol, the radiation safety officer will submit an application for license amendment to the New York City Department of Health for the principal investigator to be added to the college's license. Comprehensive information regarding the proper use of radioisotopes and protection against radiation exposure is provided in the [Radiation Safety Plan](#).

**Biosafety.** Information regarding the safe handling of infectious agents and potentially infectious materials is provided in the [Centers for Disease Control and Prevention Biosafety Guidelines](#). All employees working with these materials must be familiar with the CDC guidelines and have received appropriate training. The EHS hazardous materials manager is available for consultation when additional information on maintaining safety in the laboratory is required.

**Laboratory Safety Equipment.** EHS provides assistance with the proper selection, function and use of safety equipment, including the inspection and evaluation of fume hoods, emergency showers/eyewashes, fire extinguishers, etc. For assistance with testing of safety

equipment, contact the EHS Office, ext. 5400. To request maintenance and repair of safety equipment, contact the Office of Facilities, ext. 5885.

## **Misconduct in Research and Similar Educational Activities**

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

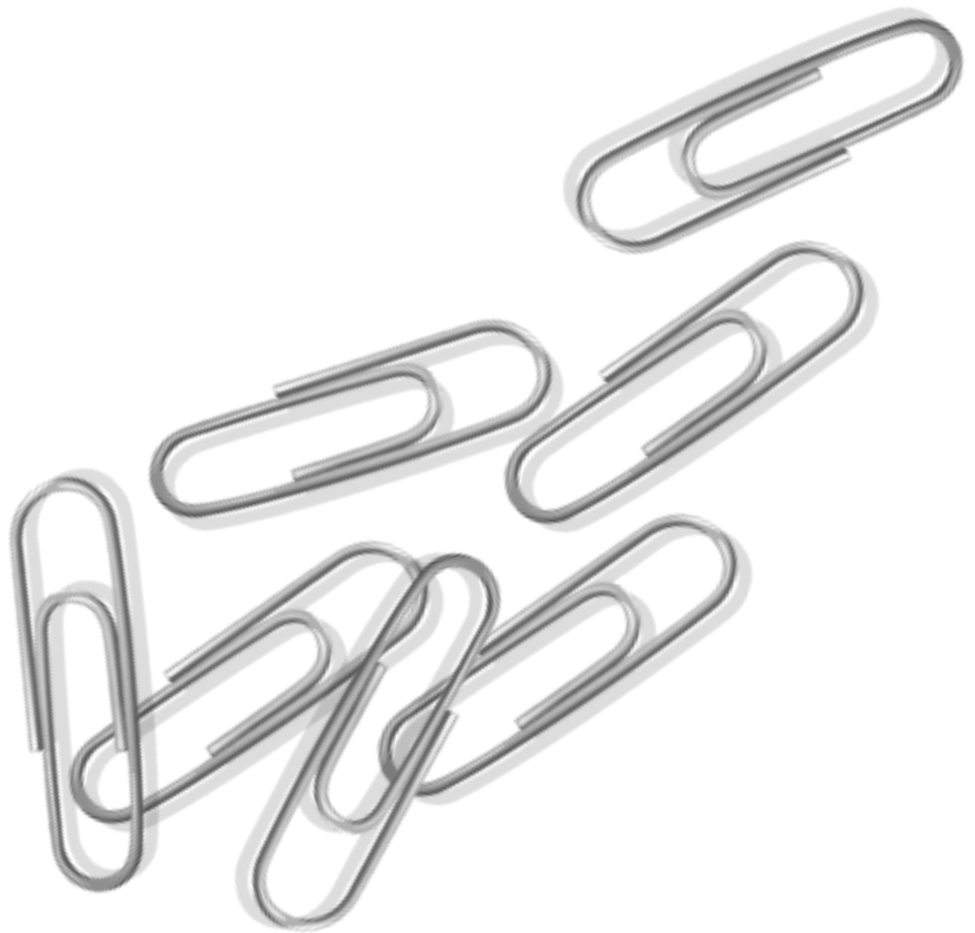
The full policy relating to the disposition of allegation of misconduct in research is available on the CUNY policy website at [www.cuny.edu/policy](http://www.cuny.edu/policy).

## **Policy on Intellectual Property**

The university has a policy that defines ownership, distribution, commercialization rights, and procedures for the management of products of research, writing, and invention by members of the university.

The CUNY Intellectual Property Policy is available on the CUNY policy website at [www.cuny.edu/policy](http://www.cuny.edu/policy).

# Chapter 7: Teaching, Students and the Classroom



## Course and Classroom Requirements

**Course Pre-Requisites and Co-Requisites.** The CUNYfirst system blocks students from registering for a course in the absence of the pre-requisite or co-requisite courses listed in the Brooklyn College Bulletin. For courses with many pre- and co-requisites, departmental permission may be required. These permissions are then entered in CUNYfirst. During the first class meeting of the semester, faculty should remind students of the stated pre-requisites and co-requisites of a course. In general, students lacking any pre-requisite or co-requisite should be advised to drop the course or add the co-requisite before the end of the add period.

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

All faculty members should provide students with a clear and practical course syllabus that helps them plan and structure their studies. Course syllabi are also submitted to the department and kept on file for future reference. A course syllabus should include the following information:

- A statement of course goals and learning objectives (that is, what do you want your students to know and be able to do by the end of the course?);
- A statement and timetable of all required learning activities that will enable students to achieve, and to demonstrate their achievement of, the course's objectives (for example, research projects, essays, exams, lab reports, presentations, portfolios);
- An explanation of how the final grade for the course will be determined with specific weights indicated for each of the components of the course, including the mandatory final examination (except for those courses exempt from this requirement);
- An indication of whether the final grade will be based on a curve or scale;
- An indication of whether students will be given the opportunity to revise and resubmit essays or other assignments;
- Information about your office hours, including times, location (on-campus or online method), your office telephone number or department telephone number where messages can be left, and your e-mail and web addresses.
- The following statement on the university's Academic Integrity Policy:

The faculty and administration of Brooklyn College support an environment free from cheating and plagiarism. Each student is responsible for being aware of what constitutes cheating and plagiarism and for avoiding both. The complete text of the CUNY Academic



Integrity Policy and the Brooklyn College procedure for implementing the policy can be found at [www.brooklyn.cuny.edu/bc/policies](http://www.brooklyn.cuny.edu/bc/policies). If a faculty member suspects a violation of academic integrity and, upon investigation, confirms that violation, or if the student admits the violation, the faculty member MUST report the violation. Students should be aware that faculty may use plagiarism detection software.

- The following statement in reference to the Center for Student Disability Services:

The Center for Student Disability Services (CSDS) is currently working remotely. In order to receive disability-related academic accommodations students must first be registered with CSDS. Students who have a documented disability or suspect they may have a disability are invited to schedule an interview by calling (718) 951-5538 or emailing [testingcsds@brooklyn.cuny.edu](mailto:testingcsds@brooklyn.cuny.edu). If you have already registered with CSDS, email [Josephine.Patterson@brooklyn.cuny.edu](mailto:Josephine.Patterson@brooklyn.cuny.edu) or [testingcsds@brooklyn.cuny.edu](mailto:testingcsds@brooklyn.cuny.edu) to ensure the accommodation email is sent to your professor.

- Reference to the [Student Bereavement Policy](#).
- Reference to the state law regarding non-attendance because of religious beliefs, noted in the front matter of the *Undergraduate Bulletin* and *Graduate Bulletin*. These may be found on the [Academic Calendars, Course Schedules, and Bulletins](#) page of the Registrar's website.
- Your class policies (for example, attendance, participation, etc.) and required class readings.

Prior to the start of each academic term the Associate Provost for Faculty and Administration provides additional important information to share with your students as part of the "[Obligations of the Faculty and Guidance for Syllabus Preparation](#)" memo. It is highly recommended that faculty place the syllabus on the course section's electronic course management site (e.g., Blackboard). Auditors should be informed of their responsibilities in a course at the time of registration.

**Semester Schedule.** Many new students are not familiar with the pattern of the academic cycle and need to be reminded of key dates during the semester: last day to add a class; last day to drop a class (with or without "W" grade); filing date for graduation; last day to make up incomplete grades from the previous term; the date, time, and place of the final examination. In particular, students need to be reminded of the importance of withdrawing from a course before the tenth week of the semester in order to avoid a penalty grade. First-year students, especially, are often ignorant of these dates and of the wisdom of dropping a course for which they cannot adequately prepare.

The precise deadline dates for each term are included on the [academic calendar](#) posted on the website of the Registrar's Office. Students should also be urged to read the section of the Brooklyn College Bulletin on the academic regulations of the college.

**Course Readings and Other Materials.** All faculty must post information about their course materials on the Brooklyn College Online Bookstore, administered by *Akados*, as early as possible in advance of the semester (at least 3 weeks). This serves two major purposes:

- Makes the expense of course materials more transparent to students, allowing the college to be in compliance with the Higher Education Opportunity Act (HEOA);
- Ensures availability of the textbooks at the college bookstore and gives the student the opportunity to find lower cost sources for course materials.

If your course does not require the purchase of textbooks or other materials, this must be indicated online. The same lead time should be observed in the placement of books, documents, articles, media and other materials on electronic reserve, as well as on-site in the Library.

Go to [brooklyn.textbookx.com](http://brooklyn.textbookx.com) and use your CUNYfirst credentials to log in. All information submitted on the *Akados* online bookstore will be transferred to CUNYfirst within 48 hours. Please note that even if your course does not require textbooks, this must be indicated online

With advance notice, copy services in the immediate neighborhood will prepare a packet of supplementary readings for a course. Conformity with copyright restrictions in the production and sale of course packets and the presentation of materials on a website, including Blackboard, is the responsibility of the instructor.

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

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

**Student Attendance.** While CUNY is classified by the U.S. Department of Education as a non-attendance taking institution, faculty must keep accurate records related to student enrollment. Such records are needed to verify a student’s active participation and to comply with requirements for the receipt of federal financial aid (see the section “Registration and Grading Procedures,” below). Failure to submit accurate information jeopardizes the students’ financial aid and puts the college at risk for federal penalties.

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

**Class Size Limits.** In consultation with the appropriate dean, class-size limits are determined by the department chairperson and are submitted with class schedules to the Office of the Registrar. A faculty member who is concerned about the number of students in a class should speak with his or her chairperson. Since policies and procedures vary within the college, faculty members should acquaint themselves with their department’s rules for admitting students in a course beyond its assigned limits (i.e., “overtallies”).

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

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

The [Office of Judicial Affairs](#) handles complaints about student behavior. In case of a disruptive student or college policy violation, faculty can file a complaint by submitting a Student Behavior Form, found on the Judicial Affairs website, to [discipline@brooklyn.cuny.edu](mailto:discipline@brooklyn.cuny.edu).

The [Brooklyn College Behavioral Education and Support Team](#) (BEST) is a resource to report or discuss strategies for dealing with disruptive students in the classroom. BEST seeks to promote a civil campus environment and support students who may be in distress. Our work includes communication, collaboration, education, and prevention with respect to behaviors of concern while

attempting to protect the privacy and the rights of the individuals involved. Two helpful resources available to faculty are the [“Addressing Challenging Student Behavior”](#) wallet card and [How to Identify, Assist, and Refer Students with Personal Problems and/or Disruptive Behavior](#).

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

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

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

If the disruptive behavior continues to be a problem in future class sessions and the instructor wishes to dismiss the student from the course, the instructor must file a complaint with the [Office of Judicial Affairs](#). The instructor does not have the authority to dismiss the student from the course. The Office of Judicial Affairs will review the complaint to determine next steps. The student may continue to attend class sessions while the instructor’s request for dismissal from the course is reviewed. If the student repeats the disruptive behavior while the case is under review, the instructor may again dismiss the student from the class session. If this occurs, the Office of Judicial Affairs may seek to temporarily bar the student from attending subsequent class sessions until the case has been resolved. Faculty should work closely with Judicial Affairs in addressing these issues.

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

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

**Requiring the Use of Cameras During Live Classes.** Faculty utilizing Zoom, Blackboard Collaborate and other digital technology to deliver course curriculum/material must be sensitive to issues of privacy. To that end, CUNY policy does not permit faculty to require that students turn on their cameras during live classes, unless there is a pedagogical need to do so. In the

case of classes in which the instructor has determined such a pedagogical need, the requirement for students to be visible on the video must be communicated to students in advance of registration and enrollment—typically via the schedule of classes—and students who do not have access to cameras and therefore are unable to comply with the requirement must be accommodated. These rules must also be followed if an instructor plans to use a technology that requires students to turn on their cameras during the test-taking.

Students may wish to switch their cameras off for many reasons (and the reasons may vary from one week to the next), but you may strongly *encourage* they switch them on to improve engagement. Most students will respond positively to such encouragement. However, unless the requirement was explicitly identified in the schedule of classes prior to registration, it cannot be required.

**Recording of Online Classes.** Faculty offering classes through web conferencing like Zoom or Blackboard Collaborate must not record a student in a class session without notice to all students registered in the class no later than the beginning of the first class session. Students’ participation in the course following such notice constitutes consent to record. Similarly, CUNY does not permit a student to record a class unless such recording is permitted by college policy, the student has written permission from the instructor or the student has an approved disability accommodation to record class activity.

Faculty who wish to record their class sessions must provide the following or a substantially similar announcement, in emails, and/or class syllabus, to enrolled students and verbally at the opening of the first class session:

*Students who participate in this class with their camera on or use a profile image are agreeing to have their video or image recorded solely for the purpose of creating a record for students enrolled in the class to refer to, including those enrolled students who are unable to attend live. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image. Likewise, students who un-mute during class and participate orally are agreeing to have their voices recorded. If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the “chat” feature, which allows students to type questions and comments live.*

As mentioned in the announcement, recording of classes is for the benefit of students. It is a violation of the Federal Educational Rights and Privacy Act (“FERPA”) for faculty to disseminate a recording of a class to anyone outside the class without the express written consent of all of the

students in the class. Recordings of the class sessions should be shared with the class on Blackboard or another restricted-access platform.

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

Faculty are required to give final examinations in the fifteenth week of every undergraduate course unless specifically exempted by Faculty Council. Since the total number of hours required by the New York State Education Department includes the final examination period, final examinations may not be given during the last week of classes but only during examination period. Weekly graduate seminars that do not have a final examination should hold their last meeting during the fifteenth week of the semester. An official list of courses that are exempt from final examinations is maintained by the Office of the Registrar.

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

A student who is a candidate for graduation may receive authorization from the Center for Academic Advisement and Student Success (CAASS), with the concurrent approval of the instructor and/or the department chairperson, to take a reexamination in a course to raise the final grade. The course must be one that is taken during the student's last term and must be essential to graduation requirements.

All copies of final examinations must be kept by a department for at least one year in the event a student wishes to see the exam or appeal a grade. Faculty should inquire in their department where final examinations are stored.

The Scheduling section of the Registrar's Office, West Quad Building, ext. 5148, is responsible for scheduling all undergraduate final examinations and for any changes in the final examination schedule. Students or faculty may contact the office whenever a student encounters a conflict between final examinations or whenever there is any question about the final examination schedule.

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

- topic or topic possibilities

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

It is considered best practice to provide this information in writing to avoid confusion or misunderstanding. Students are greatly helped by a suggested schedule of specific dates: when their research should be completed, when an outline and a first draft should be done, and when the final paper must be submitted. Some faculty members ask to see the earlier stages of students' papers. Faculty should expect all papers written in English to be grammatically correct. Papers seriously deficient in English should be graded accordingly or, if resubmission is possible, returned to the student for revision.

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

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

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

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

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

- Will field trips occur at unusual times (e.g., on a weekend)?

- Which field trips do students undertake on their own and which with the instructor?
- How are absences from field trips handled? May students make up a trip with another section of the course or by an alternate assignment?

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

**Student Illness in Class.** Medical emergencies should be reported immediately to the Office of Campus and Community Safety Services (ext. 5511 or 911). A student who suffers a seizure should be helped into a recumbent position and something soft should be placed under the head; the area around the student should be cleared. Nothing should be forced into the student’s mouth. An ambulatory student should be accompanied to the [Health Clinic](#), 114 Roosevelt Hall, ext. 5580.

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

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

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

## Registration and Grading Procedures

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



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

In addition to the rosters in CUNYfirst, you can find useful class rosters, *including student photos*, under “My Teaching Schedule” on the Brooklyn College [WebCentral portal](#).

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

Make sure you plan at least one required academically related activity prior to the VOE roster submission deadline, as listed on the [Academic Calendar](#), to allow your students the opportunity to demonstrate their participation in your course. The Winter Intersession and Summer have compressed calendars. Please bear in mind the very short period before the VOE roster deadline for these terms when planning your course activities.

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

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

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

students/courses may require prior approval of the Center for Academic Advisement and Student Success (CAASS).

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

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

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

Faculty members are expected to submit final grade rosters promptly, usually within 48 hours after administering the final exam (or the last day of class for those courses exempt from a final exam). In order to fulfill university requirements, including degree conferral deadlines, a hard deadline for grade submission is set for each semester. This date is listed on the college's Administrative Calendar, Academic Calendar and included in the "Obligations of the Faculty and Guidance for Syllabus Preparation" memo. Grades pending after this deadline will require considerable manual, in-person effort to correct.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Grade Appeals.** In the academic community, grades are a measure of student achievement toward fulfillment of course objectives. The responsibility for assessing student achievement and assigning grades rests with the faculty, and, except for unusual circumstances, the course grade given is final.

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

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

**Students Leaving for/Returning from Active Duty.** In accordance with [CUNY Policy](#), a student who is called to active duty in the armed forces of the United States after having attended regularly for 13 or more weeks or having completed 85% of the term’s work through acceleration may be given full credit for each course in which he or she has a grade of C or better. The student must

follow their college's policy on incomplete, and sign an incomplete contract with the instructor. The normal regulations apply, and grades will be recorded as failures if courses are not completed.

For more information, please contact the [Office of Veterans and Military Programs and Services](#), 1407 James Hall, ext. 5105.

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

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

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

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

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

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

- Do not release information about students to other persons.

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

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

## Policy on Academic Integrity

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

If an instructor, upon investigation, substantiates that an alleged violation has occurred or if the student admits to the violation, the faculty member must report the violation. In keeping with the principle of due process, students must be notified of any charges and sanctions for academic integrity violations and be given the opportunity to be heard.

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

- An instructor who suspects a student of violating the CUNY Policy on Academic Integrity should allow the student to complete the assignment in question. Afterwards the

instructor should review with the student the facts and circumstances of the case whenever possible.

- Before filing any report or seeking any sanction, the instructor should collect evidence to support his or her case. Copies of all pertinent materials should be made and relevant Web pages should be printed.
- In determining a sanction, the instructor should consult with the academic integrity official and the department chairperson. The academic integrity official will inform you if the student has any previous violations. In cases where a disciplinary sanction is being considered, the Vice President for Student Affairs should also be consulted. The choice of sanction sought will rest with the faculty member in the first instance, but the college retains the right to bring disciplinary charges against the student.
- When only an academic sanction is sought, the instructor submits the reduced grade to the registrar and completes the Faculty Action Report (FAR) form and sends it to the academic integrity official.

When an academic sanction and a disciplinary sanction are sought, the instructor submits an INC grade to the registrar, sends the completed Faculty Action Report (FAR) form to the academic integrity official, and sends a completed Disciplinary Complaint Form with documentation to the Vice President for Student Affairs.

In cases of an academic sanction, the student has the right to appeal the charge and/or the sanction. Students wishing to appeal the allegation itself will appeal to the Faculty Council Committee on Academic Integrity whose ruling is final. Students may elect to appeal the grade penalty; these appeals are initially reviewed by departmental grade appeals committees. If the student's appeal is denied, the student may appeal to the Faculty Council Committee on Course and Standing, whose decision is final. The appeal procedures for disciplinary sanctions follow the Student Disciplinary Procedures.

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

## Learning Center

The [Learning Center](#), 1300 Boylan Hall, ext. 5821, offers students free tutoring, supplemental instruction and technological support for courses across the curriculum. Peer tutors work with

students on writing in general and course work related to freshman English, ESL, general education courses, the natural sciences, business and accounting, computer and information science, foreign languages, and mathematics.

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

## **Center for Student Disability Services**

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

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

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



## **Study Abroad Programs**

Brooklyn College is affiliated with a number of study abroad programs. If you wish to work with or initiate such a program in your department, contact the [Office of International Programs & Study Abroad](#), 1212 Boylan Hall, ext. 5189.

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

The university recognizes its responsibility to provide students with a procedure for addressing complaints about faculty treatment of students that is not protected by academic freedom and not covered by other procedures. Examples might include incompetent or inefficient service, neglect of duty, physical or mental incapacity, and conduct unbecoming a member of the staff.

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

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

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

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

## Conversion Days

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

## Common Hours

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

## Black Solidarity Day

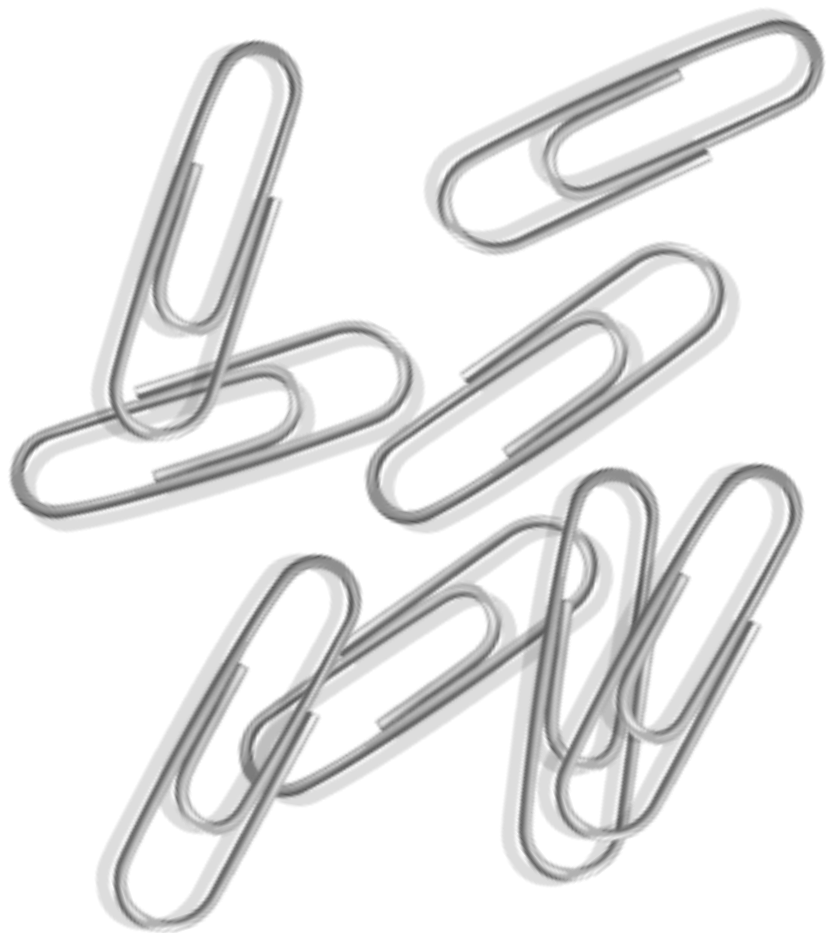
Faculty are asked not to schedule special events or examinations on Black Solidarity Day, the first Monday in November.

## Evaluation of Students' Credit

Transfer students make up nearly half of the student body. In order to facilitate a smooth transition for students, the Transfer Evaluations Office for Undergraduates is responsible for processing all transfer credits for courses taken prior to attending Brooklyn College, including Advanced Placement (AP), International Baccalaureate (IB), College Level Examination Program (CLEP) and college courses taken while still in high school. The Transfer Evaluations Office for Undergraduates also serves as a liaison to all academic departments to assist faculty with the process of evaluating transfer credits.

Please contact the [Transfer Evaluations Office for Undergraduates](#), 306 West Quad Center, ext. 5263 or [tcevaluations@brooklyn.cuny.edu](mailto:tcevaluations@brooklyn.cuny.edu), for more information.

# Chapter 8: Other Policies and Regulations Concerning College Life



## Use of College Property

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

## CUNY Computer Use Policy

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

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

## Records Retention and Disposition Schedule

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

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

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

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

## Calendars

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

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

## Student Membership on Faculty Committees

Brooklyn College's Governance Plan requires that students majoring in a department be represented on the department Curriculum Committee.

Many of the standing committees of college governance bodies also include students, e.g., all standing committees of Policy Council and the following Faculty Council committees: Admissions; Campus Planning; Computer Utilization and Educational Technology; Core Curriculum; Faculty-Student Disciplinary; Graduate Curriculum and Degree Requirements; Honorary Degrees; Library; Master Planning, Educational Policy, and Budget; Undergraduate Curriculum and Degree Requirements. For a complete list of Faculty Council committees and their charges, see the committee information page of the [Faculty Council](#) website.

## Reservation of Space on Campus

The Scheduling section of the Registrar's Office (ext. 5148) is responsible for scheduling all departmental course offerings and such events as examinations, special classes, tutorials, and workshops.

Reservations for non-instructional purposes, such as departmental meetings or presentations by outside speakers, are handled by the Brooklyn College Student Center (ext. 5528). Room and equipment rentals are discounted for faculty and staff.

Reservation for space within the Library, including the Woody Tanger Auditorium, New Media Center rooms, and the Academic Information Technology multimedia classrooms may be requested via the Library's website or by contacting the New Media Center at ext. 5327.

## Posting of Notices

Bulletin boards are assigned annually by the Division of Student Affairs. Academic departments and other college offices usually receive boards adjacent to their offices.

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

## Tobacco-free Policy

In accordance with the City University of New York's tobacco-free policy, the use of all tobacco products is prohibited at Brooklyn College. In addition to cigarettes, cigars, pipes and other traditional smoking paraphernalia, the policy prohibits the use of chewing tobacco and e-cigarettes as well as tobacco-related promotion and advertising.

Smokers may continue to smoke outside of the campus gates but are asked to avoid smoking near campus entryways or windows, including those of the Student Center. The proper disposal of all smoking-related waste is also encouraged.

A tobacco-free environment:

- supports community efforts to reduce or eliminate tobacco use in public settings;
- eliminates second-hand smoke from around building entrances;
- eliminates litter from cigarette butts and other debris;
- may encourage some tobacco users to stop a harmful habit;
- prepares students to cope with future employment in tobacco-free environments;
- sets a positive example for high school students and young children who are often on campus.

**Smoking Cessation Resources.** If you are a smoker and wish to quit or reduce your intake, the Brooklyn College Health Clinic offers a variety of strategies to help you:

- Behavioral counseling tailored to fit your lifestyle, including stress management and weight-control techniques.
- Group counseling and educational programs offering tips and support from fellow quitters.
- Individualized pharmacotherapy treatment plans to reduce cravings for nicotine and tobacco.

For further details about these and other programs offered by the college, contact the Health Clinic, 114 Roosevelt Hall, ext. 5580.

## **Policy on Drugs and Alcohol**

The university and Brooklyn College enforce state and local ordinances regulating possession, use, and distribution of alcohol wherever their students or employees, their premises, or their auspices are implicated. Any forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization is prohibited. The full text of the CUNY Policy on Drugs and Alcohol is available on the college website.

## **Emergency Alerts and Closings**

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

An emergency closing is a cancellation of classes or suspension of campus operations for a full day or part of a day because of adverse weather conditions, interruption of transportation, or other major emergency. The decision is made by the president or the president's designee. The college is open unless a specific announcement of closing is made through the college's information telephone service (718) 951-5000, on the college's website, by radio broadcast, or (in the case of early closings) by announcements from the Office of the Senior Vice President for Finance and Administration.

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

## **Conflict of Interest Policy**

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

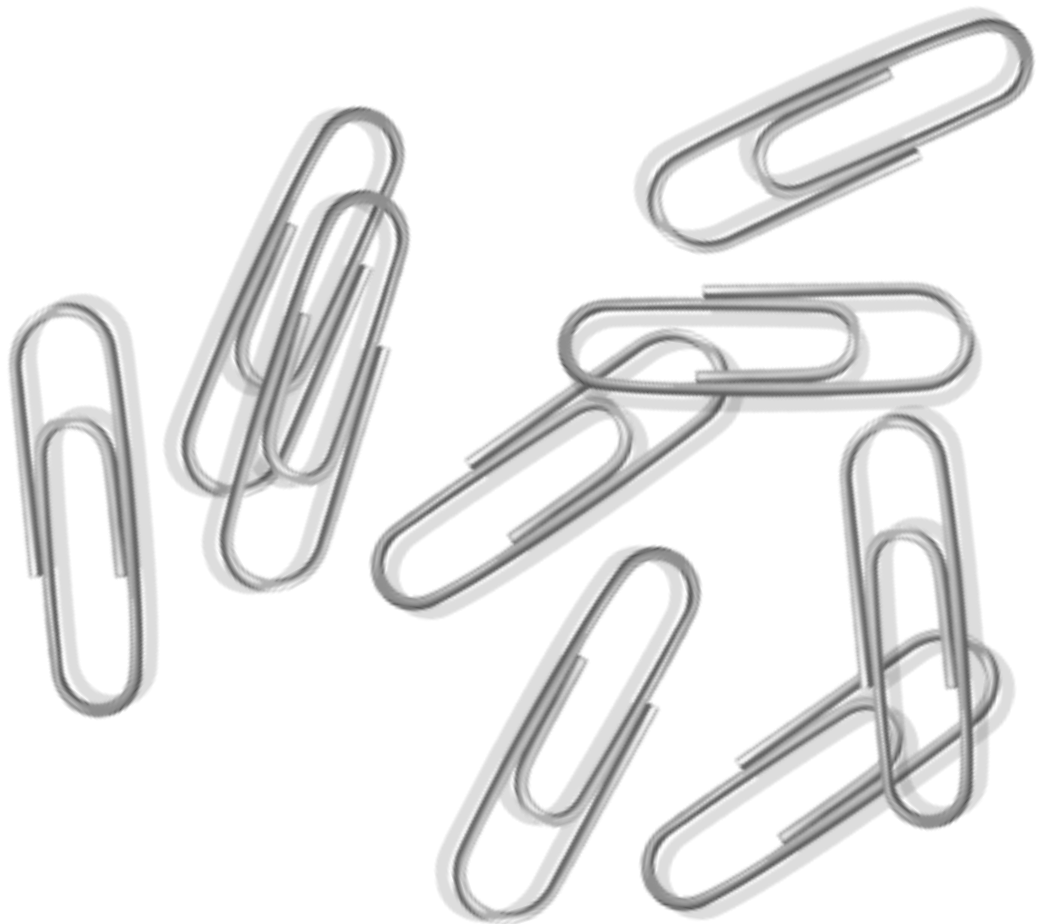
The university's Conflict of Interest Policy sets forth the general standards of conduct and the rules regarding hiring, employment, and contracting decisions and supervisory responsibility involving certain family members; these standards and rules apply to any individual who is, or at any time becomes,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

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

The complete text of this policy may be found on the CUNY policy website at [www.cuny.edu/policy](http://www.cuny.edu/policy) (Manual of General Policy, section 6.01) or by contacting the Office of Legal Affairs and Labor Relations.



# Chapter 9: Faculty Resources and Professional Development



## Faculty Professional Development

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

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

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

## Center for Teaching and Learning

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

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

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

## Faculty Day Conference and Awards Ceremony

The annual Faculty Day Conference and Awards Ceremony afford all of us an opportunity to pause from business as usual in order to recognize and celebrate the accomplishments of the Brooklyn College faculty. The day features a multidisciplinary conference—including workshops, panel discussions, presentations, art gallery, academic poster sessions and informal roundtable discussions over lunch—culminating in an awards ceremony and reception. At the conference, colleagues participate in an exchange of ideas about a wide variety of scholarly, artistic and pedagogical interests and concerns. At the awards ceremony, individuals nominated by their fellow faculty members are honored for their accomplishments in teaching, research and service.

The Faculty Day Conference emerged out of a desire to provide a unique college-wide opportunity to foster connections with our colleagues and improve the quality of intellectual and social life here on campus. Each year this day gives us a chance to engage in dialogue about academic and pedagogical activities with our colleagues from remarkably diverse disciplines.

Please visit [www.brooklyn.cuny.edu/facultyday](http://www.brooklyn.cuny.edu/facultyday) for more information about the conference.

## Brooklyn College Library

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

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

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

At the end of each semester, reserve materials held by the library are returned to the stacks without notice to the instructor. Faculty who wish to keep materials on reserve for the following term

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

**Interlibrary Loan.** Interlibrary Loan (ILL) is a service that obtains library materials that are not otherwise available to the Brooklyn College community. Most ILL transactions are done electronically through a secure online ILLiad account. (Books held by other CUNY libraries may be requested directly through CUNY+, the shared online catalog.)

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

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

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

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

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

**The Woody Tanger Auditorium (WTA), Room 150 Library.** The Woody Tanger Auditorium is a place where the college community can make use of a high-tech communications infrastructure. Whether showing a DVD, conducting a video- or tele-conference, screening a 16mm

film, holding a debate, or hosting a guest speaker, users find the Tanger Auditorium perfect for large groups, which benefit from advanced presentation technology and expert support.

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

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

Technical support, printing and scanning are available when the service desk is staffed. Faculty may arrange with the café manager to make printed materials, photocopies, and other media available to their students during hours when the service desk is staffed. Except for holidays, the café is open 24 hours, 7 days per week to faculty, staff and students with valid Brooklyn College IDs.

## Academic Information Technologies (AIT)

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

**Faculty Training and Development Laboratory**, 382 Library, ext. 4634, provides faculty with a host of services to meet their widely varying needs. Faculty members have access to an ample assortment of computers, electronic accessories, software packages, expert support and advice, drop-in consultations with friendly staff, and personalized workshops focusing on the effective use of digital media in the teaching and learning processes.

A scanning service for documents, images, and media is available. Free color laser printing and wide-format inkjet printing are also available.

**Blackboard** is the CUNY-wide course management system. Without being more technology savvy than knowing how to use a keyboard and mouse, an instructor can use Blackboard to create a course site that includes an interactive syllabus, learning materials, reserve documents, and even

quizzes and examinations. Instructors can create course sites that vary from simply supplementing a class to delivering a course either partly or fully online.

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

**Multimedia Classrooms.** AIT has two multimedia classrooms, each accommodating twenty-five participants (or more if computers are shared). Each classroom has one instructor station that broadcasts its screen display to a large screen. The rooms offer interactive modules on computers with advanced graphics and sound capabilities and are available for teaching. The rooms may also be used to train colleagues in creating multimedia applications. Reservations for these classrooms may be made via the library's website or by phone at ext. 4634.

## Writing Across the Curriculum

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

Writing Fellows work closely with faculty members individually and in groups, and are available for consultation and collaboration. Fellows also lead Faculty and Adjunct Workshops multiple times a semester and during the summer.

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

## Tuition Waivers

All full-time instructional faculty and staff are eligible for tuition waivers for courses taken at any CUNY campus after one year of service for undergraduate courses and without a service requirement for graduate courses. Tuition may be waived for an unlimited number of undergraduate credits and for no more than six graduate credits per semester. Tuition waivers are granted only for a fall or spring semester and are valid for one semester.

Part-time (adjunct) instructional staff members are eligible for tuition waivers after completing ten consecutive fall and spring semesters of adjunct employment with the university.

Once eligible, an adjunct may receive a waiver of tuition for one undergraduate or one graduate course per semester. All candidates must apply for admission to the CUNY college at which they wish to take a course. Instructional and student fees are not waived.

## **Transit Benefit**

The Commuter Benefits Program, administered by WageWorks, provides CUNY employees with a personal commuter account funded on a pre-tax basis through payroll deductions. The tax-free funds may be used for MTA NYCT, Long Island Railroad, Metro-North Railroad, NJ Transit, PATH, NY Waterway, Paratransit and the MTA's Access-A-Ride program and parking at or near public transit to commute to work. Contact the [Benefits Office](#), 1219 Boylan Hall, ext. 4255, for details and the application materials.

## **CUNY Work/Life Program**

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

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

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

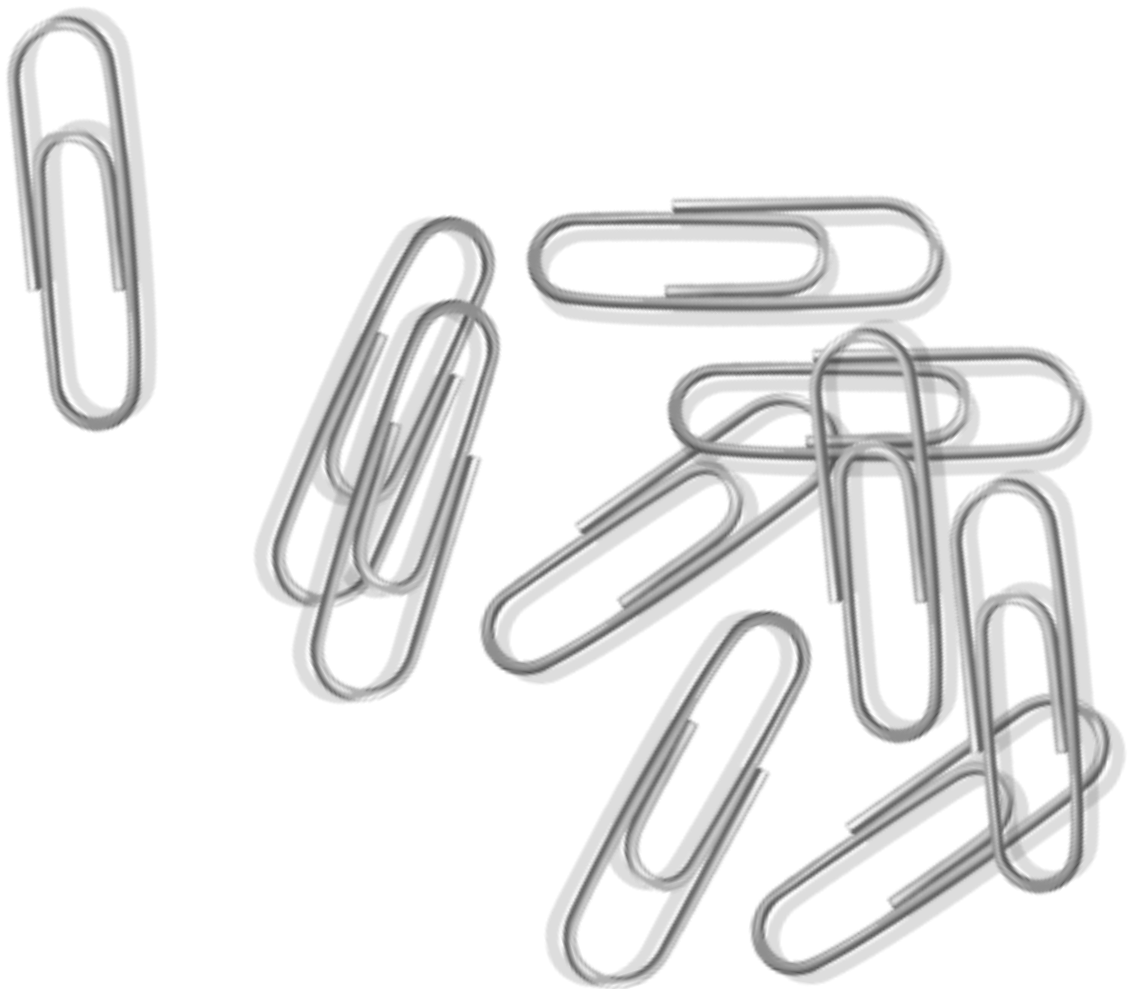
## **Discounts**

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





# Chapter 10: Other College Resources and Services



## Brooklyn College Information Line

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

## Mailing Services

Brooklyn College Mailing Services, 0239 Boylan Hall, ext. 5237, provides all postal services except registered mail and money orders. Express mail forms and envelopes are available. Window hours are 10 a.m. to 5 p.m., Monday to Friday. Outgoing mail for the U.S. Postal Service leaves Brooklyn College at approximately 2 p.m. Mail for same-day processing must be brought to the mailroom no later than 1:30 p.m.

All outgoing mail must show a return address:

Department Name  
Brooklyn College  
2900 Bedford Avenue  
Brooklyn, NY 11210-2889

A CUNY messenger picks up inter-campus mail once per day and distributes it throughout the university within two business days.

All interoffice mail must be placed in interoffice envelopes and have the full name and department of the person it is being delivered to. Room numbers and first names only are not acceptable. If Brooklyn College envelopes are used for interoffice mail, indicate this when mail is delivered to the Mailing Services office to prevent unnecessary use of postage funds.

## Health Services

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

**Emergency Medical Squad**, 021 Ingersoll Hall Extension, ext. 5859; Emergency Only, ext. 5858. Founded in 1977, the Brooklyn College Emergency Medical Squad (BC-EMS) is one of the most important student organizations on campus. Highly dedicated student volunteers, who are trained and certified as emergency medical technicians, provide emergency medical service—including

ambulance service—for the campus and the surrounding community. Prompt, professional response to emergencies is ensured by advanced radio links among student members and the medical base.

EMS operates whenever classes are in session and is available upon request for standby service for campus events.

**Health Programs/Immunization Requirements Office**, 0710 James Hall, ext. 4505, ensures that students are in compliance with immunization regulations as stipulated in public health laws and will provide advocacy, education, communications, materials, workshops and related culturally competent practices to enhance and advance the health and wellness of students. The office is responsible for immunization processing, health fairs, seminars, blood drives and inviting public health insurance providers to the campus.

## **The Women’s Center**

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

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

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

## **LGBTQ Resource Center**

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

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

## Lactation Rooms

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

## Room for Quiet Reflection

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

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

## Safety and Security

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

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

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

- Bedford Avenue Gates
- Bike Rack Gate, Campus Road and East 27th Street

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

**Keys and Locks.** Keys, locks, electronic access cards and/or access codes to offices, classrooms, laboratories, storage facilities and restrooms may be obtained by submitting a request, signed by the department chairperson or area head, to the Office of Campus and Community Safety Services. A deposit must be paid for each key received.

You may not transfer or loan your keys, locks, electronic access cards or share your access codes with anyone. Only Campus and Community Safety Services is permitted to install, change or replace a lock on a door, room, area or building of the college. At the end of employment all keys, locks and electronic access cards must be returned. Adjunct faculty may retain office keys past the end of their semester appointment if they have written notification that they are scheduled to teach the following academic year.

For the full details of Brooklyn College's Key and Building Security Policy may be found on the college website. For emergency repairs or installations, contact the office by phone, ext. 5511. If you are locked out of an office or classroom, contact the [Office of Campus and Community Safety Services](#), ext. 5511.

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

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

**Fire Prevention.** The Office of Campus and Community Safety Services monitors campus fire alarm systems and is responsible for general fire safety. It also conducts periodic fire drills. At least once each semester, faculty must follow fire drill procedures that are provided to each

department. Fire wardens from each department assist in evacuating a designated area at the direction of Campus Safety personnel. Fire safety information and surveys are available on request.

**Parking Enforcement.** Parking spaces (including those reserved for persons with disabilities), speed limits, and no-parking areas are clearly marked. Tickets are given for parking violations and must be cleared to retain parking privileges. Annual parking tags may be purchased through Auxiliary Accounting, 1146 Boylan Hall, ext. 5241 or online via the WebCentral Portal.

## **Faculty Photo IDs**

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

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

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

## **BC Navigator App**

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

## **Information, Publications and Public Relations**

The Office of Communications and Marketing, 2110 Boylan Hall, ext. 5882, promotes a positive and consistent image of the college for internal and external audiences, including the press, and champions the accomplishments of our talented students, gifted faculty and dedicated staff.

To accomplish that, the head of this office serves as lead college spokesperson with the media at all levels. The office also researches, writes, designs, edits and arranges photography for a wide

range of print and Web-based publications, including the *Brooklyn College Magazine*, the Commencement Program, the Brooklyn College Foundation Annual Report, the Faculty Newsletter and a variety of handbooks, newsletters, pamphlets, brochures, posters and invitations.

The Office of Communications and Marketing coordinates media resources and oversees contacts between the Brooklyn College faculty and journalists seeking authoritative, up-to-date information and comments on a variety of both historical and current issues and events. The office is also responsible for the nontechnical maintenance of up-to-date information on the college website.

## **Brooklyn College Foundation (BCF)**

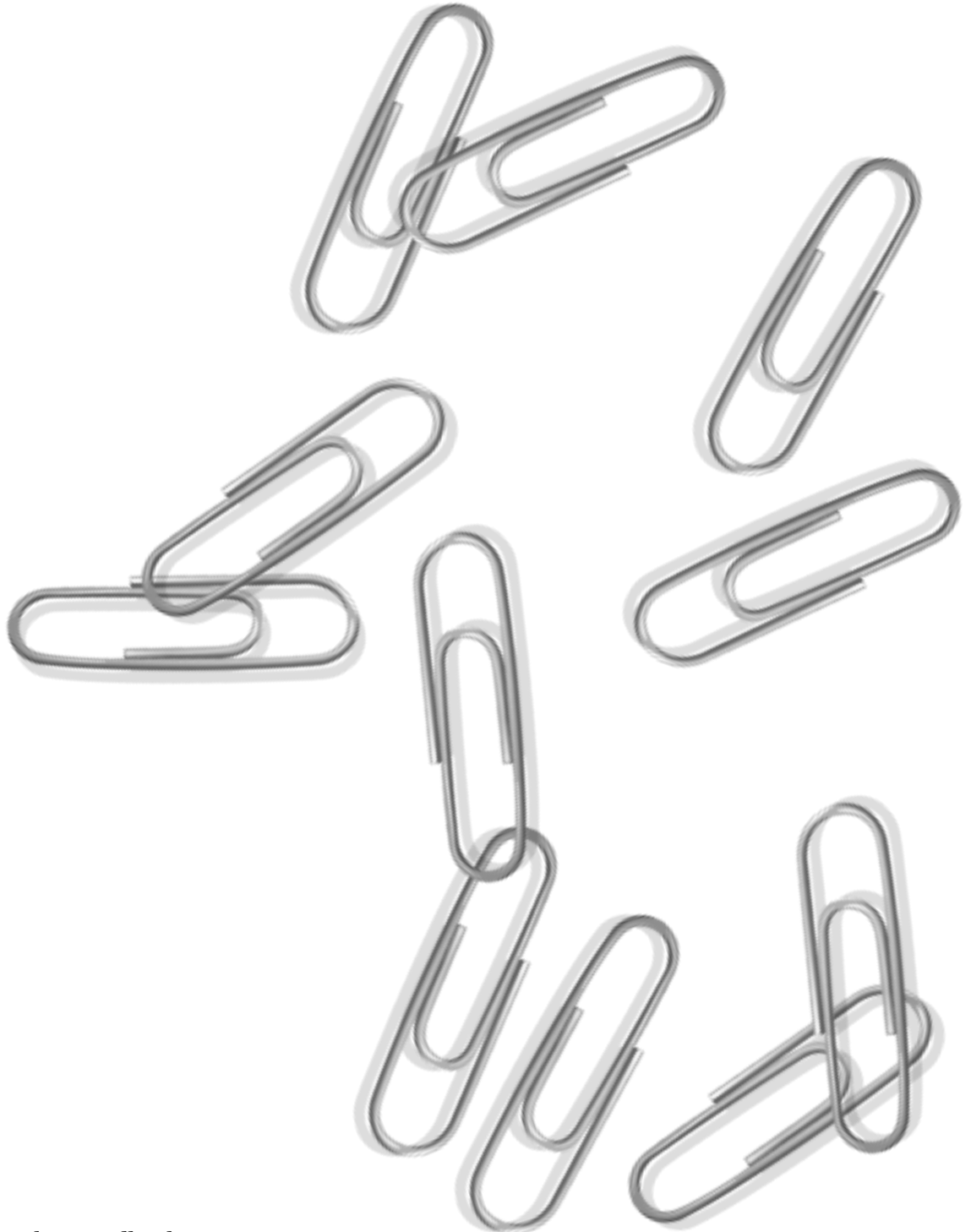
The Brooklyn College Foundation, 1122 Ingersoll Hall, ext. 5074, incorporated in 1958 and governed by a board of trustees, is composed of loyal alumni and friends of the college, who promote its development, support its academic mission, and protect the welfare of its students.

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





# Chapter 11: Legal Matters



## **Use of College Name, Title, Stationery, and Logo**

Using the name or symbol of the City University of New York or any of its colleges in an advertisement without the written permission of the University is prohibited. Use of the Brooklyn College logo should conform to the guidelines of the Graphic Standards Manual, available in the Office of Communications and Marketing—when in doubt, consult with the college’s graphic design manager.

Use of CUNY or college titles or stationery must be reserved to activities related to an employee’s official duties. Officers and employees may not use their official titles or the name of the university or the college in solicitations or advertisements on behalf of political candidates or political parties.

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

The Office of Legal Affairs and Labor Relations, 1405 Boylan Hall, ext. 3118, alone is authorized to accept subpoenas and other legal documents served on the college or its employees. Any person who attempts to serve a subpoena or any other legal document on any member of the college community should be escorted to that office by a Campus Safety Officer.

If a subpoena, complaint, or other legal document is sent to you by mail, please note how and when it was received (e.g., regular mail, certified mail, overnight delivery service), attach the envelope to the document, and bring these materials immediately to the Office of Legal Affairs and Labor Relations.

## **Lawsuits**

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

## Human Rights Complaints

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

## Indemnification

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

Should you have any questions, please call the Office of Legal Affairs and Labor Relations, ext. 3118.

## Contract Signing Authority

College contracts may only be signed by authorized employees. Contract signature authority within the College is very limited and controlled centrally. Signature authority is derived solely from the CUNY chancellor by written delegation, generally limited to the vice chancellors and the purchasing office, and further limited to specific types of transactions and relationships. Contracts may only be signed by those with an express written delegation from the chancellor or a written sub-delegation from a vice chancellor. A [chart of current signature delegations](#) is maintained by the CUNY Office of General Counsel and may be found on their website.

A contract may be titled an “agreement,” a “memorandum of understanding,” a “license,” a “lease,” etc. A contract **does not have to involve money** to create a legally binding agreement, rather, a contract simply involves the exchange of obligations or promises, either promises to perform or an exchange of something of value.

Questions regarding contracts should be directed to the Office of Purchasing and Contracting, ext. 5133, if they involve money or your school’s dean if it is an academic agreement.





**Brooklyn  
College**

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