



FACULTY HANDBOOK

Fall 2015

The City College
of New York

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NOTE TO 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 City 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 City 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.

Contact: Jalvarezdiaz@ccny.cuny.edu to report any changes

SECTION 1: THE CITY COLLEGE OF NEW YORK

History of City College

"The experiment is to be tried, whether the children of the people, the children of the whole people, can be educated; and whether an institution of the highest grade, can be successfully controlled by the popular will, not by the privileged few."

Dr. Horace Webster, first president of City College (Free Academy)

The City College of New York was originally founded as the Free Academy of the City of New York in 1847 by wealthy businessman and president of the Board of Education, Townsend Harris, who would go on to establish diplomatic relations between the United States and Japan. Ratified by a statewide referendum, it was established to provide children of immigrants and the poor access to free higher education based on academic merit alone.

For more information please click: <http://www.ccnycuny.edu/about/history.cfm>

The Campus

Directions: <http://www.ccnycuny.edu/about/directions.cfm>

Campus Map: <http://www.ccnycuny.edu/about/campusmap.cfm>

Shuttle Bus Service: <http://www.ccnycuny.edu/about/gettingthere.cfm>

Our Mission

"Open the doors to all. Let the children of the rich and the poor take their seats together and know of no distinction save that of industry, good conduct, and intellect."

Townsend Harris, Founder, 1847

The City College of New York, the flagship college of The City University of New York, is a comprehensive teaching, research, and service institution dedicated to accessibility and excellence in undergraduate and graduate education. Requiring demonstrated potential for admission and a high level of accomplishment for graduation, the College provides a diverse student body with opportunities to achieve academically, creatively, and professionally in the liberal arts and sciences and in professional fields such as engineering, education, architecture, and biomedical education. The College is committed to fostering student-centered education and advancing knowledge through scholarly research. As a public university with public purposes, it also seeks to contribute to the cultural, social, and economic life of New York.

Our Vision

Since its founding in 1847, The City College of New York has provided a world-class higher education to an increasingly diverse student body – serving as one of the single most important avenues to upward mobility in the nation. Access to excellence remains the vision of the College today.

The College strives for excellence in its wide-ranging undergraduate and masters programs (including programs in the only public schools of engineering, architecture, and biomedical education in the city) and in its 13 on-site CUNY doctoral programs – all of which are designed to prepare students for successful careers as well as for continuing graduate and post-graduate education. The College's commitment to excellence is further exemplified by its emphasis on scholarly research and the integration of this research with teaching at both undergraduate and graduate levels.

City College's commitment to access is two-fold. It strives to offer an affordable education and to recruit and support a diverse student population, reflective of both New York City and the global society in which we live. This commitment to access stems not only from a belief that every student prepared for a rigorous college education deserves access to and support for it, but also that excellence itself requires the broad inclusion of, in the words of Townsend Harris, "the children of the whole people." Finally, the College will strive always to use its most valuable resources – a talented and dedicated faculty and staff and an inclusive and ambitious student body – to take a leadership role in the immediate community and across the nation.

Please refer to link: <http://www.ccny.cuny.edu/about/mission.cfm>

Strategic Planning

The City College of New York is undergoing a comprehensive review of its vision and strategic focus in an effort to align its current strategies and initiatives with a modern and dynamic plan for the future. The strategic plan will provide a clear path for activities and initiatives taking place on campus, and is intended to provide a clear outline of objectives for each activity and a unified vision of where CCNY is heading. It will also produce a comprehensive strategy for CCNY to embrace expansion and growth in many different areas in the coming years.

Please refer to link: <http://www.ccny.cuny.edu/strategicplanning/>

SECTION 2: UNIVERSITY-WIDE GOVERNANCE

Board of Trustees

History of the Board

Founded in 1847, the forerunner of today's City University of New York was governed by the Board of Education of New York City. Members of the Board of Education, chaired by the President of the board, served as ex-officio trustees. For the next four decades, the board members continued to serve as ex-officio trustees of the College of the City of New York and the city's other municipal college, the Normal College of the City of New York. To read more click <http://www.cuny.edu/about/trustees/trustees-history.html>

Board of Trustees members: <http://www.cuny.edu/about/trustees/board.html>

The University Charter

Preamble

The University Faculty Senate is the principal organ of faculty expression and participation in the governance of The City University of New York. Composed of elected delegates from each of the autonomous constituent units of the University, its purposes are to assure that the faculty shares policymaking authority and responsibility with regard to appropriate aspects of University-wide planning and operation, and to provide a channel of reciprocal communication between the faculty and the administration of the University. The Senate complements and supplements, at the University level, the Faculty Councils and other deliberative bodies of the colleges and schools of the University. Its powers and responsibilities do not normally extend to matters falling within the areas of concern of such bodies, but only to matters of University-wide import.

Please refer to the link: <http://www.cunyufs.org/wizzd.html>

Professional Staff Congress (PSC CUNY)

Who we are

We are the union of the 25,000 professors, counselors, adjuncts, lecturers, registrars, technologists, program directors and others who work at The City University of New York and the CUNY Research Foundation. CUNY works because we do.

Every day, we teach and support the more than 539,000 students who attend CUNY, working to realize the university's founding vision, which was radical in 1847 and may still be radical today: "education for the children of the people, the children of the whole people."

As a union of academic workers at the country's oldest and largest public urban university, the Professional Staff Congress/CUNY believes that our working conditions are our students' learning conditions. When the union takes a stand for fair compensation and working conditions for our members, we are taking a stand for our students' right to an education.

Website: <http://psc-cuny.org/>

University Administration

Please refer to the link for information on CUNY Administrative Offices, College Presidents, and Office of the Chancellor, Organization charts, Administrators and campus registrars.

<http://www.cuny.edu/about/administration.html>

Organization of Schools and Colleges:

The University includes eleven senior colleges, seven community colleges, The Macaulay Honors College and five graduate and professional schools, located throughout the city's five boroughs.

Each of the senior colleges offers a distinctive history, as well as a rigorous baccalaureate degree program and enriching campus experience. Over the years, The City College of New York, founded in 1847 as the Free Academy, has been joined by:

- [Baruch College](#)
- [Brooklyn College](#)
- [The City College of New York](#)
- [College of Staten Island](#)
- [Hunter College](#)
- [John Jay College of Criminal Justice](#)
- [Lehman College](#)
- [Medgar Evers College](#)
- [New York City College of Technology](#)
- [Queens College](#)
- [York College](#)

The [Macaulay Honors College at CUNY](#), established in 2005, offers exceptional undergraduates a transformative educational experience, blending traditional and innovative programs at eight senior college campuses, in addition to Macaulay's central home near Manhattan's Lincoln Center.

The University's seven community colleges provide a high-quality education through associate degree programs that prepare students for transfer to senior colleges or entry into professional careers. These institutions include:

- [Borough of Manhattan Community College](#)
- [Bronx Community College](#)
- [Hostos Community College](#)
- [Kingsborough Community College](#)
- [LaGuardia Community College](#)
- [Stella and Charles Guttman Community College](#)
- [Queensborough Community College](#)

[The Stella and Charles Guttman Community College](#), which opened in the fall of 2012, is the University's first new community college in more than 40 years, especially designed to

connect rigorous classroom learning with rich field experiences and internships in the wider urban community.

[The CUNY Graduate Center](#) offers more than 30 doctoral programs, as well as seven master's degree programs. [CUNY School of Public Health](#), a collaboration of four CUNY institutions, offers masters and doctoral degrees, as well as two undergraduate degrees. The [CUNY Graduate School of Journalism](#) is the only publicly funded graduate school of journalism in the Northeast, and the [CUNY School of Law](#), which recently moved to Long Island City, is recognized as the nation's premier public-interest law school. In addition, the [New York City College of Technology](#) — the largest public college of technology in New York State — serves as a national model for technological education, blending specialized, cutting-edge instruction with a broad liberal arts program. The new CUNY School of Public Health focuses on the distinctive health issues facing urban neighborhoods and brings together public health programs at Brooklyn, Lehman and the Graduate Center, as well as other faculty with relevant expertise from around the University.

[The CUNY School of Professional Studies](#) fulfills the many educational and training needs of the city's working adults, organizations and employers. SPS also offers CUNY's first fully [online](#) undergraduate degree, as well as several groundbreaking online master's degree programs.

University Faculty Senate

The University Faculty Senate is the faculty governance body for university-wide academic matters at The City University of New York.

Website: <https://sites.google.com/site/universityfacultysenatecuny/home>

SECTION 3: CITY COLLEGE ADMINISTRATION AND GOVERNANCE

Academic Affairs' Organizational Chart

http://www.ccnycuny.edu/academicaffairs/upload/CCNY-Academic-Affairs-Org-Chart_8-13-15-1.pdf

Academic Schools and Divisions

- The Bernard and Anne Spitzer School of Architecture
<http://www.ccnycuny.edu/architecture/index.cfm>
- Colin Powell School for Civic and Global Leadership
<http://www.ccnycuny.edu/colinpowellschool/index.cfm>
- School of Education <http://www.ccnycuny.edu/education/index.cfm>
- Grove School of Engineering <http://www.ccnycuny.edu/engineering/index.cfm>
- Division of Humanities and the Arts <http://www.ccnycuny.edu/humanities/index.cfm>
- Division of Interdisciplinary Studies at Center for Worker Education
<http://www.ccnycuny.edu/cwe/index.cfm>
- Division of Science <http://www.ccnycuny.edu/science/index.cfm>
- Sophie Davis School of Biomedical Education
<http://www.ccnycuny.edu/sophiedavis/index.cfm>

City College Administration

<http://www.ccnycuny.edu/about/administration.cfm>

College-wide Special Committees

[The City College Council for Inclusive Excellence](#). Please refer to the link for the report.

Faculty Governance at City College

The mission of the Faculty Senate of the City College of New York is to serve as the authentic voice of the faculty. The Faculty Senate operates College-wide in three main areas: 1) to advance student learning in all its forms, 2) to promote the interests and well-being of the faculty, and 3) to partner with the College administration in advancing the historic mission of City College. Read more: <http://www.ccnycuny.edu/facultysenate/>

The City College Bylaws of the Faculty Senate,
<http://www.ccnycuny.edu/facultysenate/upload/CCNY.pdf>

Student Government

MISSION STATEMENT

The Office of Student Life and Leadership Development is responsible for promoting extracurricular and co-curricular programs that complement and enhance activities, each student's academic experience and personal organizations. OSLLD assists in the coordination of

all the club activities that promote the academic experience as well as create student leaders making for a well-rounded graduate. Our office works closely with 200+ student-run organizations, formulating and recommending policies in conjunction with both the undergraduate and graduate student governments. Student clubs register for approval to function on campus. The development of organizations in collaboration with academic departments helps our student leaders be responsible and be prepared as professionals. Our goal is to always highlight the student body with cultural, educational, and social programs representative of our diverse population. All are welcomed to stop by NAC 1/210 and experience leadership development first-hand.

Student Government: <http://www.cuny.cuny.edu/activities/usg.cfm>

SECTION 4: FACULTY PERSONNEL MATTERS

PROFESSIONAL EVALUATIONS

Annual Evaluations (Conferences)

Guidance to Department Chairs:

<http://www.ccny.cuny.edu/academicaffairs/upload/Annual-Evaluation-of-Full-Time-Faculty-2014-02-04.pdf>

Office of Human Resources Management-CUNY Code of Practice

This code of practice is regarding Instructional Staff Titles: Title Descriptions and Minimum Qualifications. Link to document:

http://www.cuny.edu/about/administration/offices/ohrm/policies-procedures/CodeofPracticeTitleDescriptionsandQualificationsFINAL_06112013.pdf

Appointment and Reappointment

PSC-CUNY CONTRACT ARTICLE 9.1

When reasonably practicable, initial full-time appointment to the Instructional Staff shall be made, in writing, by the President or his or her designee and approved by the Board prior to the effective date of appointment. Where such written appointment in advance of the effective date is not practicable, appointment shall be made by the President or his or her designee, subject to final action by the Board; in such instances, the President or his or her designee shall advise the appointee, in writing, that the appointment is subject to Board approval.

When a non-tenured or non-certificated member of the instructional staff does not appear at the college to perform his/her duties and fails to receive an authorized leave of absence, the individual shall be considered to have abandoned his/her position, and the college shall have no further obligation to that individual under the following circumstances: for a full-time member of the instructional staff, such abandonment shall be deemed to have occurred after 10 consecutive days of absence, other than Saturdays, Sundays or legal holidays. For an adjunct, such abandonment shall be deemed to have occurred after unauthorized absence from the first week of scheduled classes or other assigned duties. In either case the college shall notify the staff member in writing by certified mail that abandonment of his/her position has occurred.

In any grievance filed pursuant to abandonment of a position based upon the above, the burden of proof shall be upon the grievant to show:

1. He/She taught assigned classes or performed his/her duties on the days at issue, or
2. He/She applied for and received a prior approved leave for the days at issue, or
3. He/She was unable to report for work or give notice because of an emergency which made it impossible to report for work or give notice.

9.2 In the event that the Board does not approve of the appointment, and the appointee has already commenced work, the appointee shall have the option of receiving compensation pro rata for time worked or accepting a college appointment for the duration of that single semester. When, however, the Board does not approve the appointment for cause involving matters such as falsified credentials or inaccurate vita, the University shall be under no obligation other than payment for work performed to that point.

9.3 All initial full-time appointments to the Instructional Staff (except for those of substitutes and distinguished professors) shall be for one year or to the end of the academic year in which the appointment takes effect. For appointments to the HEO series which are made on the basis of the fiscal year, the fiscal year shall obtain.

9.4 All full-time reappointments to the Instructional Staff shall be for no less than one year, except for substitutes and for retirement leave. Employees, other than those who announce their bona fide intent to retire and meet applicable conditions contained in section 3107 of the Education Law, shall be compensated in a lump sum for all annual leave or compensatory time owed on the final date of the appointment or in the case of resignation as of the final work day.

9.5 Part-time appointments may be for less than one year, except as provided in Article 10.1(a)3.

9.6 Appointments to the title of Graduate Assistant shall be in accordance with the provisions of 11.2 of this Agreement.

9.7 Substitutes are temporary employees appointed to fill vacancies caused by leaves and/or emergencies; such persons shall have no presumption of retention.

9.8 Instructors and non-certificated Lecturers with four or more years of continuous full-time service in those titles immediately preceding appointment to the rank of Assistant Professor shall receive two years of service credit toward the achievement of tenure in the title Assistant Professor.

By August 31, preceding the first full-year appointment to the title Assistant Professor, the employee shall state, in writing, his/her preference regarding whether or not he/she wishes to waive the service credit toward tenure provided in the previous paragraph. In the event the employee wishes the service credit waived and the President or the President's designee approves, the service credit shall be waived irrevocably. In the event that the employee wishes to have the service credit applied or does not state a preference, the service credit shall apply. Approval or denial of the request shall not be subject to the provisions of Article 20.

9.9 When a College President determines not to make a recommendation to the Board for reappointment of a full-time member of the instructional staff or promotion of a full-time member of the instructional staff recommended to him/her by a College P&B Committee or other appropriate body, the individual affected by that decision shall be notified of the Committee's favorable recommendation and of the President's decision. The notice shall not state the reasons for the President's action.

Within ten (10) calendar days, excluding Saturdays, Sundays and legal holidays, after receipt of said notice, the affected individual may submit to the President a signed request for a statement

of the reasons for the President's action. Within ten (10) calendar days, excluding Saturdays, Sundays and legal holidays, after receipt of the request, the President shall furnish a written statement of his or her reasons to the affected employee.

Please refer to this link for full details: <http://psc-cuny.org/our-contracts/article-9-appointment-and-reappointment>

Schedule of Reappointment and Non-Reappointment

PSC-CUNY CONTRACT ARTICLE 10.1

10.1 Members of the Instructional Staff other than employees in the HEO Series and in the Hunter College Campus Schools shall receive written notice of reappointment or of non-reappointment. (Please contact your local PSC-CUNY Office for updated schedule):

(a) Instructional Staff Members in Tenure-Bearing and Certificate-Bearing Titles, Adjunct and Instructor Titles:

1. Persons hired on an annual basis in their first year of service shall receive such notice as follows:

Persons hired on September 1, on or before April 1;

Persons hired on February 1, on or before May 1;

Persons hired in Institutes and Centers, on or before May 1.

An individual who has had prior service in another unit of the University shall be deemed to be serving his or her initial year of appointment in the first full year of service at the new unit. This provision shall not be deemed to affect the accumulation of service credit toward tenure or toward a certificate of continuous employment.

Please refer to this link for full details: <http://psc-cuny.org/our-contracts/article-10-schedule-notification-reappointment-and-non%E2%80%91reappointment>

PROMOTIONS, TENURE AND CERTIFICATE OF CONTINUOUS EMPLOYMENT

Promotion and tenure actions are governed by the City University of New York Bylaws, the PSC/CUNY collective bargaining agreement and University and College policies. Below is various guidance and procedures concerning annual reappointments, tenure and promotion of faculty. Guidelines and procedures used by the College for considering annual reappointments, tenure and promotion of faculty.

[Policies and Guidelines for Reappointment Tenure and Promotion \(CCNY\)](#)

Curriculum Vitae

Please refer to this link for a fillable version of the CV format:

<http://www.cuny.cuny.edu/academicaffairs/upload/NEW-FACULTY-CV-2.pdf>

General Disciplinary Regulations Applicable to Both Tenured and Non-Tenured Faculty Members

PSC-CUNY CONTRACT ARTICLE 21.1

Members of the Instructional Staff may be disciplined by removal, suspension with or without pay, or any lesser form of discipline for one or more of the following reasons, except that staff in HEO series titles shall be subject to discharge as provided in Article 21.9, and Adjuncts shall be subject to discharge as provided in Article 21.11:

- (a) Incompetent or inefficient service
- (b) Neglect of duty;
- (c) Physical or mental incapacity;
- (d) Conduct unbecoming a member of the staff. This provision shall not be interpreted so as to constitute interference with academic freedom.

21.2 Disciplinary proceedings shall be initiated by the President of the college by the service of a written notice of intent to prefer charges upon the employee, which shall set forth:

- (a) the proposed charges against the employee, and
- (b) the proposed penalty.

21.3 Within seven (7) calendar days of service of the written notice of intent to prefer charges, a meeting shall be conducted by the President or his or her designee with the employee, who may be accompanied by an attorney or representative of the Professional Staff Congress, to discuss the notice, the proposed charges, the proposed penalty, and the basis of the charges.

21.4 Within fourteen (14) calendar days of the meeting described in Section 21.3, the President shall either:

- (a) Withdraw the notice of intent to prefer charges, or
- (b) Prefer charges, including a recommended penalty.

21.5 Within fourteen (14) calendar days of service of the President's written statement of charges and recommended penalty, the employee may:

- (a) Acquiesce to the charges and accept the recommended penalty by written notification to the President; or
- (b) Request a hearing before the Chancellor's Designee.

If no acquiescence to the charges and acceptance of the penalty is received and if no request for a hearing is made by the employee, the matter shall proceed in accordance with Section 21.6 below.

21.6 Within fourteen (14) calendar days of receipt of the President's statement of charges, unless the penalty has been accepted by the employee, the Chancellor's Designee shall schedule a hearing and within fourteen (14) calendar days of the hearing investigate the matter and render a decision including the determination of penalty.

21.7 The penalty recommended by the Chancellor's Designee shall be implemented after fourteen (14) calendar days, unless within fourteen (14) calendar days of the receipt of the

decision of the Chancellor's Designee the employee elects to appeal by proceeding to disciplinary arbitration in accordance with Section 21.8 below.

21.8 Disciplinary Arbitration

(a) The City University and the PSC shall jointly agree on a panel of disciplinary arbitrators. Each member of the panel shall be assigned a number in rotation and, in the event of disciplinary arbitration, the first arbitrator in order who is available to conduct a hearing within ten (10) calendar days shall serve as the arbitrator.

(b) The procedure for disciplinary arbitration is as follows:

1. Notice of appeal to disciplinary arbitration shall be filed by service upon the Vice Chancellor for Legal Affairs. A copy of the appeal shall be sent simultaneously to the College President.

2. The case shall be assigned to an arbitrator to be selected in accordance with Section 21.8 (a) above.

3. The disciplinary arbitrator shall hold a disciplinary arbitration hearing within ten (10) calendar days of designation, or on such other date as may be mutually agreed upon by the parties. The disciplinary arbitrator shall render a decision within five (5) calendar days of the close of the hearing. The arbitrator shall follow AAA procedures.

4. The disciplinary arbitrator shall be limited to determinations of guilt or innocence and the sufficiency of grounds for the penalty. The arbitrator shall not consider alleged violations of any other provision or article of this Agreement, or of the University Bylaws or written policies, which shall be subject, as applicable, only to the provisions of Article 20 of this Agreement. The disciplinary arbitrator shall not add to, subtract from, or modify the provisions of this Agreement. The disciplinary arbitrator's decision regarding guilt or innocence and the sufficiency of grounds for the penalty shall be final and binding upon the parties. The disciplinary arbitrator may approve or disapprove the penalty or impose other penalties warranted under the circumstances.

Please refer to this link for full details: <http://psc-cuny.org/our-contracts/article-21-disciplinary-actions>

Mid-Term Tenure Review Procedure

http://www.ccny.cuny.edu/academicaffairs/upload/Tenure_-_Mid-Term_Review_Procedure.pdf

RESPONSIBILITIES OF THE FACULTY MEMBER

Academic Freedom

Please refer to this link for CUNY's policy on Academic Freedom and Tenure

http://policy.cuny.edu/manual_of_general_policy/article_i/policy_1.02/pdf/#Navigation_Location

Annual Faculty Scholarship/Creative Works Reporting

The University requires all full-time faculty members to report their scholarship and creative works on a calendar year basis. This is an important time to showcase the important work and contributions of our faculty. The Office of the Provost will contact faculty with reporting details and schedules.

Commencement and other Ceremonies

Commencement originated in the Middle Ages when university graduates were initiated into the teaching profession. The colorful academic procession that begins the ceremony is rooted in pageantry of the great medieval universities of Europe. These schools were usually in the charge of the clergy, and the order of march followed the tradition of religious processions: younger and newer groups preceded the older, with the highest-ranking participants at the end.

Read more: <http://www.ccnycuny.edu/commencement/history.cfm>

Faculty Workload Reporting

<http://www.ccnycuny.edu/academicaffairs/upload/WorkloadGuidelines-December-6-2011-1.pdf>

Grades

The following glossary of uniform grading symbols shall be employed according to the interpretation provided below (link). Grades are assigned based on the definitions contained herein. Individual units of the University need not employ all symbols but must adhere to the following interpretation for those employed and may not use any symbol that is not included in the glossary. Quality points are to be used to calculate the grade point average (GPA) or index. A dash "--" indicates that the grade does not carry a numerical value and is not to be included in the GPA. Plus ("+") and minus ("-") grades shall be interpreted as equivalent to "+0.3" and "-0.3", except as noted. See full details here,

http://www.ccnycuny.edu/registrar/upload/CUNY_Uniform_Grade_070108.pdf

Colin Powell School Grades' information

http://www.ccnycuny.edu/colinpowellschool/faq_grades.cfm

Registrar's information: <http://www.ccnycuny.edu/registrar/registrarfaqs.cfm>

Textbooks

[The Higher Education Opportunities Act \(HEOA\)](#) mandates universities to inform students what course materials are required/needed at the time of registration. In order comply with this mandate, CCNY instructors must submit their course materials through CUNYFirst *before* student registration begins for a given semester. The exact deadline dates vary by year but are approximately:

Fall and Summer Courses

Mid-April

Spring and Winter Courses

Mid-November

Instructors do *not* need to file duplicate orders with the CCNY Bookstore; the information submitted to CUNYfirst is automatically transmitted to the bookstore on a daily basis. Courses with no required materials must have that information posted as well.

Bookstore website:

http://www.bkstr.com/citycollegenewyorkstore/home/en?cm_mmc=Redirect--VanityURL--ccny.bkstr.com--10629

Only CCNY instructors whose courses have been assigned in CUNYfirst will be able to post their textbook and supplemental material information through CUNYfirst. For courses where instructors have not been assigned yet, the departmental designated person can enter this information.

Submitting Course Materials to CUNYFirst

For assistance with textbook submission, visit CETL @ NAC 4/220 or contact Helpdesk at x8080 cfsupport@ccny.cuny.edu. *The following instructions assume you have activated your CUNYfirst account already. If not, go to <https://home.cunyfirst.cuny.edu/> and click on First time users to claim your account. If you need assistance, please contact the Helpdesk at x8080.*

Instructions for entering textbook information on CUNYfirst (faculty)

1. **Log in** to CUNYfirst (<https://home.cunyfirst.cuny.edu/>)
2. Click on **HR/Campus Solutions**
3. Click on **Self Service**
4. Click on **Faculty Center** (if you don't see Faculty Center, contact the Helpdesk; you will need this function for EVERYTHING)
5. Click on **My Textbooks**
6. Click on the **Change the term** button to select the semester; one of your classes will appear; if this is the class you wish to submit info for proceed go to the next step; if you wish to submit materials for a different class, click on the right arrow on the right side of "My textbooks" tab. You are ready to input your textbook data now; *Note: DO NOT ENTER INFO in the textbook details box unless you wish to submit ALL of the information manually*
7. Click on the **Search button**; a new window appears
8. **Disable protection** (Firefox: first click on the **shield** icon on top left then click on the mini arrow on bottom right, select "disable protection"; Google Chrome: click on the shield on the far right then click Load Unsafe Script); a search field appears
9. **Type in your search term** (ISBN recommended, can also search by Title or Author) and click **Search**; a list of books appears
10. Click **Select** under the correct book; this takes you back to the main screen; main fields are now populated; if book price is missing, contact bookstore for information or search in B&N website
11. From **drop down menus** select the type of course material (book) and status
12. Click on the **"Textbook entry complete"**, then click **Save**
13. If you need to submit another book, click on + (plus); a new textbook box appears; repeat steps 6-12

14. To delete an existing entry, click on – (minus)
15. To add books for another course, click on the green Return button at the bottom of the screen
16. To submit the same textbook for another section of the course:
 - On the list of courses **select the new section**
 - Click “**Copy Textbooks**”, pop-up warning comes up – click OK; a new page comes up
 - Search for your course and **Select the section** to copy from; a new window appears with information populated; Click “**Textbook entry complete**”
 - Click **Apply**; click **OK** to go back to the list of courses

If you are teaching a course with **MANY sections and wish to avoid searching or copying for each individual section:**

 - Complete textbook entry for one section, then click on “**View all**” on My Textbooks tab; the list of all your sections/courses appears
 - Using copy/paste fill in the ISBN, title, author, price ...for each section individually (unfortunately, at this time, there is no automated way to copy books to several sections at the same time).
17. To add books for another course, click on the right arrow on the right side of “My textbooks” tab; your next course appears; repeat steps 7-12
18. When finished adding book(s), (make sure “textbook entry complete” button is selected), you can **log out**/close the window. **DONE!**

Untenured Faculty Release Time

New untenured faculty hired on September 1, 2006 or later must be released from 24 contact hours in their first 5 years of employment. In the fourth or fifth year, 9 of these hours may be collected in a single semester in order to secure a release from teaching for that semester, subject to the approval of the Chair and the President.

Please refer to this link for current guidelines:

<http://www.cny.cuny.edu/academicaffairs/upload/WorkloadGuidelines-December-6-2011-1.pdf>

HUMAN RESOURCES

The Office of Human Resources serves to provide a supportive and collaborative partnership for the City College community. With over 3,000 employees, our institution brings together some of the best talent in the City of New York and in the world. As the flagship campus of the City University of New York, our campus is accessible by most major train lines including Metro North, and is conveniently located in the heart of one of the greatest communities in New York City. Our dedicated faculty and staff are the heart and strength of our institution, and we strive to do our best to make their experience enjoyable and enriching.

The entire Human Resources staff works diligently to find on-campus employment opportunities for students who are seeking to further their skills or for those who are seeking meaningful mentoring relationships with our exceptional faculty and staff. New employees join us each month for new employee orientations and we connect with veteran employees weekly through one-on-one retirement or benefits planning.

HR's Website: <http://www.ccny.cuny.edu/hr/index.cfm>

Employee Benefits

<http://www.ccny.cuny.edu/hr/benefits-home-page.cfm>

Fellowships and Scholar Incentive Award and Parental Leave

1.1 Purposes for Which Fellowship Leaves May Be Granted

Fellowship leaves may be granted for conducting research (including study and related travel), improvement of teaching, and/or production of creative works in literature or the arts. Read full details here:

http://www.cuny.edu/about/administration/offices/ohrm/policies-procedures/CodeofPractice_AcademicLeavesofAbsence_Final08062013_2.pdf

- Application for CUNY Fellowship Leaves :
<http://www.ccny.cuny.edu/hr/upload/Fellow-Leave-Application.pdf>
- Memo on Implementation of the Paid Parental Leave Policy:
<http://www.ccny.cuny.edu/academicaffairs/upload/1005140634.pdf>

Payroll Services

Payroll Services processes employee paychecks in a timely manner in accordance with payroll procedures and policies established by regulatory agencies for the College.

<http://www.ccny.cuny.edu/payroll/index.cfm>

Retirement and Pension Plan

Retirement plan: <http://www.ccny.cuny.edu/hr/the-cuny-voluntary-saving-plans.cfm>

CUNY link: <http://www1.tiaa-cref.org/tcm/cuny/plans/plan1/plan-details/index.htm>

Application for Retirement Leave of Absence:

<http://www.ccny.cuny.edu/hr/upload/Application-for-Retirement-Leave-of-Absence.pdf>

Retirement Program Election Form: <http://www.ccny.cuny.edu/hr/upload/Retirement-Election-Form.pdf>

PSC CUNY: Choosing a pension Plan:

<http://www.ccny.cuny.edu/hr/upload/ChoosingAPensionPlanTierVI-pdf-latest.pdf>

SECTION 5: FACULTY RESOURCES

CCNY I.D. Office

Contact information and office hours can be found in the following links.

<http://www.ccny.cuny.edu/studentaffairs/welcome-to-the-ccny-id-office.cfm>

Center for Excellence in Technology and Learning (CETL)

CCNY's Center for Technology and Learning serves faculty, staff and students in support of their teaching, use of technology and transition to online and hybrid courses. We function as a hub for professional development, collaboration and transformation.

Read more: <http://cetl.ccny.cuny.edu/index.html>

Faculty Workshop

What do 21st century skills hold for CCNY faculty? In our fast-changing environment, faculty need to use technology to better connect with today's students and engage them in learning. Use of Blackboard (CUNY's Learning Management System), course blogs and wikis, screen captures and videos, Web 2.0 tools and a host of other instructional technologies are becoming essential elements in the modern instructor's toolkit. CETL workshops will assist you to upgrade your course with some of these tools, and our staff is also available to meet with you personally to assist you.

<http://cetl.ccny.cuny.edu/workshops.html>

Communications and Marketing – Creation of Profiles

The City College of New York Office of Communications and Marketing advances the College's mission by designing and delivering effective marketing communications programs. We support both the school's academic and non-academic units.

We are staffed by a small but talented team of professionals with over 130 years of combined experience. Drawing upon our expertise in writing, editing, art design, media relations, web-based communications, planning, social networking, social media, direct marketing, and photography, we can assist you in developing and producing campaigns that will achieve the results you desire. Read more <http://www.ccny.cuny.edu/communications/index.cfm>

Please refer to link about CCNY News and more information:

<http://www.ccny.cuny.edu/news/index.cfm>

CUNY Faculty Fellowship Publication Program

The CUNY Faculty Fellowship Program is designed to assist junior faculty with design and execution of writing projects which is an important component to achieving successful tenure. This program establishes discipline-based writing groups of peers across CUNY. Facilitated by senior faculty, feedback is given to junior faculty on their work, i.e., scholarly articles for juried journals, books and/or creative writing. Please refer to this CUNY link for more information:

<http://www.cuny.edu/about/administration/offices/ohrm/diversity/Retention/FFPP.html>

Faculty Mentoring

Mentoring plays a vital role in the success of a faculty member's academic career. At CCNY, mentoring is best served within each division and school. Please contact your department chair and/or dean's office for more information.

CUNYfirst Training

The following link will provide you with General Instructions on how to claim your CUNYfirst account and login as well as frequently asked questions.

http://www.ccnycuny.edu/it/upload/CCNY_CUNYfirst_Brochure_2014.pdf

How to use CUNYfirst for Finance and Administration:

http://www.ccnycuny.edu/finance/cunyfirst_procurement.cfm

Executive Counsel to the President

Legal matters are to be referred to the President's Executive Counsel. Please refer to this link for additional information: <http://www.ccnycuny.edu/about/excounsel.cfm>

CUNY Manual of General Policy

The Manual of General Policy was created to provide an easy to use reference manual for the policies that govern the University. It consolidates the non-bylaw policy action items adopted/amended by the CUNY Board of Trustees. In a small number of cases, materials from other sources have been incorporated into the Manual due to their importance. The Manual is not a legal authority; in all cases requiring a legal authority, the text of the Board of Trustees Minutes or other original document(s) should be consulted.

Read more http://policy.cuny.edu/manual_of_general_policy/article_v/#Navigation_Location

Faculty Grievance Procedures

<http://portal.cuny.edu/cms/id/cuny/documents/informationpage/011174.htm>

Faculty Membership and Meetings

To obtain information on faculty membership and meetings please visit the Faculty Senate website: <http://www.ccnycuny.edu/facultysenate/>

Faculty Student Disciplinary Committee

<http://www.ccnycuny.edu/studentaffairs/faculty-student-disciplinary-committee.cfm>

Faculty Travel Support

<http://www.cuny.edu/research/faculty-resources/internal-funding-programs/travel-funds-program.html>

Information Technology

Please refer to link for information regarding obtaining an e-mail account, the service desk, computer equipment and the City Tech Center: Website: <http://www.ccnycuny.edu/it/index.cfm>
IT Operations Support Services: http://www.ccnycuny.edu/it/units_itoss.cfm

TECH Center

The TECH Center provides over 300 workstations where students can work on assignments, check email, and use software packages needed for class.

This facility is sectioned into General Computing Areas, technology-enabled Student Training Centers (STC), Media Study Rooms (MSR), and two-person Study Rooms (SR). The three STC labs extend the General Computing Area when classes are not in session. http://www.ccnycuny.edu/it/facilities_tech_center.cfm.

iMEDIA

Provides audio-visual, and presentation resources and services in support of instruction, scholarly communications, and other activities consistent with the College's mission. <http://www.ccnycuny.edu/it/imedia.cfm>

For **email** assistance please click here: <http://www.ccnycuny.edu/it/e-mail.cfm>

Service Desk

The Service Desk's mission is to effectively and efficiently serve as the primary point of contact for students, faculty, and staff seeking a resolution to IT services provided by the college and IT services provided by the Office of Information Technology (e.g. laptops, mobile devices, software, hardware, and operating systems). We ensure that all possible measures are taken to troubleshoot and resolve the issue in a timely manner. <http://www.ccnycuny.edu/it/help.cfm>

Libraries

Academic Databases A-Z link

[Research by Subject](#)
[E Journals A to Z](#)
[Interlibrary Loan](#)
[Services & Policies](#)
[Information Literacy](#)
[Ask a Librarian](#)

A Brief History of the Library

The City College Library System – seven facilities in five buildings and the affiliated CUNY Dominican Studies Library – is the largest within CUNY. The libraries are the crossroad of life at City College, offering a wide array of services to all members of the campus community, and providing leadership within the urban University in scholarship and research support, quality learning, enriched discourse and equity of access for diverse constituencies. The libraries provide Information Literacy instruction across the curriculum, host instructional workshops, a full calendar of exhibitions and a wide variety of cultural events.

The libraries own more than 1.6 million print volumes and provide access to more than 200,000 electronic books and 77,000 electronic journals. As a federal depository since 1884, the libraries hold more than 230,000 government documents. The collections can be accessed through the libraries' catalog and lists of online databases and online journal collections, and the online research subject guides allow focused inquiry 24/7. Specialized research help can be found online and at our reference service desks. The Interlibrary Loan Office obtains materials not found in the City College Libraries.

The CCNY Libraries Archives and Special Collections Division is committed to acquiring, preserving and providing access to records of enduring value that document the history of City College and its alumni, faculty and students throughout its history.

Members of the City College community have access to the libraries' physical and virtual collections, including circulation privileges and remote access. The libraries provide services to individuals with disabilities. Access is also provided to affiliated members and Friends of the Library. Contact Cohen Circulation at 212-650-7155 or inquire at any library service desk for information regarding access and borrowing privileges.

Please refer to link for more information: <http://library.ccny.cuny.edu/main/>

Statement of Policy on Multiple Positions

Each full-time faculty member is obligated to view his/her appointment to a college or university faculty position within The City University as his/her major professional commitment. This commitment obligates the faculty member in two ways: he/she is at once a member of the national and international world of learning and a member of The City University community. Though his/her first responsibility to The City University is that of teaching, he/she recognizes the obligation to be regularly accessible for conferences with his/her students, to participate in appropriate extracurricular undertakings and to serve on various college and university committees and as a member of college and university councils and other assemblies.

Read more: <http://www.ccny.cuny.edu/academicaffairs/upload/CUNY-POLICY-ON-MULTIPLE-POSITIONS.pdf>

Office of Affirmative Action, Compliance and Diversity

The City College of New York, as part of the City University of New York, is proud that our students represent a variety of cultures, backgrounds and ideas. CUNY's goals include: continuing commitment to workforce diversity and development, and in keeping with this principle, CCNY strives to be a genuinely inclusive community, one where those with differing

Services Requests

For maintenance or minor repairs, such as replacing a light bulb, adjusting the temperature in a room or repairing a broken plumbing fixture, may be submitted through our web-based work order system.

Each department has an assigned facilitator. Check with the staff member in your department who is responsible for submitting service requests using our work request system. If you do not know who your department's facilitator is, please contact Facilities Services at **(212) 650-8689**.

Research and Funding Workshops (CUNY)

Visit our [Events Archive](#) to view and download excellent presentations on Grant Writing and Funding Opportunities by staff of the National Science Foundation and National Institutes of Health from previous CUNY workshops.

Sexual Harassment

Anyone of any gender, sexual orientation, religious affiliation, citizenship status, race, class or educational level can suffer from sexual harassment, including sexual violence. Our goal is to help you understand what sexual harassment means and let you know that there are people at CUNY and in the community who can help if you or others experience it. We want to make sure you understand your rights as a student, CUNY's policies, and other issues related to sexual harassment and assault.

Please click on this link for more information: <http://www1.cuny.edu/sites/title-ix/campus/the-city-college/>

City College is committed to the City University of New York (CUNY) Policy Against Sexual Harassment. Our shared goal is to maintain a community environment-academic and employment-that is free from all forms of intimidation, intolerance, exploitation and harassment.

Read more: <http://www.ccny.cuny.edu/affirmativeaction/harassment.cfm>

Statement of Policy on Student Conduct at City College

<http://www.ccny.cuny.edu/studentaffairs/faculty-student-disciplinary-committee.cfm>

<http://www.ccny.cuny.edu/studentaffairs/students.cfm>

Henderson Rules: <http://www.ccny.cuny.edu/counseling/upload/Henderson-20Rules-14-moved.pdf>

Syllabi

The CCNY Faculty Senate adopted a resolution on November 21, 2013 requiring all faculty to provide syllabi to students. Below is the text from said Resolution:

Syllabi Directive: Resolution adopted at the Plenary Meeting of the CCNY Faculty Senate on

November 21, 2013 by a vote of 27:1:2 (quorum = 31 senators). The Faculty Senate, CCNY

Syllabi Resolution

Whereas, all of our accrediting bodies (Middle States, NCATE, ABET, etc.) require syllabi, and

Whereas, students have a right to know how they are going to be graded and there have been lawsuits at other colleges over this issue and threatened lawsuits at CCNY, and

Whereas, the College has a legal responsibility to inform students of Academic Integrity rules and information about their rights under the Americans with Disabilities Act, and

Whereas, there is a difference among disciplines in their ability to be specific about the “calendar” of topics in their classes,

Resolved,

1. Syllabi (also known as course information sheets) are required to be provided by faculty to students in all CCNY classes, and further

2. No specific format is required, but the syllabi must include:

a. Contact information for instructor

b. Course number and title, days, times, rooms.

c. Required reading list text, etc.

d. Course description

e. Academic integrity policy that refers to:

http://www.cuny.edu/about/administration/offices/la/Academic_Integrity_Policy.pdf

f. Attendance policy (if you wish to deviate from that stated in the Bulletin. That policy limits absence to two weeks’ worth of classes and does not address lateness). Include policies regarding late papers or missed exams.

g. Disability policy: “In compliance with CCNY policy and equal access laws, appropriate accommodations are administered by the Access Ability Center. Students who register with Access Ability, and are entitled to specific accommodations, must request a letter from Access Ability to present to the Professor that states what their accommodations are. If specific accommodations are required for a test, students must present an “Exam Administration Request Form” from Access Ability, at least one week prior to the test date in order to receive their accommodations.”

h. Schedule of dates for exams and due dates for papers. Unannounced quizzes may be scheduled as needed. Remember that it is a CCNY requirement that one grade be returned to a student before the deadline for dropping a course.

i. Grading policy

j. Schedule of topics covered in class meetings

k. Courtesy policy (if any)

l. Course learning outcomes (required by Middle State and other accrediting agencies)

Visiting Scholars Program (Dominican Studies Institute)

Founded in 1992 and housed at The City College of New York, the Dominican Studies Institute of the City University of New York (CUNY DSI) is the nation's first university-based research institute devoted to the study of people of Dominican descent in the United States and other parts

of the world. CUNY DSI's mission is to produce and disseminate research and scholarship about Dominicans, and about the Dominican Republic. CUNY DSI is the locus for a community of scholars, including doctoral fellows, in the field of Dominican Studies and sponsors multidisciplinary research projects.

Read more: <http://www.cuny.edu/dsi/visiting-scholars.cfm>

SECTION 6: RESEARCH AT CITY COLLEGE

About the Research Foundation of CUNY

The Research Foundation of the City University of New York (RFCUNY) is a not-for-profit educational corporation that manages private and government sponsored programs at The City University of New York (CUNY). Since 1963, RFCUNY has provided CUNY (and non-CUNY clients more recently) with the administrative infrastructure that supports sponsored program activities. Website: <https://www.rfcuny.org/RFWbsite/aboutrf/default.aspx>

Cayuse

CCNY's enhanced electronic grants management system will extensively streamline internal processes for administering sponsored programs on campus. Some of the benefits that Evisions Cayuse SP offers include: Read more: <http://www.ccnycuny.edu/research/cayuse.cfm>

Effort Reporting

Please contact the Office of Grants and Sponsor Program at CCNY to find out more information regarding faculty effort reporting for Grants and Contracts.

Environmental Health, Lab Safety and Hazardous Waste Disposal

Laboratory operations can be dangerous whether you are working with hazardous materials or equipment or just performing common laboratory procedures. Everyday there are incidents that occur in teaching and research laboratories on campuses across the country. Although many accidents are minor, there are also serious cases, including fatalities. Periodically, CCNY has multiple incidents in our laboratories. Our goal is to reduce that number and reduce accidental injuries. <http://www.ccnycuny.edu/facilities/labsafety.cfm>

Grants and Sponsored Programs

The primary responsibility of the office of Grants and Sponsored Programs is to provide the CCNY campus with professional guidance and administrative support for all externally funded research and other sponsored project activities.

Pre-award services include identifying potential external funding sources; providing advice and assistance on proposal development; preparing budgets and other sponsor forms; coordinating online proposal submission; and interpreting sponsor guidelines and CUNY and CCNY policies. Post-award services include providing guidance on Research Foundation account management; assisting with sponsor agency requirements and documentation; disseminating fiscal information; and preparing annual reports. <http://www.ccnycuny.edu/ora/index.cfm>

Grant Submission

The Associate Provost for Research is responsible for promoting, developing, and reviewing research and scholarship throughout the College. He contributes to the development of strategies and programs to support and expand CCNY's comprehensive research agenda. This entails working closely with faculty and administrators to encourage and facilitate research and scholarly activities in all academic areas and developing new College-wide research programs.

The Associate Provost for Research has overall responsibility for the administration of grants and sponsored programs, research compliance and other research resources on campus.

Website: <http://www.ccnycuny.edu/researchresources/index.cfm>

Proposal Submission Timeline: <http://www.ccnycuny.edu/research/proposal-timeline.cfm>

Hiring

When you use funds from your RF account to hire someone, that person will be an employee of the Research Foundation (not an employee of CCNY). Please contact the Grants and Sponsored Programs' office for steps to follow.

E-Verify Procedure – Beginning January 15, 2009, all Research Foundation new hires are required to be processed through E-Verify. E-Verify is an online system operated jointly by the Department of Homeland Security (DHS) and the Social Security Administration (SSA) that electronically compares information entered on the I-9 Form with records contained in SSA and Department of Homeland Security (DHS) databases to help employers verify the identity and employment eligibility of hired employees. More information is available at: <http://www.rfcuny.org/RFWEBBSITE/guides/content.aspx?catID=3650> (requires RF ID and password).

To comply with E-Verify regulations it is imperative that employees' new hire documents be processed through E-Verify within three (3) business days of the actual start date. Exception: If the E-Verify is inputted after the completion of the I-9, but prior to the actual start date, use the offer/acceptance date in the hire date field, and note that date on the I-9 next to the actual start date.

New Hire Packets – Many documents, including the I-9 required for E-Verification, must be included in every employee's new hire packet. Your new employee must complete these forms within three (3) business days of the actual start date and bring them, along with the necessary employment eligibility documentation, to a designated representative on campus be E-Verified (call the Grants Office to find a designated representative). Packets are available in Shepard 16. **Research Foundation of CUNY:** Visit RF-CUNY (<https://www.rfcuny.org/RFWebSite/>) for benefits, account information and more.

Managing Your Grant

The Research Foundation of CUNY (RF-CUNY) manages funds for all CUNY colleges, including CCNY. When you receive a grant, you will manage your funds through an RF account. Upon receipt of your first grant, you will be assigned an ID and password for accessing information on the RF website. In addition, an RF Project Administrator will be assigned to help you manage your funds and answer questions. Forms for purchasing, travel expenses, and hiring employees are available in Shepard 16; some are also available on the RF and GSP websites.

RF Forms Online

Most RF forms (except purchasing and travel forms) are now available online for download at RFCUNY.org (requires RF ID and password). Those not online are available in Shepard 16.

Pivot

CCNY has a subscription to Pivot, a powerful tool that allows faculty, staff and graduate students to quickly and easily discover funding opportunities matched to their expertise and interest, as well as identify potential collaborators within CCNY, CUNY and beyond.

Read more: <http://www.ccnycuny.edu/research/pivot-funding-database.cfm>

Purchasing

Purchasing Card (P-Card) – You may submit a Purchasing Card Application for RF to receive a JPMorgan Purchase Card. The P-Card is a non-revolving credit card issued by the bank; it works as a debit card with a fixed dollar value derived from project specific funds that is reduced by the amount of each purchase. If the cost of the item exceeds the balance on the card, the transaction cannot be completed. The card may, however, be replenished at the request of the card holder to the RF's Project Administrator, providing that the user has effectively complied with agreed conditions. There are additional restrictions placed on certain projects by various funding sources that prohibit or limit the use of the P-Card. For example, NY State and NY City projects, in general, have very restrictive line-item budgets that require purchases and other activity to be carefully screened by the RF before incurring certain encumbrances and/or expenditures. The purchaser may never charge unallowable costs or costs generally considered indirect, such as office supplies, on Federal as well as Federal pass-through programs, unless specifically provided in an approved budget. When you receive your monthly Purchase Card statement from JPMorgan, you must send it to RF with receipts or other purchase documentation.

Payment Request Form – Use this form for items under \$5,000. You may request a reimbursement check payable to you (attach receipts) or you may request a check be sent to a vendor (attach invoice). You are strongly encouraged to submit Payment Requests online via the RF E-payment System.

Small Order Form – Use this form to purchase items under \$5,000 directly from a vendor. The form is only necessary if you do not have a P-Card and the vendor will not send your order without promise of payment. Once you receive your order and the vendor's invoice, send a Payment Request Form (above) to RF along with the invoice and copy of the Small Order Form.

Purchase Requisition Form – Use this form for large purchases, i.e. any single item of \$5,000 or more. Send this form to RF, who will then place the order directly with the vendor on your behalf.

Travel

Travel Advance Form – Send this form to RF before you travel to receive funds in advance of your trip. Keep a copy of the Travel Advance Form to submit with your Travel Expense Form (below) after your trip to be reimbursed for the balance of your travel expenses. Coming soon, you will be able to request Travel Advances online via a new RF E-payment System.

Travel Expense Form – Send this form to RF after you travel to be reimbursed for costs related to your trip. Receipts are required for Lodging. For Meals and Incidental Expenses (M&IE) you may submit receipts or use the Per Diem rate <http://www.gsa.gov/portal/category/27084> for your travel location. Coming soon, you will be able to submit Travel Expenses online via a new RF E-payment System.

International travelers are required to use United States air carrier service for all air travel and cargo transportation services as mandated by the “Fly America Act,” if federal funds are used.

PSC-CUNY Research Award Program

The Professional Staff Congress–City University of New York (PSC-CUNY) Research Award Program was established as a major vehicle for the University's encouragement and support of faculty research and leverage external funding. It 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 younger scholar. Awards are distributed by the University Committee on Research Awards, a faculty committee, and administered by the Research Foundation of CUNY. Preference is given to junior faculty in the allocation of funds. Read more: <https://www.rfcuny.org/rfwebsite/research/content.aspx?catID=1190>

Requesting Research Foundation Accounts

For 9th ledger grants, please contact Luisa Hassan in the Provost's Office (x8419) in order to obtain a 9th ledger Account Request Form. You can fill this form out and return to Luisa. You will receive an email within a month with your new account number.

For all other accounts, please contact your Project Administrator at Research Foundation.

SECTION 7: STUDENTS, TEACHING, AND THE CLASSROOM

Academic Standards

Appeals

The Office of Academic Standards is the home for the Committee on Course and Standards for the College of Liberal Arts and Sciences (CLAS) and the Committee on Academic Integrity for the entire City College of New York.

All appeals to the committees from current and former students must start with a formal letter and cover sheet for your contact information. Please make sure that your mailing address, most used email address, and phone number are up to date. Tips for writing an effective appeal letter can be found here and other important information.

<http://www.cuny.edu/standards/index.cfm>

Appeals for [Financial Aid](#) or [Veterans Administration](#) benefits. Appeals for these services must follow complex federal and state guidelines. Contact these offices by clicking on the links.

Appeals for tuition refunds. Please contact the [Office of the Registrar](#) concerning any refund request.

Accessibility

The AccessAbility Center (AAC) facilitates equal access and coordinates reasonable accommodations and support services for City College students with disabilities while preserving the integrity of academic standards. AAC strives to increase disability awareness among members of the community and ensure compliance with the Americans with Disabilities Act of 1990, Amended in 2008, and Section 504 of the Rehabilitation Act of 1973.

<http://www.cuny.edu/accessability/>

The Administration of Student Affairs

The Division of Student Affairs is comprised of a group of seasoned professionals and students who strive to provide the City College community with a tremendously rewarding college experience. "Students First!" is the philosophy that shaped the development of our new administrative structure which features three clusters:

<http://www.cuny.edu/studentaffairs/index.cfm>

Student Support Resources, headed by Teresa Walker, provides immediate, useful and accessible support for students in crisis and sponsors programs and events that support healthy living. This cluster includes the [Counseling Center](#), [Student Health Services](#), the [Access Ability Center \(Disability Services\)](#), [Housing](#) and [Emergency Loans and Grants](#).

Professional Student Development, headed by Dean Wendy Thornton, expands the function of career services to include the professional development of the whole student.

This cluster includes the [Professional Development Institute](#), the [Office of Community Standards](#), the [Office of International Students and Scholar Services](#), and the Office of Student Conduct and Judicial Affairs.

Campus Engagement, headed by Ana King-Garcia, coordinates and offers programs that strengthen engagement among students, their families, alumni, faculty and staff. Student Campus Involvement encompasses the [Office of Student Life and Leadership Development](#), [Athletics](#), [Recreation and Campus Fitness](#), the Auxiliary Enterprises Corporation and the [Office of Veterans Affairs](#). The [Graduate Student Council](#) and the Undergraduate Student Government are important partners to the Campus Involvement Cluster.

There is now a Student Affairs Office at the [Center for Worker Education](#) (CWE), located in downtown Manhattan. Dr. Sophia Demetriou is the Executive Director of CWE Student Affairs. Please refer to: <http://www.cuny.cuny.edu/cwe/cwe-student-affairs.cfm>

Blackboard- Information Technology

The Service Desk's mission is to effectively and efficiently serve as the primary point of contact for students, faculty, and staff seeking a resolution to IT services provided by the college and IT services provided by the Office of Information Technology (e.g. laptops, mobile devices, software, hardware, and operating systems). We ensure that all possible measures are taken to troubleshoot and resolve the issue in a timely manner. <http://www.cuny.cuny.edu/it/help.cfm>

Blackboard: <http://www.cuny.cuny.edu/it/blackboard.cfm>

CUNYfirst Training

http://www.cuny.cuny.edu/it/upload/CCNY_CUNYfirst_Brochure_2014.pdf

CUNY first Tips: <http://www.cuny.cuny.edu/civileng/cuny-first-tips.cfm>

Grades

Please refer to SECTION 4 under "Grades" in this handbook.

http://www.cuny.cuny.edu/registrar/upload/CUNY_Uniform_Grade_070108.pdf

Office of Student Life

<http://www.cuny.cuny.edu/activities/index.cfm>

Ordering and Copying Textbooks

Please refer to SECTION 4 under "Textbooks" in this handbook.

http://www.bkstr.com/citycollegenewyorkstore/home/en?cm_mmc=Redirect--VanityURL--cny.bkstr.com--10629 Also, please contact the bookstore at 212-368-4000 regarding ordering of books

Privacy of Students' Educational Records

It is important for all CCNY faculty and staff to understand how to handle confidential and personal information and maintain the integrity of that information.

Read more: http://www.ccnycuny.edu/it/upload/2014-09-18-CCNY_Information_Security-Advisory.pdf

Rehabilitation Act

The AccessAbility Center (AAC) facilitates equal access and coordinates reasonable accommodations and support services for City College students with disabilities while preserving the integrity of academic standards. AAC strives to increase disability awareness among members of the community and ensure compliance with the Americans with Disabilities Act of 1990, Amended in 2008, and Section 504 of the Rehabilitation Act of 1973.

Read more: <http://www.ccnycuny.edu/accessability/>

Accommodations procedures:

<http://www.ccnycuny.edu/academicaffairs/upload/Procedures-for-Implementing-Reasonable-Accommodations-Procedures.pdf>

Reporting Sexual Harassment and Affirmative Action

The City College of New York, as part of the City University of New York, is proud that our students represent a variety of cultures, backgrounds and ideas. CUNY's goals include: continuing commitment to workforce diversity and development, and in keeping with this principle, CCNY strives to be a genuinely inclusive community, one where those with differing backgrounds and allegiances feel valued, and one where civility, respect and reasoned debate prevail.

Read more: <http://www.ccnycuny.edu/affirmativeaction/>

Prevention Course information:

<http://www.ccnycuny.edu/orientation/haven-sexual-assault-prevention-course.cfm>

Student Media/Press

To learn more about College Newspapers and College TV Station please click here:

<http://www.ccnycuny.edu/activities/student-media.cfm>

Study Abroad

The City College of New York has a variety of opportunities that run from semester-long programs in Europe, to short-term programs during the winter and summer sessions in various locations throughout the world. CCNY also offers International Service-Learning programs through which students intern in countries with communities in need that can offer an enriching environment of collaboration. Some of these programs offer homestays with host families, and field trips to places of historical and cultural interest. All of them give you the opportunity to earn academic credit for offered courses, or for research and experiential learning.

Read more: <http://www.ccnycuny.edu/studyabroad/>

Veterans Affairs

The City College of New York welcomes students who have served our country as members of the armed forces.

The City College of New York Office of Veterans Affairs collaborates with the CUNY Office of Veterans Affairs, NYC Mayor's Office of Veterans Affairs and the State of New York's Department of Veterans Affairs, to assist veterans in making a seamless transition from military service to the campus community. Significant resources are in place to aid in that transition.

Read more: <http://www.ccnycuny.edu/veterans/veterans-affairs-at-city-college.cfm>

Benefits: <http://www.ccnycuny.edu/veterans/veterans-benefits.cfm>

SECTION 8: UNIVERSITY and COLLEGE–WIDE POLICIES

• UNIVERSITY POLICIES

Conflict of Interest Policy

1. General Statement of Policy.

It is the policy of the University that all of its activities shall 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. Every individual to whom this Policy is applicable (each, a "Covered Individual") must maintain the highest standards of honesty and integrity and must refrain from any use whatsoever of his or her position at the University, or the information, privileges, or influence such position may provide, when such use is motivated by, or gives the appearance that it is motivated by, the desire for private gain or advantage for the Covered Individual, or for other persons, institutions, or corporations with which he or she has family, professional, business, or financial connections. Accordingly, no Covered Individual shall have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity, or incur any obligation of any nature, which is in substantial conflict with the proper discharge of his or her duties and responsibilities at the University.

Sections 2 and 3 of this Policy, which set forth the general standards of conduct and the rules regarding hiring, employment, and contracting decisions and supervisory responsibility involving Family Members, apply to all Covered Individuals. Section 4 sets forth specific obligations of Covered Individuals who are involved in research or similar educational activities at the University (collectively, "research") and the University's procedures for managing Conflicts of Interest that may arise in connection with such activities. Section 5 sets forth the definitions of "Covered Individual", "Family Members", "Conflict of Interest", and other terms used in this Policy. The provisions of this Policy are to be interpreted in light of the paramount importance of academic freedom in the activities of the University.

College and University officials with responsibilities under this Policy are identified by titles that are current as of this Policy's effective date. If the title for a particular position changes at any time, the responsibilities under this Policy shall be performed by the individual having responsibilities within the College or the University similar to the individual who held the former title. If there is a vacancy at any time in the position, the responsibilities under this Policy shall be assumed by the individual to whom such position reports or to his or her designee.

CUNY Policy on Drugs and Alcohol

http://www.cuny.cuny.edu/academicaffairs/upload/Policy_on_Drugs_and_Alcohol.pdf

Copyright Materials Guidelines and Procedures

<http://www2.cuny.edu/about/administration/offices/legal-affairs/copyright-materials/>

Information Regarding Intellectual Property

Manual of General Policy

http://policy.cuny.edu/manual_of_general_policy/article_vi/policy_6.05/iii./text/#Navigation_Location

Legal Matters

The University's Office of the General Counsel and Senior Vice Chancellor for Legal Affairs (OGC) is counsel to the Board of Trustees as well as to the University, providing timely and thoughtful legal assistance and advice to the Board of Trustees, the University's central administration and its constituent colleges.

Read more: <http://www.cuny.edu/about/administration/offices/la.html>

Procedures for Termination or Reorganization of Academic Programs

ARTICLE V FACULTY, STAFF AND ADMINISTRATION > Policy 5.19 Retrenchment:

These retrenchment guidelines and procedures (hereinafter "Guidelines" or "Guidelines and Procedures") apply only to discontinuances of instructional staff personnel whose appointments are in effect, and they are intended to protect the rights of affected personnel. The Guidelines do not apply to the normal processes for the non-reappointment of instructional staff persons.

A financial exigency, for the purpose of these Guidelines, is an imminent fiscal crisis which will cause great and irreparable harm to the academic programs of The City University of New York or one of its constituent Colleges if it is not alleviated.

Find full Manual of General Policy here:

http://policy.cuny.edu/manual_of_general_policy/#Navigation_Location

Policy Regarding the Disposition of Allegations of Research Misconduct

General Statement of Policy

A fundamental purpose of the University is to foster an environment that promotes the responsible conduct of research and similar educational activities (collectively, "research"), discourages Research Misconduct, and deals promptly with any Allegations or Evidence of possible Research Misconduct. (Definitions of "Research Misconduct", "Allegation", "Evidence" and other terms in this Policy that appear with initial capital letters are set forth in Section 12 below.) It is the University's basic expectation that all research conducted by members of the University community will adhere to the highest ethical and moral standards. This Policy describes the procedures to be followed by the University in connection with any Allegation that University faculty, staff, post-doctoral associates, and/or students, whether paid by the University or through other funding sources, may have engaged in Research Misconduct. This Policy is also intended to comply with the requirements of applicable regulatory agencies and the sponsors of research.

http://policy.cuny.edu/manual_of_general_policy/article_i/policy_1.24/pdf/#Navigation_Location

Statement of Policy on Honorary Degrees

A decision that The City University of New York confer an honorary degree on its own behalf or on behalf of one of its colleges shall rest on a consideration of the candidate's distinguished contribution to higher education in general or to the University or one of its colleges in particular or upon a consideration of the fact that the candidate has reflected signal honor upon the University or one of its colleges. A proposal to confer an honorary degree must, in all instances, be approved by the Chancellor and by the Board of Trustees.

http://policy.cuny.edu/manual_of_general_policy/article_v/policy_5.1001/text/#Navigation_Location

The City University of New York Policy on Equal Opportunity and Non-Discrimination

Policy on Equal Opportunity and Non-Discrimination: *Policies adopted by CUNY Board of Trustees on November 26, 2012. These Policies supersede CUNY's prior non-discrimination and sexual harassment policies and became effective upon adoption.*

The City University of New York ("University" or "CUNY"), located in a historically diverse municipality, is committed to a policy of equal employment and equal access in its educational programs and activities. Diversity, inclusion, and an environment free from discrimination are central to the mission of the University.

It is the policy of the University—applicable to all colleges and units—to recruit, employ, retain, promote, and provide benefits to employees (including paid and unpaid interns) and to admit and provide services for students without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex (including pregnancy, childbirth and related conditions), sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, status as a victim of domestic violence/stalking/sex offenses, unemployment status, or any other legally prohibited basis in accordance with federal, state and city laws.

<http://www.cuny.edu/about/administration/offices/ohrm/policies-procedures/finalnondeiscrimpolicy121213.pdf>

REPORTING DISCRIMINATION, HARASSMENT, RETALIATION, OR SEXUAL ASSAULT

Any employee who believes that he or she has been a victim of discrimination, harassment, retaliation or sexual assault prohibited by this policy, or any employee who has witnessed such discrimination, harassment, retaliation or sexual assault, should immediately report the circumstances in accordance with the procedure set forth below. The University may investigate any conduct that violates this policy, even in the absence of a complaint, and take remedial action where appropriate.

An employee may make a complaint to any of the individuals listed below:

- a) The Office of Affirmative Action; or
- b) The Human Resources Officer of the relevant School or Administrative Department;
or
- c) Any supervisor; or

d) If the alleged respondent is a faculty member, the Dean of the appropriate School or Faculty or the Dean's designee.

A contact List for Human Resources Officers of each School and Department is available at

<http://www.ccnycuny.edu/hr/index.cfm>

All complaints under this policy will be referred to the Human Resources Officer for investigation and resolution.

The College encourages prompt reporting of complaints so that it may respond appropriately and conduct an investigation while the matter is freshest in witnesses' memory and other evidence is most likely to be available. There is no fixed deadline for reporting discrimination, harassment, retaliation or sexual assault complaints. Because it is not always easy to interpret words or actions, employees are further encouraged to bring forward any concerns under this policy before they rise to the level of violating the law.

Responsibilities of Managers and Supervisors

It is imperative that managers and supervisors set the tone for the enforcement of this policy. Managers and supervisors have a special obligation not to engage in discrimination, harassment, retaliation or sexual assault. All management and supervisory personnel have an affirmative duty and are required to promptly report any discrimination, harassment, retaliation or sexual assault that they observe, learn about from others, or reasonably suspect has occurred with respect to an employee.

Investigations

In cases where the complainant files a complaint with outside law enforcement authorities as well as with the college, the college shall determine what actions to take based on its own investigation. The college may coordinate with outside law enforcement authorities in order to avoid interfering with their activities and, where possible, to obtain information regarding their investigation. Neither a law enforcement determination whether to prosecute a respondent, nor the outcome of any criminal prosecution, is dispositive of whether the respondent has committed a violation of this policy.

Filing External Complaints

Complainants have the right at any time to file complaints with the Office for Civil Rights ("OCR") of the U.S. Department of Education, alleging violations of Title IX, and to file complaints with other appropriate agencies alleging violations of other federal, state or local laws. Contact information for OCR and other relevant agencies is set forth on the CUNY Title IX web page.

College Obligations under this Policy

In addition to addressing possible violations of this policy, colleges/units of CUNY have the following obligations:

A. Dissemination of Policies, Procedures and Notices

The college Title IX Coordinator, in coordination with the Office of Student Affairs, Office of Public Safety, Human Resources Department and other appropriate offices, is responsible for the wide dissemination of the following on her/his campus: (i) this Policy; (ii) CUNY's Notice of Non-Discrimination; (iii) the Title IX Coordinator's name, phone number, office location, and email address; and (iv) contact information for the campus Public Safety Office. Such dissemination shall include posting the documents and information on the college website and including it in any student or faculty handbooks and in residence life materials. The CUNY offices of Student Affairs, Human Resources Management and Legal Affairs shall assist in such training and educational programming.

B. Training and Educational Programming

The college Title IX Coordinator, in coordination with other applicable offices, is responsible for training all employees who are required to report incidents of sexual harassment, gender-based harassment or sexual violence under this policy, for ensuring that designated offices are offering and administering the appropriate educational programming to all incoming and transfer students, residence hall students, athletes, fraternity/sorority groups, student leaders, and/or any other student groups which the college determines could benefit from education in the area of sexual harassment, gender-based harassment and sexual violence, and ensuring that designated offices promote awareness and prevention of sexual harassment, gender-based harassment and sexual violence among all students and employees.

C. Assessing Campus Attitudes

The college's Vice President for Student Affairs, Vice President responsible for human resources, Title IX Coordinator and/or such employees designated by the college President, in coordination with other applicable offices, are responsible for obtaining current information regarding student experiences with sexual harassment, gender-based harassment and sexual violence. Any survey or assessment instrument shall be structured to be in compliance with any requirements set forth in applicable law and shall be reviewed and approved in advance by the University Title IX Coordinator.

D. Dating, Domestic and Intimate Partner Violence

As noted above, CUNY's Domestic Violence in the Workplace policy provides that colleges shall assist employees who are victims of dating, domestic or intimate partner violence that affects their employment. Similarly, colleges shall assist students who are the victims of dating, domestic or intimate partner violence, including referring them to resources and taking other appropriate supportive measures. In addition, if a student or employee makes a complaint of dating, domestic or intimate partner violence and the alleged perpetrator is a CUNY student or employee, the college shall investigate the matter if the alleged conduct may constitute a violation of this policy, and take appropriate action based on such investigation, which may include disciplinary action.

V. Rules Regarding Intimate Relationships

Relationships between Faculty or Employees and Students Amorous, dating or sexual activity or relationships ("intimate relationships"), even when apparently consensual, are inappropriate when they occur between a faculty member or employee and any student for whom he or she has a professional responsibility. Those relationships are

inappropriate because of the unequal power dynamic between students and faculty members and between students and employees who advise or evaluate them, such as athletic coaches or work place supervisors. Such relationships necessarily involve issues of student vulnerability and have the potential for coercion. In addition, conflicts of interest or perceived conflicts of interest may arise when a faculty member or employee is required to evaluate the work or make personnel or academic decisions with respect to a student with whom he or she is having an intimate relationship. Finally, if the relationship ends in a way that is not amicable, the relationship may lead to charges of and possible liability for sexual harassment.¹⁵ Therefore, faculty members and other employees are prohibited from engaging in intimate relationships with students for whom they have a professional responsibility, including undergraduates, graduate and professional students and postdoctoral fellows. For purposes of this section, professional responsibility for a student means responsibility over academic matters, including teaching, counseling, grading, advising for a formal project such as a thesis or research, evaluating, hiring, supervising, coaching, making decisions or recommendations that confer benefits such as admissions, registration, financial aid, other awards, remuneration, or fellowships, or performing any other function that might affect teaching, research, or other academic opportunities.

Relationships between Supervisors and Employees Many of the concerns about intimate relationships between faculty members or employees and students also apply to relationships between supervisors and employees they supervise. Those relationships therefore are strongly discouraged. Supervisors shall disclose any such relationships to their supervisors in order to avoid or mitigate conflicts of interest in connection with the supervision and evaluation of the employees with whom they have an intimate relationship. Mitigation may involve the transfer of either the supervisor or employee, reassigning the responsibility to evaluate the employee to a different supervisor, or other appropriate action. For purposes of this section, supervising an employee means supervising in an employment setting, including hiring, evaluating, assigning work, or making decisions or recommendations that confer benefits such as promotions, raises or other remuneration, or performing any other function that might affect employment opportunities.

For more information please click here:

<http://www1.cuny.edu/sites/title-ix/wp-content/uploads/sites/2/2014/01/Policy-on-Sexual-Misconduct-12-1-14-with-links.pdf>

University Benefits

The City University of New York (CUNY) offers benefits to its eligible active full-time (teaching and non-teaching) Instructional Staff members and their eligible dependents. This handbook is designed to introduce you to basic information regarding benefits provided by the New York City Health Benefits Program (NYCHBP) and the PSC-CUNY Welfare Fund. An overview of other available benefits, such as retirement plans, tax deferred annuity plans, New York State Deferred Compensation plan, leaves, CUNY Worklife Program and the TransitBenefit is also included in the Instructional Staff Manual in the following link.

<http://www.cuny.edu/about/administration/offices/ohrm/university-benefits/INSTRUCTIONALSTAFFMANUALspring2009.pdf>

University Calendar Policy on Religious Holidays

<http://portal.cuny.edu/cms/id/cuny/documents/informationpage/011169.htm>

University Guidelines for On-Site Business Meals

Departments may occasionally provide modest meals and light refreshments at meetings, events or functions where CCNY business is conducted. Departments must be cognizant of the potential for abuse in this area and closely monitor the appropriateness of any such expenditures from tax levy funds. Read more: http://www.cuny.cuny.edu/finance/modest_meals.cfm

• CITY COLLEGE POLICIES

Office of Affirmative Action, Compliance and Diversity

The City College of New York, as part of the City University of New York, is proud that our students represent a variety of cultures, backgrounds and ideas. CUNY's goals include: continuing commitment to workforce diversity and development, and in keeping with this principle, CCNY strives to be a genuinely inclusive community, one where those with differing backgrounds and allegiances feel valued, and one where civility, respect and reasoned debate prevail.

Mission

The office is responsible for ensuring that the City College complies with University and college policies, as well as federal, state, and local laws pertaining to affirmative action and equal employment opportunity. To fulfill the Office's mission, the Director and/or his designee serve as the College's 504/ADA Coordinator and the Title IX Coordinator. The Director also serves on the Sexual Harassment Awareness and Intake Committee, the Higher Education Officer Screening Committee, the Presidential Advisory Committee on Affirmative Action and is the College's representative on the University's Council of Affirmative Action/EEO/ Compliance and Diversity Officers.

Affirmative Action

The affirmative action policies and practices of City College are part of the University's goal to provide equal employment opportunity and prevent discrimination. Such policies and practices of City College apply to persons in federally protected groups, including women, people with disabilities, Vietnam Era veterans, Blacks, Hispanics, Asian/Pacific Islanders, and American Indian/Alaskan Natives. In addition, the University and City College have designated Italian Americans as a protected group for whom these policies apply [Statutes Enforced by AAO]. To that end, the Office continuously reviews policies and procedures pertaining to affirmative action, equal opportunity, and non-discrimination. The Office monitors and advises search committees on search and screen procedures; and develops and monitors the College's progress and diligence in pursuing goals set forth in the Affirmative Action Plan. Documents and forms related to the search process are available at the Office located at 160 Convent Avenue, Administration

Building 214 or online. Information on the search approval process is available at Human Resources located at 160 Convent Avenue, Shepard Hall, RM 50.

Sexual Harassment

Sexual harassment is illegal. It is a form of sex discrimination in violation of Title VII of the 1964 Civil Rights Act, Title IX of the Education Amendments Act of 1972, and of the official policy of The City University of New York, which was adopted by the Board of Trustees in 1995 and revised in 2005. The policy prohibits sexual harassment of faculty, staff, and students:

Sexual Harassment and Assault Awareness and Intake Committee Members:

- Michele Baptiste, Compliance and Diversity
- Tonia Haynes, Compliance and Diversity
- Nidia Polonia, Public Safety

Questions regarding Sexual Harassment Prevention workshops may be referred to Michele A. Baptiste. Complaints or allegations of sexual harassment may be reported to Michele A. Baptiste, or any one on the committee.

Online Sexual Harassment Prevention Training:

The City University provides an online workshop regarding the prevention of sexual harassment.

Prevention Course information:

<http://www.ccnycuny.edu/orientation/haven-sexual-assault-prevention-course.cfm>

Complaints of Discrimination

The City College and The City University of New York are committed to addressing discrimination complaints promptly, consistently and fairly. Any City College employee, student, applicant for admission or employment or other participant in the College's programs or activities who believes he or she has been unlawfully discriminated against on the basis of age, color, disability, national or ethnic origin, race, religion, sex, sexual orientation, or veteran status may file a complaint in writing with the Office of Diversity and Compliance using the [Discrimination Complaint Form](#) by e-mail to the Dean of Diversity, Michele A. Baptiste mbaptiste@ccny.cuny.edu, or by stopping in the EEO Compliance office in the Wille Administration building, room 212.

The City College of New York does not discriminate against any student on the basis of pregnancy or related conditions. Absences due to medical conditions relating to pregnancy will be excused for as long as deemed medically necessary by a student's doctor and students will be given the opportunity to make up missed work. Students needing assistance can seek accommodations from the Office of Accessibility in NAC 1/218, or by calling the Interim 504/ADA Coordinator and Title IX Coordinator, Michele A. Baptiste at 212.650.6310, in the Administration building, room 212.

Title IX Coordinator

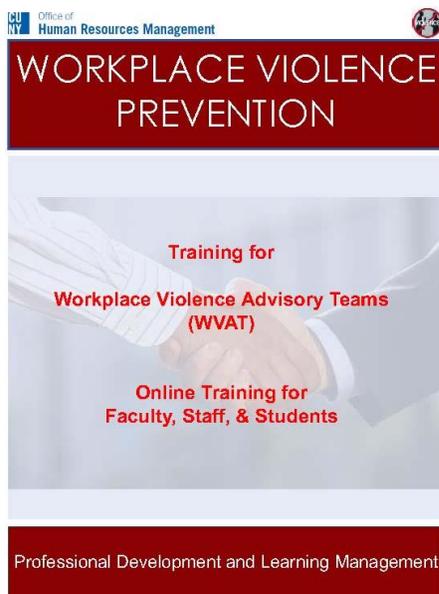
Michele A. Baptiste is the college's Title IX coordinator, overseeing the institutions efforts toward ensuring that college programs, policies and procedures comply with Title IX as it pertains to gender discrimination, sexual harassment, retaliation, sexual assault, and athletics. Ms. Baptiste's office is in the Administration building room 212, and her phone number is 212.650.6310.

504/ADA Coordinator

Michele A. Baptiste is the interim 504/ADA coordinator. Ms. Baptiste is charged with ensuring that college programs, policies and procedures comply with the American Disabilities Act (ADA), Section 501 and 504 of the Rehabilitation Act of 1973, and other federal and state laws and regulations pertaining to persons with disabilities. She is reachable by phone at 212.650.6310 or in person in the Wille Administration building, room 212.

Workplace Violence and Domestic Violence Prevention

<http://www.cuny.edu/about/administration/offices/ohrm/pdlm/programs/workplace-violence-prevent.html>



In compliance with New York State law and CUNY policy, special training programs are provided to help address and prevent acts of violence within the University. Under the Workplace Violence Prevention Program, campus teams charged with addressing issues of violence at the colleges and at Central Office locations receive training that instructs them in their responsibilities under CUNY's workplace violence prevention policy, and that identifies resources to assist them in executing their responsibilities. An online training program also assists campus trainers in instructing their employees in the University's policy and in specific campus hazards and prevention procedures. Domestic Violence Prevention training is available

for campus domestic violence liaisons through the New York State Office for the Prevention of Domestic Violence (OPDV).

The City University of New York 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. Specific courses offered as part of the CUNY Professional Development Program (CPDP) have been selected to equip members of the University with skills for preventing incidents of workplace violence. Courses are conducted at the Central Office and at several CUNY colleges.

CUNY campuses also are engaged in assessing prevention needs and providing information and training in workplace violence prevention. Interested employees should contact their campus WVAT Coordinator (WVAT = Workplace Violence Advisory Team) for information about workplace violence prevention activities on their campuses.

A copy of CUNY's Workplace Violence Policy and Procedures is available at the following site: [http://policy.cuny.edu/manual_of_general_policy/article_vi/policy_6.09/text/#Navigation Location](http://policy.cuny.edu/manual_of_general_policy/article_vi/policy_6.09/text/#Navigation_Location).

Domestic violence in the workplace

The City University of New York disapproves of violence against women, men, or children in any form. Domestic violence can spill over into the workplace, compromising the safety of both victims and co-workers. CUNY is committed to full compliance with all applicable laws governing domestic violence in the workplace.

New York State requires employees designated as Domestic Violence Liaisons to complete a one-day Domestic Violence and the Workplace "orientation" course conducted by The New York State Office for the Prevention of Domestic Violence (OPDV). Campus domestic violence prevention training liaisons also are required to complete the half-day OPDV train-the-trainer course entitled, *Program Implementation: Tools and Techniques for Trainers*.

A copy of CUNY's Domestic Violence and the Workplace Policy is available at: [http://policy.cuny.edu/manual_of_general_policy/article_v/policy_5.061/pdf/#Navigation Location](http://policy.cuny.edu/manual_of_general_policy/article_v/policy_5.061/pdf/#Navigation_Location)

Information on courses conducted by The New York State Office for the Prevention of Domestic Violence (OPDV) is available at: <http://www.opdv.ny.gov/professionals/workplace/workplacetrain.html>

City College Code of Ethical Conduct

In furtherance of maintaining and promoting City College's reputation for excellence and integrity, the Board of Trustees has promulgated this Code of Ethical Conduct, which sets forth the general principles to which we subscribe and to which we expect every member of the University - every part-time and fulltime employee, faculty member, officer, trustee, overseer, and advisory board member - to adhere. These principles have been derived from federal, state,

and local laws and regulations, University policies and procedures, contractual and grant obligations, and generally accepted principles of ethical conduct.

I. ADHERENCE TO THE HIGHEST ETHICAL STANDARDS

Every member of the University shall, at all times, conduct his or her activities in accordance with the highest professional and community ethical standards.

II. RESPECT FOR AND COMPLIANCE WITH THE LAW

Every member of the University is expected to become familiar with those laws, regulations, and University rules which are applicable to his or her position and duties, and to comply with both their letter and spirit. The College will implement programs to further members' awareness and to monitor and promote compliance. All questions and concerns about the legality or propriety of any action or failure to take action by or on behalf of the College should be referred to either the member's supervisor or to the Office of General Counsel.

<http://www.ccnycuny.edu/about/excounsel.cfm>

III. COMPLIANCE WITH ALL CONTRACTUAL AND GRANT TERMS AND CONDITIONS

Every member of the University is expected to maintain access to and to comply strictly with the terms and conditions of each University grant and contract on which he or she is working. All questions or concerns about whether a particular term or condition violates the law or whether the grantor or contractor has breached its obligations to the University should be referred promptly to the Office of General Counsel.

<http://www.cuny.edu/research/compliance.html>

IV. MAINTENANCE OF THE HIGHEST STANDARDS OF ACADEMIC INTEGRITY

Every member of the University involved in teaching and research activities is expected to conform to the highest standards of honesty and integrity. Activities such as plagiarism, misrepresentation, and falsification of data are expressly prohibited. All research at the University must be conducted in strict conformity with the applicable University policies, procedures, and approvals and the requirements of all governmental and private research sponsors.

http://www.cuny.edu/about/administration/offices/la/Academic_Integrity_Policy.pdf

V. RESPECT FOR THE RIGHTS AND DIGNITY OF OTHERS

New York University is committed to a policy of equal treatment, opportunity, and respect in its relations with its faculty, administrators, staff, students, and others who come into contact with the University. Every member of the University is prohibited from discriminating on the basis of race, color, religion, sexual orientation, gender and/or gender identity or expression, marital or parental status, national origin, citizenship

status, veteran or military status, age, disability, and any other legally protected status; physically assaulting, emotionally abusing, or harassing anyone; and depriving anyone of rights in his or her physical or intellectual property, under University policy, or under federal, state, and local laws.

<http://www.ccny.cuny.edu/affirmativeaction/harassment.cfm>

VI. MAINTENANCE AND PRESERVATION OF ACCURATE RECORDS

Members of the College are expected to create and maintain records and documentation which fully conform to all applicable laws and professional, and ethical standards. Every member of the University who is involved, directly or indirectly, in the preparation or submission of a bill to any governmental or private payor is expected to use his or her best efforts to ensure the bill addresses only those services rendered and products delivered and in the correct amount, supported by appropriate documentation.

VII. CONDUCTING BUSINESS PRACTICES WITH HONESTY AND INTEGRITY

Every member of the University is expected to conduct all business with patients, payors, vendors, competitors, and the academic community with honesty and integrity. This duty includes, but is not limited to: adherence to federal and state anti-fraud and referral prohibitions in dealing with vendors and referral sources; adherence to all antitrust laws (such as those governing prices and other sales terms and conditions, improper sharing of competitive information, allocation of territories, and group boycotts); and protecting and preserving College property and assets--including proprietary intellectual property, buildings, equipment, books, supplies, and funds.

VIII. CONCERN FOR HEALTH AND SAFETY; RESPECTING THE ENVIRONMENT

Every member of the University is expected, in the performance of his or her duties, to comply with all laws and regulations which govern occupational and patient health and safety and to make every reasonable effort to ensure that students, faculty, patients, employees, and visitors are protected from undue health risks and unsafe conditions.

Every member of the University is expected, in the course of his or her activities: to comply with all applicable environmental laws and regulations; to ensure that the University has obtained all necessary licenses, permits, and approvals; and to employ the proper procedures and controls in the storage and handling of radioactive and toxic materials and in the handling and disposition of hazardous and biohazardous wastes. [p://www.ccny.cuny.edu/facilities/ehos.cfm](http://www.ccny.cuny.edu/facilities/ehos.cfm)

City College of New York Space Allocation

This document establishes the policies and priorities for allocating space at The City College and the responsibilities of all parties. The goal is to make the best use of our facilities to support teaching and research, to provide the College with policies that allow optimal planning, and to inform the College community of the procedures and responsibilities that come with using space at City College.

<http://www.ccny.cuny.edu/academicaffairs/upload/CCNY-Space-Allocation-Policy.pdf>

Guidelines for Using College Facilities

Memo from Vice Chancellor Frederick P. Schaffer.

http://www.cuny.cuny.edu/academicaffairs/upload/Use_of_College_Facilities.pdf

Guidelines Regarding Protest and Dissent

http://policy.cuny.edu/manual_of_general_policy/article_vii/policy_7.071/text/#Navigation_Location

Statement of Policy on Student Conduct at City College

Academic communities exist to facilitate the process of acquiring and exchanging knowledge and understanding, to enhance the personal and intellectual development of its members, and to advance the interests of society. In order to realize its purpose, the College and its members must be free from personal injury or harm; bias or harassment; intimidation or coercion; damage or loss of property; disruption of educational and social activities; unreasonable interference with the exchange of concepts and ideas; and unreasonable interference with the administrative and supporting services offered by the College. Accordingly, all student members of the College community are expected to conduct themselves in a manner that demonstrates mutual respect for the rights and personal/academic well-being of others,read more...

<http://www.cuny.cuny.edu/studentaffairs/community-standards.cfm>

Frequently asked questions: <http://www.cuny.cuny.edu/studentaffairs/students.cfm>

Tobacco-Free Campus

This policy, adopted by the CUNY Board of Trustees in January 2011, means use of tobacco and tobacco products, including smokeless tobacco, is prohibited on all campus grounds and facilities – both indoor and outdoor – including parking fields, entrances and exits to buildings and open spaces. We thank you for your cooperation in observing this policy. Read more:

<http://www.cuny.cuny.edu/about/tobacco.cfm>

SECTION 9: FORMS

CURRICULUM VITAE

<http://www.ccny.cuny.edu/academicaffairs/upload/NewFacultyCV-approved.pdf>

FELLOWSHIP

<http://www.ccny.cuny.edu/hr/upload/Fellow-Leave-Application.pdf>

SPECIAL LEAVE

<http://www.ccny.cuny.edu/academicaffairs/upload/1005140634.pdf>

DISCRIMINATION COMPLAINT

Discrimination Complaint Form: <http://www.ccny.cuny.edu/affirmativeaction/upload/Working-Discrimination-Complaint-Formrevised10-8-2014.pdf>

KEY REQUEST FORM

<http://www.ccny.cuny.edu/facilities/upload/Key-Request-Form.pdf>

HUMAN RESOURCES FORMS

<http://www.ccny.cuny.edu/hr/forms.cfm>