



FACULTY HANDBOOK

Office of Administrative Affairs

Revised November 2023



Please note that the information contained herein in no way abrogates the CUNY Board of Trustees Bylaws or contractual agreements between the City University of New York and the Professional Staff Congress, nor any subsequent policy changes implemented by such parties. Moreover, College policies and procedures described herein are not conditions of employment. The College reserves the right to modify, revoke, suspend, terminate, or change any or all its policies or procedures, in whole or in part, at any time, with or without notice.

The Faculty Handbook is published by the Office of Academic Affairs. The Handbook is intended to be a living document; it is revised annually and updated as BCC and/or CUNY policy developments demand. Any corrections and/or additions should be sent to katherine.acevedo-coppa@bcc.cuny.edu.

ACCESS THIS FACULTY HANDBOOK ONLINE AT
<https://www.bcc.cuny.edu/about-bcc/office-of-the-president/presidents-cabinet/office-of-academic-affairs/faculty-resources-guides/>

Dear Colleagues,

Our division provides leadership for all our academic programs, with particular emphasis on curriculum and faculty development and student success. The Office of Academic Affairs works in close partnership with faculty and other college units to create a vibrant intellectual environment across the campus where our students can succeed, and our faculty develop and thrive in their fields.



In my roles as the Provost and Vice President for the Office Academic Affairs, I guide, teach, learn, oversee academic administration, plan faculty development, and research along with the Associate Dean (Dr. Alexander Ott) in assessment and accreditation components. These roles also allow for the collaboration with the Vice Presidents of Student Success and Enrollment Management to advance student success across the College.

Bronx Community College is a unique place at which to teach and work. We are committed to graduating students with critical thinking skills, undergraduate research experiences, ready to embark in the next step in their academic or professional plans. We are committed to foster an inclusive environment that celebrates and respects diversity. BCC has been recognized as an engine for social mobility for our graduates. In addition, BCC is a Hispanic Serving Institution (HSI) with students enrolled from almost 100 countries.

As Provost of a community college located in the Bronx, I am particularly inspired by the faculty's active commitment to serving a diverse and vibrant community. That commitment is further cherished in our college's mission statement and our guiding principles: accountability, communication, empowerment, equity, integrity, and respect. We all play a meaningful role in ensuring that all members of this community have consistent and consequential opportunities to participate in communal life and to play a role in shaping the culture of the community. We could not do any of this without you, BCC's extraordinary faculty. It's your devotion to classroom teaching, your dedication to the success of all your students, your innovative collaborations and your exciting research and creative work that makes our college mission a reality.

We hope this Faculty Handbook provides useful information to the new faculty and a useful reference for the continuing faculty regarding BCC, its offices, staff, programs, policies, procedures, and resources.

Wishing you all a successful academic year!

Luis Montenegro, Ph.D.

Provost & Vice President of Academic Affairs

BRONX COMMUNITY COLLEGE FACULTY HANDBOOK

The Provost's Office of Faculty Affairs presents this faculty handbook, which was written to introduce new faculty to our campus community as well as serve as a reference guide for our seasoned educators. It is a guide for both full- and part-time faculty. Along with general information, it presents important policies and practices related to faculty life at Bronx Community College. The Faculty Handbook is a summary and guide to various College offices, activities, and policies that affect faculty members.

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1. MISSION AND GOALS OF THE COLLEGE

BCC Strategic Plan 2020-2025

Mission

Bronx Community College (BCC) prepares, inspires, and empowers our richly diverse student body with a quality educational experience that facilitates social mobility, lifelong learning, and engaged citizenship.

Guiding Principles

Accountability, Communication, Empowerment, Equity, Integrity, and Respect.

Goals

GOAL 1: FOSTER STUDENT SUCCESS

- Objective 1.1: Promote Student Engagement and Success Behaviors
- Objective 1.2: Support Holistic Needs of All Students
- Objective 1.3: Facilitate Improvement through Assessment

GOAL 2: ADVANCE ACADEMIC EXCELLENCE

- Objective 2.1: Strengthen the Effectiveness of Curricula and Programs
- Objective 2.2: Support Excellent Teaching, Scholarship of Teaching/Learning, and Faculty Diversity
- Objective 2.3: Facilitate Improvement through Assessment

GOAL 3: STRENGTHEN INSTITUTIONAL EFFECTIVENESS

- Objective 3.1: Increase Enrollment and Retention
- Objective 3.2: Improve College Operations and Facilitate Improvement through Assessment
- Objective 3.3: Enhance the Campus Physical Environment
- Objective 3.4: Strengthen Campus Climate and Community Impact

2. ADMINISTRATIVE STRUCTURE

Office of the President

- President Milton Santiago, Ed.D. (Interim)
Contact: Amirah Cousins Melendez, Confidential Executive Assistant
Language Hall [LH], Room 27 | 718.289.5155

The president is the Chief Executive Officer of the College and acts as an advisor and executive agent of the Chancellor and Board of Trustees of the City University of New York. The president exercises general superintendence over the facilities, concerns, officers, employees, and students at the college while also having immediate supervision and full discretionary power to carry into effect the bylaws, resolutions and policies of the Board and the lawful resolutions of any board committees. The president is responsible for maintaining and enhancing the educational standards and general excellence of the College and fulfills these responsibilities by the general supervision of the Executive Cabinet, Executive Council, College Personnel, and Budget Committees. The Executive Cabinet consists of the Vice President and Provost of Academic Affairs, Vice President for Student Success, Vice President for Enrollment Management, Vice President for Administration and Finance, Vice President for Advancement, Communications, and External Relations, the Executive Legal Counsel and Labor Designee, the Dean of Research, Planning, and Assessment, and the Dean of Workforce and Economic Development. In addition, the Chief Diversity Officer, and the Executive Director of the Bronx Economic Opportunity Center report directly to the president.

- Executive Legal Counsel and Labor Designee, Susan G. Fiore, Esq.
- Chief Diversity Officer/Affirmative Action Officer, Jessenia Paoli, Esq.
- Executive Director of the Bronx Educational Opportunity Center, Ronnie Hector

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Office of Academic Affairs

- Provost and Vice President for Academic Affairs: Luis Montenegro
Contact: Bibi Yusuf-Moore, Confidential Executive Associate
Language Hall [LH], Room 11 | 718.289.5139

The Division of Academic Affairs' principal goal is to provide the resources necessary to promote students' academic success. We accomplish this goal by collaborating with our colleagues across the Division to prepare students academically, professionally, and personally. This includes the recruitment, development, and retention of outstanding faculty and staff; building successful pipelines from our pre-college programs into more than 40 academic programs; and providing academic advising, coaching, tutoring, and other support services that empower students to become lifelong learners. Among our educational initiatives are the First-Year Program, which is an innovative approach to preparing first-year students' success in their academic journeys at the College; and the Accelerated Study in Associate Programs (ASAP), which provides advising and financial support that helps students graduate on time with their associate degrees. The office also pursues collaborations with other institutions and entities, from local high school, regional colleges, community groups, and educational providers, to non-US universities in nations such as India and Ecuador, bringing additional educational enrichment and opportunities to our students and graduates. BCC is an active participant in multiple CUNY-wide academic initiatives, including Academic Momentum 2.0 campaign, which is focused on student transfer success after graduation with an associate degree. The BCC Division of Academic Affairs led by the provost is committed to our students' academic success and experience. The provost supervises all academic departments, including the library, as well as the following staff members:

- Dean, Workforce Development & Continuing Education, Jessica Seliger (Interim)
- Associate Dean for Curriculum Matters and Academic Programs, Alexander Ott, Ph.D.

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Office of Student Success

- Vice President of Student Success: Manny Lopez, Ph.D. (Interim)
Loew Hall [LO], Room 203 | 718.289.5278
Contact: Patience Roberts, Confidential Executive Assistant
Loew Hall [LO], Room 201 | 718.289.5278

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The Division of Student Success is committed to developing and supporting the whole student inside and outside of the classroom. From our nationally accredited Early Childhood Center to our Food Pantry, from our Military Friendly gold level Veteran and Military Affairs Office to our CUNY-Athletics champions, we match our students' desires and needs. Additional services include Personal Counseling, Judicial Affairs and Disability Services. We strive to create a welcoming and inclusive campus community for all students through our programming, services, and spaces. "Broncos" are involved in student organization/government, clubs, sports, leadership, and community service opportunities. The Vice President supervises:

- Associate Dean for Student Development, Manny Lopez

Enrollment Management

- Vice President of Enrollment Management, Bernard Gantt, Ph.D.
Colston Hall [CO], Room 509n | 718.289.5887
Contact: Reishma C. Kistow, Confidential Executive Assistant
Colston Hall [CO], Room 509 | 718.289.5355

The Division of Enrollment Management includes the offices of Admissions, Financial Aid, Registrar, and Student Financial Services. The division also encompasses the enrollment pipeline offices of Adult Learner Program, Bronx Opportunity Network, Collaborative Programs, College Discovery, College Now, CUNY Edge, Early College Initiatives, Future Now, Liberty Partnership, and Upward Bound. More recently, the division launched the Integrated Communication Center (ICC) whose director will oversee the Virtual Communication Center, the Virtual Chatbot AI technology, and the physical ICC Office. The Vice President of Enrollment is responsible for providing strategic and innovative leadership in advancing and managing student enrollment strategies including plan implementation. The Vice President for Enrollment Management ensures that institutional policies and practices provide fair and equitable treatment of all applicants and students, as well as ensuring that all programs and services in the Division of Enrollment Management comply with relevant federal and state laws and City University of New York regulations and policies while executing the Divisions' mission. The mission of the Division of Enrollment Management is to support the vision of the president; uphold the mission of Bronx Community College; strategically strengthen the competitiveness of BCC in achieving enrollment goals; and collaborate with campus partners to provide information and services to enhance student success. The offices within the Division provide the foundation of support and services for the academic infrastructure throughout the student lifecycle.

Administration and Finance

- Assistant Vice President: Andrea Pinnock
South Hall [SH], Room 211 | 718.289.5127
Contact: Iine Smithen, Confidential Executive Assistant
South Hall [SH], Room 211 | 718.289.5453

The Division of Administration and Finance oversees the financial, business, information technology, physical plant, human capital, safety, campus planning, and campus service operations at Bronx Community College. The Division includes people who design, maintain, and clean the building and grounds, collect tuition, strategically align resources to academic programs and administrative initiatives,

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procure goods and services, manage human resources, build, maintain, and operate network infrastructure and computing systems, provide patrol, preparedness, emergency response and safety services to the campus community and support enhanced events, conferences, and campus services. The Division is committed to superior service and stewardship, to providing leadership in effective and efficient resource management, to engaging in sound ethical policies and professional best practices, and to utilizing innovative skills and technology to support the overall mission of teaching, research, and public service.

- Assistant Vice President for Administration, David Taylor
- Assistant Vice President & Chief Information Officer, Luisa Martich
- Executive Director of Finance and Business, VACANT
- Executive Director of Human Resources, Tina L. Spears

Advancement, Communications, and External Relations

- Vice President: Eddy Bayardelle, Ph.D.
Philosophy Hall [PH], Room 26A | 718.289.5185
Contact: Katherine Paez, Executive Assistant
Philosophy Hall [PH], Room 26 | 718.289.5877

The Division of Advancement, Communications, and External Relations is the bridge between Bronx Community College (BCC) and the world beyond its gates. The Division links on-campus academic programs to business and industry, alumni, foundations, corporations, government agencies, and community-based organizations. The Division is BCC's main philanthropic arm, creating partnerships with public and private donors to secure resources that support essential programs and services for students, faculty, and the community. The Division is also responsible for enhancing the College's reputation through social media, the press, and the development of effective marketing campaigns.

- Assistant Vice President for Development, VACANT
- Assistant Vice President for Communications and Marketing, Richard Ginsberg

Organizational Chart

Check the website for periodic updates. [Click Here](#)

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3. GOVERNANCE AND COLLEGE COMMITTEES

Governance Structure

Bronx Community College, a unit of The City University of New York, is administered by the Board of Trustees, and as such is governed by the [CUNY Bylaws](#) of the Board of Trustees and its policies, procedures, and regulations as well as the [BCC Governance Plan](#).

Bronx Community College Governance Plan

The Bronx Community College Governance Plan was adopted by the Board of Higher Education on June 18, 1973, Cal. No. 5, and was amended on June 22, 1981; February 5, 1996; June 25, 2001; April 27, 2009; April 26, 2010; and January 30, 2017. According to the Bylaws, Section 8.15, page 8.7, COLLEGE GOVERNANCE PLANS, “the provisions in duly adopted college governance plans shall supersede any inconsistent provisions contained in this article.”

Senate

The Bronx Community College Senate shall, subject to the authority of the Bylaws of The Board of Trustees and the provisions of this document, be responsible for the establishment of academic policy and for legislative and advisory functions related to the programs, operations, and goals of the College (BCC Governance Plan, Section I. The BCC Senate).

The Senate meets monthly. ([Senate Meeting Dates](#))

The Senate consists of two Councils—the Faculty Council and the Student Government Association.

Faculty Council

The Faculty Council consists of those Senators who are members of the instructional staff. It shall convene once each semester or when called into special session by an executive officer of the Faculty Council, or by petition of at least 40% of the Faculty Council membership. The Council shall elect a chairperson, vice-chairperson, and a secretary from its membership for a term of two years. ([Faculty Council](#))

Student Government Association

The Student Government Association (SGA) meets on a bi-monthly basis. SGA is comprised of 15 senators elected each spring semester by the student body. The senators then elect, from within the group of 15, their executive board consisting of the president, vice president, legal legislator, treasurer, and the executive secretary. According to the Student Government Constitution, ratified in 1984 by the Executive Committee of the College Senate, the purpose of the Student Government Association is to: represent the student body; direct and control student activities by regulations; set policy and budgeting as guided by BCC, Inc.; govern the activities that are funded through the student activities fees, in accordance with the Board of Trustees (BOT) Bylaws and all Bylaws established by BCC, Inc., the Auxiliary Enterprise Board and the Governance Plan of the College; review and approve all charters, constitutions, and budgets for the student clubs and organizations, in accordance with the Inter- Organization Council (IOC) Constitution and procedures governing college-wide organizations before presentation to the committee on Student Activities, the Budget Committee of BCC, Inc. and the Auxiliary Enterprise Board. ([Student Government Association Constitution](#) Article II, Sections 1-5.)

Standing Committees within the Senate:

Consist of members of the Senate, non-senate members elected as department representatives, and SGA representatives as indicated in the ([BCC Governance Plan](#)). Committees elect their own officers.

- Executive Committee ([Click Here](#))
- Governance and Elections ([Click here](#))
- Academic Standing ([Click Here](#))
- Curriculum ([Click Here](#))

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- Student Activities ([Click Here](#))
- Diversity and Inclusion ([Click Here](#))
- Space, Facilities, and Physical Plant ([Click Here](#))
- Budget & Financial Planning ([Click Here](#))

Committees with Advisory Functions within the Senate:

- Committee on Instruction and Professional Development ([Click Here](#))
- Community Events ([Click Here](#))
- Vice Presidents and Deans ([Click Here](#))
- Academic Freedom ([Click Here](#))

Academic Department Governance

The Department Chairperson chairs the Department Personnel and Budget Committee that includes [where possible] four other members and an alternate, all of whom must have faculty rank. These members shall be elected by a majority vote of all full-time instructional staff members. Elections shall be held at the same time the department chairperson is elected or whenever necessary due to sabbatical, retirement, etc.

Tie votes in the election of a department chairperson or for representation on departmental committees or on personnel and budget or committees on appointments or on the faculty council or faculty senate or its subcommittees shall be resolved by action of the president ([CUNY Bylaws](#), Section 9.9).

Under the [BCC Governance Plan](#), additional members shall be added to the Committee at a rate of 1 for every 15 department members above 40. (Vacancies shall be filled by election for the unexpired portion of a term.)

Educational Policy-Making Governance

Bronx Community College, operating under its own governance plan, provides for the development of policies, procedures, and committees. The faculty members participate in all aspects of governance and educational policymaking, as provided by the Board of Trustees Bylaws, the Bronx Community College Governance Plan, the departmental, and College Personnel and Budget Committees.

College Ombudsperson

Elected by the College Senate from among the full-time tenured teaching faculty members, the Ombudsperson serves for a term of two years, and the President must approve of the appointment. The Ombudsperson serves as an exceptional channel for redress of student complaints when normal administrative channels do not respond adequately.

The College Ombudsperson's responsibilities include the following:

- a. Receive, investigate, and attempt to resolve those student complaints that have not been resolved by the appropriate College agencies; in particular, complaints alleging unfairness, discourtesy, undue delay, or other malfunctioning in the process of the College.
- b. Have access to all pertinent records; have the right to make inquiries of any member of the College community, and to receive full and complete answers; and maintain confidentiality.
- c. Make a report at the end of each semester on the number and nature of cases handled to the President of the College and the Chairperson of the Senate without breaching confidentiality.

Open Meetings Law

The Bronx Community College Senate is subject to the Open Meetings Law:

Under the Open Meetings Law, the public has the right to attend any meeting of a public body. Any time a quorum of a public body gathers to discuss business, the meeting must

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be held in public, subject to the right to convene an executive session under certain limited circumstances. In addition, there must be prior notice of the meeting; the business of the meeting must be recorded in written minutes; and a record must be maintained of a final vote of each member of the public body on all matters on which a vote is formally taken. These requirements apply to meetings not only of the public body itself, but also to meetings of its committees, subcommittees, and other similar bodies. (Memo from General Counsel & Vice Chancellor of Legal Affairs, January 2, 2006). ([Open Meeting Laws Updated April 2022](#))

4. FACULTY RESPONSIBILITIES, POLICIES, AND PROCEDURES

Faculty

The Bronx Community College faculty is diverse, highly qualified, and dedicated to the mission and objectives of the College. A majority of the full-time faculty have earned doctorates or equivalents and has practical experience in their respective fields in the career, technology, and science areas.

The faculty shall consist of all persons having faculty rank or faculty status and such other individual members of the instructional staff as the faculty may add because of their educational responsibilities.....shall have membership in the faculties of their respective school... ([Bylaws, Article VIII, Section 8.3](#)).

Definition of Faculty Rank

The presidents, vice presidents, deans, associate and assistant deans, the business managers and all persons who are employed full-time on an annual salary basis in titles on the permanent instructional staff, except college laboratory technicians, shall have faculty rank. All persons having faculty rank shall have the right to vote both in the faculty of which they are members and in their respective departments provided, however, that they have not received notice of non-reappointment, or submitted a resignation ([Bylaws, Article VIII, Section 8.1](#)).

A complete list of the instructional staff titles classified as faculty rank appears in the Board of Trustees of The City University of New York [Bylaws, Article VI, Sections 6.1](#).

Definition of Faculty Status

Persons employed in the titles of instructor or lecturer (full-time) who have been reappointed on an annual salary basis for a third or later year of continuous full-time service shall have faculty status ([Bylaws, Article VIII, Section 8.2](#)).

Faculty Responsibilities

The faculty shall meet at least once each semester, or more often, upon call by the president, or by petition of ten percent of its members. The faculty shall be responsible, subject to guidelines, if any, as established by the Board, for the formulation of policy relating to the admission and retention of students including health and scholarship standards therefore, student attendance including leaves of absence, curriculum, awarding of college credit, and granting of degrees. It shall make its own Bylaws, consistent with these Bylaws, and conduct the educational affairs customarily cared for by a college faculty. The president shall preside at its meeting or in her [his] absence, the vice president of faculty or a dean designated by the president ([Bylaws, Article VIII, Section 8.6](#)).

Professional responsibilities are not limited to instruction; they may include participation in department and college-wide committees and faculty activities; advisement of student extra-curricular activities; participation in educational- administrative functions such as proctoring of examinations, academic advisement, registration, and conferences with individual students during scheduled and/or arranged office hours.

Teaching Workload – The full-time faculty teaching workload is twenty-four (24) contact hours per academic year ([PSC/CUNY Agreement](#), Article 15, [Workload Settlement](#)).

Advisement and Registration – Faculty are scheduled to assist students with Academic Advisement and Registration during the academic year. Schedules are arranged, based upon availability of faculty, by the Chairperson of the Department. Faculty must have access to CUNYFirst. CUNYFirst applications are

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available in the Registrar's Office, Colston Hall, Room 509. To evaluate a student's transcript for degree requirements, faculty may access Degree Works by signing on to the CUNY Login (degreeworks.cuny.edu).

Student Performance Advisement – Faculty are requested to notify all students with poor or failing grades early in the semester to alert students of their academic performance. Students who may want to reduce their course load to concentrate on doing quality work and achieve better results should see their advisor. Faculty should make students aware of any academic problems and suggest alternative methods to improve their grades such as the student services available for tutoring, etc. It may also be necessary to suggest that a freshman see an advisor regarding their current academic status.

Faculty are encouraged to submit an Early Academic Progress Survey through the [Starfish](#) system.

Faculty Attendance – Faculty members are expected to attend to all professional obligations during the academic year from the first day of classes through June commencement, including classes, committee meetings, conferences, administrative assignments, etc. Faculty members are expected to attend and participate in graduation ceremonies.

Any faculty member who finds it necessary to be late or absent must notify the Department Chairperson or the Deputy Chairperson, as early as possible, so that arrangements may be made to provide a substitute or to post a notice for students.

Full-time faculty who serves as substitutes for absent faculty members will be paid at their hourly rate, after the substitute has covered three-class sessions. (Clinicals are covered immediately.)

Office Hours – Full-time faculty are expected to schedule a minimum of TWO separate office hours a week on two separate days, excluding Club Hours, for conferences with students. TWO additional hours by appointment should also be scheduled. Virtual office hours may be held to facilitate student access.

Office hours, location, and telephone number should be announced to students in all classes. Scheduled hours should be prominently posted on the outside office doors, updated in Blackboard on the "Course Information" page and course announcements, and on the Department Office bulletin boards for student reference.

Student Attendance and Class Rosters – Faculty have the responsibility to allow only those students who are officially registered to attend class.

Class rosters are available to all faculty through CUNYFirst and the Blackboard Learning Management System. Once a faculty is assigned to a course in the CUNYFirst system, access to Blackboard will be available after 24 hours. If the student is not listed on the class roster, faculty should request to see the student's Bursar receipt for admittance to in-person classes. Any attending student not on the roster after the first week should be referred to the Registrar's office. It is recommended that faculty check attendance during the first three weeks of classes for Verification of Enrollment (VOE) requirements. The university collects VOE rosters from faculty to verify that enrolled students are attending their courses. Verification of course attendance is required in determining students' financial aid eligibility. Faculty are to submit VOE rosters for each course that they teach through CUNYfirst.

Auditing of Classes – Students who are not officially registered in a course may be permitted to audit a class with the instructor's permission. Students who expect to attend a class on a regular basis should register as an auditor. These students will receive an AUD grade.

Student Lateness, Early Academic Progress Survey (Early Alert), Debarment, and Reinstatement Notices – Class attendance and participation are significant components of the learning process and play a major

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role in determining overall student academic achievement. In the event of excessive absences, faculty have the option to lower the grade, request completion of additional assignments, or assign a failing grade. Any grading policy related to participation and/or attendance must be included in the course syllabus.

Religious Beliefs and Class Attendance – See the [BCC Catalog](#) for CUNY policy.

Student Behavioral interventions – Faculty can prevent, minimize, or manage disruptive student behaviors in class (online or in-person) using effective classroom management techniques. See more here (<https://www.bcc.cuny.edu/campus-life/behavioral-intervention-team/>) and the Classroom management techniques in Appendix B. Faculty needing assistance with students that display moderate to serious behavioral disruption can contact the Behavioral Intervention Team (BIT) via email at BIT@bcc.cuny.edu.

Student Official Withdrawals – Students must initiate an official withdrawal from a class by the last day of classes before the final exam period begins. The student, upon discussion with an advisor, initiates the official withdrawal process online through their CUNYFirst account. A grade of “W” will be entered by the Registrar’s Office on the final grade roster.

Student Change of Grade – Faculty members needing to change a student’s grade shall inform the Registrar’s office via email (registrar@bcc.cuny.edu) with the student, new grade, and course information. (See [BCC Catalog](#) for related grade information.)

Student Evaluations of the Faculty – The Office of Institutional Research and Testing distributes the online Student Evaluation of Instruction (SEI) survey to students campus-wide in the Fall semester for all faculty.

Student evaluations are completed during the thirteenth or fourteenth week of the semester. Student evaluations may be conducted during the Spring semester for some faculty depending on faculty ranking. Faculty will receive the statistical results the following semester.

Final Examinations – The [Academic Calendar](#) lists the dates for the final examination period. The Scheduling Officer prepares a College- wide schedule for the specific courses, section numbers, dates, and times for administration of all final examinations. Block examinations may be scheduled in various academic departments. Final examinations, projects, essays, or papers are required in all courses. Each academic department is to set its own policy on final examinations, within the following conditions:

For departments holding final examinations, the practices below should be followed the finals period of the semester:

- Department examinations should be conducted during the assigned time blocks.
- Individual instructor’s examinations should be conducted during assigned time blocks as reflected in the College’s Final Examination schedule.
- Faculty is expected to proctor their own final examinations.
- Faculty must submit a file copy of their examinations to the Chairperson of the Department prior to the exam being given.

The State Education Department requires that 15 weeks (or the equivalent of 15 weeks) of educational activity be conducted each semester for all courses.

New York State Ethics Law and Regulations Regarding Activities – The Office of General Counsel and Vice Chancellor for Legal Affairs memorandum informs all employees of their responsibilities under the State Ethics Law. Information regarding outside activities, honoraria, travel responsibilities, prohibited

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activities, prohibited gifts, and forms for reporting activities are included in the document. Any questions about ethical requirements can be directed to the Legal Counsel.

Faculty Policy and Procedures

Multiple Positions (Overload Assignments) – The assignment of overload teaching opportunities is governed by the Board of Trustees' Statement of Policy on Multiple Positions and the BCC Workload and Multiple Position Policy. See Appendix A.

BCC Policy – The contract gives the President the discretion to assign overload within the guidelines agreed upon by [PSC/CUNY Agreement](#).

- Faculty members with any type of reassigned time are limited to one multiple assignment of no more than four classroom contact hours per academic year.
- Multiples will be approved for those individuals with no less than a three-day teaching schedule.
- Preference for multiples will be granted to full-time individuals willing to teach evenings, Saturdays, and Sundays.
- Multiple hours start after the 13th – 15th hour in the Fall Semester and the 12th – 14th hour in the Spring Semester (except full-time substitutes). A Multiple position form is to be completed by every faculty member each semester. In addition, time sheets must be submitted and signed by the Chairperson.
- Multiple position assignments require the prior approval of the Department Chairperson and P & B, the Office of Academic Affairs, and the President.
- Consideration for multiples across department lines must conform to academic and teaching qualifications required for the position.
- Additional assignments of no more than six (6) classroom contact hours may be approved in courses offered in the Winter session, in courses offered exclusively on Saturdays or Sundays, or in courses offered as part of online degree programs.

Reassigned Time Funded and Administrative Convenience – Faculty members who are released for a funded or other administrative projects are expected to fulfill a fair share of their department responsibilities. The extent of that responsibility to the department should reflect the extent to which the faculty member is released to perform an assignment. Reassigned time is computed two hours for each hour released. Excessive demands should not interfere with the completion of a project.

Faculty without Reassigned Time – Except as noted below, faculty without any reassigned time will be eligible for consideration for an overload assignment “when such assignment is determined to be in the best interest of the college and to serve a specific academic need.” An overload teaching assignment, then, is not an entitlement that accrues to any faculty member who wishes to have one. Rather, in determining whether an overload will be assigned, primary consideration must be given to the college’s interests and its academic needs. Further, the opportunity to perform an overload teaching assignment is limited to **no more than one (1) course per semester of not more than four (4) classroom contact hours per semester**.

Overload assignments for faculty without reassigned time are subject to the **additional restriction that such assignments for the Fall, Winter, and Spring semesters combined may not exceed 14 classroom contact hours**. Hours above eight (8) assigned for regular courses must be assigned in Winter or online or exclusively on weekends.

Faculty with Reassigned Time – Faculty with reassigned time for research are not eligible for an overload assignment. Other faculty with reassigned time during the academic year are not normally eligible for an overload assignment. The President or his designee may, however, approve an overload assignment for a

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faculty member with reassigned time for other than research, for academic reasons. **This exception is limited to one (1) course during the academic year, typically of three (3) classroom hours, but in no event to exceed four (4) classroom contact hours.** These restrictions apply to faculty members who have any reassigned time during the academic year, even if they do not have reassigned time during the semester in which the overload assignment is under consideration.

NOTE: Summer is **not** included in determining overload teaching assignments.

Reassigned time for Untenured Faculty to Conduct Research:

Effective academic year 2020-2021, untenured Assistant, Associate, and full Professors (including those employed as faculty librarians) who receive an initial appointment to their title on or after Fall 2020 semester will receive 18 contact hours of reassigned time to be used during their first five annual appointments, in order to engage in scholarly and/or creative activities related to their academic disciplines. In the event that such faculty member takes a leave during the specified five-year period, the period will be extended by one year. Upon receiving an appointment with tenure, the faculty members specified above shall receive six (6) contact hours of reassigned time to be used during the three (3) succeeding academic years, beginning with the year in which tenure becomes effective. In the event that such faculty member receives a fellowship leave or takes other leave during the specified three-year period, the period will be extended by one year. Assignment of such reassigned time will be made by the college pursuant to guidelines designed to encourage scholarship.

For the purpose of calculating the reassigned time provided above to untenured Assistant, Associate and full Professors employed as faculty librarians, 12 contact hours shall be equivalent to the number of clock hours that would be necessary to provide full reassigned time to a faculty librarian for 15 weeks.

Faculty who received their initial full-year appointment prior to Fall 2020 semester who are untenured Assistant, Associate, and full Professors (including those employed as faculty librarians) are to use twenty-four (24) contact hours of reassigned time during their first five (5) annual appointments.

Professional Evaluation of Faculty

Annual Evaluations

Teaching Staff

The contract provides professional evaluation of all members of the teaching faculty, except for tenured full professors. These evaluations shall be used to encourage professional performance and growth and to maintain academic and professional standards of excellence among the faculty. They also provide a basis for decisions on reappointment, tenure, and promotion.

The evaluation of a teaching member of the faculty shall be based on total academic performance, with special attention to teaching effectiveness and shall include, but not be limited to:

- Classroom instruction and related activities
- Administrative assignments
- Research (Requirement excludes Lecturers)
- Scholarly writing
- Departmental, College, and University assignments
- Student guidance
- Course and curricula development
- Creative works in individual's discipline
- Public and professional activities in field of specialty

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Teaching Observation

Teaching observation is one factor in the total evaluation of the academic performance of the faculty. The observation should assess the faculty's strengths and weaknesses and should contain suggestions for improvements.

1. At least once during each academic semester, non-tenured and non-certificated members of the teaching staff shall be observed for a full classroom period. One observation shall take place during any scheduled class during the first ten weeks of a semester. The faculty member shall be given no less than 24 hours prior notice of observation. Other provisions for online course observations can be found in [Article 18.2.b\) 3. \(a-g\)](#).
2. Tenured and certificated faculty may be observed once each semester.
3. In recommending reappointment and/or awarding of tenure and promotion, the College P & B Committee and the Academic Review Committee consider reports of observation of classroom performance, student evaluations, and significant evidence of teaching effectiveness, as well as other factors.
4. A panel established by the Department P & B Committee shall conduct the observations. The Department Chairperson shall schedule the members of the Committee to observe teaching faculty as necessary.
5. Each observer shall submit, through the Department Chairperson, a **written Observation Report** to the Department P & B Committee within one week of the observation. The Committee shall consider these observation reports in the total evaluation of the teaching faculty member. The **Observation Report** shall be placed in the faculty member's personal file.
6. The Department Chairperson shall schedule the **Post-observation Conference** for the faculty member within two weeks after receipt of the written observation report. The conference shall include the faculty member and the observer. Either a member of the Department P & B Committee or a member of the Department with the rank of tenured Associate Professor or Tenured Professor may be assigned by the Chairperson at the request of the employee or the observer to attend the post-observation conference.
7. Following the **Post-observation Conference**, the assigned P & B representative or the assigned senior faculty member shall prepare a record of the discussion in memorandum form for submission to the Chairperson. If the Post-observation Conference includes only the observer and the faculty member, the observer shall prepare the record of the discussion in memorandum form. The faculty may have a copy of this document provided a signed receipt is tendered. The original conference memorandum shall be placed in the faculty member's personal file.
8. If the observation or Post-observation Conference is not held within the time stipulated within the [PSC/CUNY Agreement](#), the faculty member shall have 10 working days to file a request for an observation and/or conference with the Chairperson. A copy of the request should be sent to the appropriate Vice President and the Office of the President. Faculty failing to file the request within the stipulated time shall bar the employee from subsequent complaint regarding such non-compliance with [Article 18.2](#) (b), 2 b) or c). Upon receipt of the request, the College shall cause appropriate remedial action to be taken, including, if necessary, scheduling of an observation and/or observation conference by the Vice President, the President, or their designee ([PSC/CUNY Agreement](#), [Article 18](#)).

Annual Evaluations

Non-teaching Staff

Preferably once each semester, but at least once each year, Librarians, CLTs, Counselors, Student Personnel Services staff, Registrar series, HEO series and other non-teaching members of the Instructional Staff covered under the [PSC/CUNY Agreement](#) shall have an evaluation conference with the chairperson or supervisor to be designated by the appropriate Vice President or President. At the conference, the staff

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member's total performance and professional progress shall be reviewed. Following this conference, the designated official shall prepare a record of the evaluation discussion in memorandum form for inclusion in the staff member's personal file. A copy of the report shall be given to the staff member within 10 working days following the conference ([PSC/CUNY Agreement, Article 18.3](#) (b)).

Faculty Files

Faculty Credentials – All faculty members must submit to the College proof of all earned degrees and any other related credentials, such as professional certificates or licenses. Official transcripts must be sent to the Chairperson of the Department.

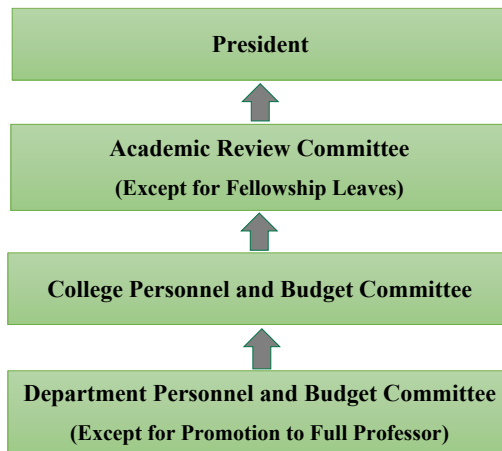
Curriculum Vitae – All faculty should have an updated curriculum vitae on file in department offices, especially if personnel action is pending.

Personnel Files – The College maintains two files for each faculty member, one in their departmental office and one in the Human Resources office. Faculty members have the right and responsibility to inspect and initial their personal personnel files annually in the presence of the Chairperson or designee. The personal personnel file will contain information submitted by the individual faculty member or generated by the College. The information that may be included are evidence of academic and professional accomplishments, evaluations of professional performance, observation reports on academic and professional performance, and student evaluation data.

Faculty Recruitment

Procedures for faculty recruitment, selection, and compensation are consistent with the institution's mission of maintaining high academic standards. Full-time faculty are recruited and selected through a process that mandates a thorough national search. Positions are advertised with CUNY through personnel offices and are publicized in publications that reach a broad readership of potential candidates. Mandated Affirmative Action Guidelines related to faculty recruitment are rigorously implemented.

Reappointment, Tenure, Certificate of Continuous Employment (CCE), and Promotion Review



In the case of candidates seeking promotion to full professor, they shall submit a timely written request to the President and submit three (3) letters of recommendation directly to the President.

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The President of the College is the Chairperson of the College P & B Committee. (The Vice President of Academic Affairs shall preside in the absence of the President.)

The President, with respect to his/her education unit, shall:

Have the affirmative responsibility of conserving and enhancing the educational standards and general academic excellence of the college under his/her jurisdiction. Such responsibility shall include but not be limited to the duty to recommend to the chancellor for appointment, reappointment, tenure, promotion, and the granting of tenure only those persons who he/she is reasonably certain will contribute to the improvement of academic excellence at the college. These recommendations shall be consistent with the immediate and long-range objectives of the college.

Consult with the appropriate departmental and faculty committees on matters of appointments, reappointments, tenure, and promotions; take student evaluations into account in making recommendations thereon; present to the chancellor his/her recommendations thereon; notify the appropriate faculty committees of his/her recommendations to the chancellor. ([CUNY Bylaws](#) Section 11.4, a, and h)

Modes of Procedure

- Chairpersons of Departments, as Chairpersons of Departmental P & B Committees, report their Departmental P & B recommendations, in writing to the Secretary of the College P & B, using the appropriate Action Notices.
- The College P & B Committee utilizes what it considers proper, professional, and considerate procedures for notification of faculty of its actions. All candidates will be notified of College P & B actions in a timely manner.
- In recommending reappointment, awarding of tenure and promotion, the College P & B and the Academic Review Committees consider classroom observations, student evaluations, significant evidence of teaching effectiveness, scholarship, research, creative work, service to the College and the community.
- The Board of Trustees requires that student evaluations of faculty be conducted in all class sections at least once each academic year. On September 12, 1979, the following resolution was adopted by the College P & B: That effective February 1, 1980, it is expected that every faculty member applying for promotion shall, on his or her initiative, have had a classroom observation within the previous twelve months. In the case of non-classroom faculty, the chairperson's annual evaluation shall suffice.
- The candidate must submit relevant documents, such as original transcripts, letters of reference, etc., before a final decision can be made by the College P & B Committee and its recommendation forwarded to the President.
- Except in the case of promotion from Associate Professor to Professor, the Department P & B must first consider the request.
- It is the responsibility of the candidate to provide complete information to support his/her request to the College P & B. In addition, the College P & B may invite the candidate or any member of the faculty to appear before it when application for reappointment or promotion is being considered.

Departmental Personnel and Budget Committee (P & B)

The Departmental Personnel and Budget Committee is concerned with all activities relating to appointments, reappointments, reappointments with tenure, certificates of continuous employment, leaves, and promotions of instructional staff members.

Tie Votes – A tie vote in a case affecting an appointment, a reappointment or a promotion shall be considered as a failure of the motion to prevail ([CUNY Bylaws](#), Section 9.9).

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There shall be a written notification to the individual of the Departmental P & B Committee's decision on reappointment, tenure and/or promotion. A College-wide uniform notice is to be used for this purpose. When feasible, all such notices shall be sent simultaneously to candidates in a particular category in a department before the College P & B Committee acts on the recommendation of the Departmental P & B, and in accordance with the College P & B calendar.

All discussions, actions, and activities of the Departmental P & B Committee with respect to personnel matters shall be strictly confidential and privileged. Minutes recording only actions of the Committee shall be kept.

Members of the Departmental P & B Committee enjoy complete freedom of decision. A secret ballot shall be kept.

Any recommendation of appointment, reappointment, and promotion taken by the Departmental P & B Committee must be submitted to the College P & B Committee.

The Departmental Personnel and Budget Committee's actions are reported to the College Personnel and Budget Committee.

Academic Review Committee

The purpose of the Academic Review Committee (ARC) shall be to review all recommendations made by the College Personnel and Budget Committee for reappointments, promotions, and tenure, and make recommendations to the President. Members of the ARC can be found [here](#).

Appointments

The following information relates to all appointments with the exception of original appointments recommended by the President:

All appointments, reappointments, and appointments with tenure to a department, except as above specified, shall be recommended to the college committee on faculty personnel and budget by the chairperson of the department based on the vote of the majority of the members of the departmental committee on personnel and budget, save that a minority of any department committee on personnel and budget shall have power to submit a minority recommendation to the college committee on faculty personnel and budget ([CUNY Bylaws](#), Section 9.7b).

Reappointments

The Board of Trustees reaffirms the Commission's insistence that the decision to reappoint and the decision to tenure are two separate and distinct acts. Similarly, the Board reaffirms its position that no appointment carries with it the presumption of reappointment or of eventual tenure.

1. To enhance and maintain flexibility in recruitment, appointment, and reappointment, the Board authorizes the option of two-year appointments for full-time members of the instructional staff, in appropriate instances, at the discretion of the College.
2. Decisions to reappoint faculty members shall take into account such institutional considerations as have been established and disseminated as a framework for all academic personnel actions.
3. The factors upon which decisions to reappoint are based on the following:
 - a. **First Reappointment** – Candidates for reappointment at the end of their initial term of appointment on a full-time line shall be evaluated based on the following criteria which should also include reference to the **Faculty Professional Development Plan**:
 - i. **Teaching Effectiveness** – There are a variety of ways, including classroom observation, to evaluate this criterion. The evaluation, however, should extend beyond the classroom since the faculty member's obligation to the students goes beyond normal class hours.

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Personnel Committees should consider student evaluations as a factor in assessing the teaching effectiveness of an instructor.

- ii. Scholarly and Professional Growth – Candidates in tenure bearing titles for the first reappointment are expected to demonstrate their potential for scholarly work and their achievement in some of the following ways:
 - a) Evidence of research in progress leading toward scholarly publication.
 - b) Publication in professional journals.
 - c) Creative works, show and performance credits, etc., when such are appropriate to the department.
 - d) Development of improved instructional materials or methods.
 - e) Participation in activities of professional societies.
 - iii. Service to the Institution – Since all full-time faculty members share broad responsibilities toward the institution, work in departmental and college committees should be considered in overall evaluations. Although it is understood that not all junior faculty members will have an opportunity to serve on important committees, their evaluation should consider evidence of their informal contributions to such committee work and their participation in other regular administrative activities such as governance, registration, advisement, library, and cultural activities.
 - iv. Service to the Public – A candidate, though not expected to do so for the first reappointment, may offer evidence of pertinent and significant community and public service in support of reappointment.
- b. **Second and Subsequent Reappointments.** Candidates for second through **seventh** reappointment **should prepare a written brief** outlining all professional accomplishments that are pertinent to the application. **First reappointment candidates may choose to prepare a brief.** The following categories should be included in the brief:

In addition to criteria for the first reappointment candidates for the second or subsequent reappointments shall be evaluated based on the following criteria:

- i. Teaching Effectiveness – Evaluation of this criterion shall include contractual observations and peer judgments; assessment of the instructor effort and success in developing new methods and materials suited to the needs of their students; assessment of student evaluations; and of other non-classroom educational efforts such as academic advisement.
- ii. Scholarly and Professional Growth – Candidates for the second and subsequent reappointments are expected to offer evidence of scholarly contributions to their disciplines. Evaluations of the quality of such work may be sought from outside the department. Achievements in the period following the last reappointments should be evaluated based on publications of scholarly works in professional journals or reports of scientific experimentation; scholarly books and monographs, and evidence of work in progress; significant performance or show credits or creative work; and improved instructional materials and techniques that have been found effective in the classroom either in the City University or elsewhere.
- iii. Service to the Institution – Effective service on departmental, college, and university committees.
- iv. Service to the Public – Institutions of higher education are expected to contribute their services to the welfare of the community. Although such activities are a matter of individual discretion and opportunity, evaluation of a faculty member for reappointment should recognize pertinent and significant professional activities on behalf of the public. The absence of this contribution should not work to the disadvantage of any candidate for reappointment.

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4. Judgments on reappointment should be progressively rigorous. In the second and subsequent reappointments, a candidate should be able to demonstrate that he/she has realized some of his/her scholarly potential. Similarly, standards of acceptable performance as a teacher should be graduated to reflect the greater expectations of more experienced faculty members.

Tenure

Pursuant to the [PSC/CUNY Agreement](#) of 2002-2007 and subsequent legislative actions, the time to tenure for those professorial titles has been changed from five years to seven years. Tenure will now take effect with the eighth full year appointment. This change is effective for those appointed as of **September 1, 2006**.

1. The decision to grant tenure shall consider institutional factors such as the capacity of the department or the College to renew itself, the development of new fields of study, and projections of student enrollment.
2. The criteria upon which decisions to tenure are based shall be as follows:
 - a. Teaching Effectiveness – Tenure appointments shall be made only when there is clear evidence of the individual’s ability and diligence as a teacher.
 - b. Scholarship and Professional Growth – Evidence of new and creative work shall be sought in the candidate’s published research or in his/her instructional materials and techniques when they incorporate new ideas or scholarly research. Works should be evaluated as well as listed, and work in progress should be assessed. When work is a product of a joint effort, it is the responsibility of the department chairperson to establish as clearly as possible the role of the candidate in the joint effort.

The following factors may be supplementary considerations in decisions on tenure. The weight accorded to each will vary from case to case.

- c. Service to the Institution – The faculty plays an important role in the formulation and implementation of University policy and in the administration of the University. Faculty members should therefore be judged on the degree and quality of their participation in College and University government. Similarly, faculty contributions to student welfare, through service on committees or as an advisor to student organizations, should be recognized.
 - d. Service to the Public – Service to the community, state, and nation, both in the faculty member’s special capacity as a scholar and in areas beyond this when the work is pertinent and significant, should be recognized.
3. Tenure shall not normally be granted before the seventh annual reappointment. Only in exceptional cases may tenure be granted before that time: when appointment to the faculty at the University requires the continuation of tenure previously awarded by another institution of higher learning; when a prestigious fellowship valuable to the College concerned interrupts continuous service during the probationary period; or when some extraordinary reason indicates that the College would be well served by the early granting of tenure. [Four or more letters of reference from experts outside the University are required.]
 4. The Chancellor will publish annually a report on tenure in the University, which analyzes the actions of each College and contains such pertinent data as may be of assistance to the College in the management of tenure. The report will also contain the Chancellor’s judgment on the quality of tenure procedures and actions.

Certificate of Continuous Employment (CCE—Lecturer)

Faculty in the title Lecturer shall be eligible for a Certificate of Continuous Employment upon a sixth full-time appointment in the title of Lecturer immediately preceded by five years of continuous full-time

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service. In computing eligible time in service, such time shall commence with the first September of appointment.

When service has been continuous and a break in full-time service has occurred by virtue of a reduced schedule such less than full-time service shall be prorated towards its equivalency in full-time service.

The CCE shall be valid only in the College or in the Educational Opportunity Center which grants the certificate or sixth appointment and shall carry with it the guarantee of full-time reappointment subject to continued satisfactory performance, stability in academic program, sufficiency of registration, and financial ability.

The terms of this provision do not apply to service in any title other than full-time Lecturer.

Effective one year after the initial appointment, no full or part-time Lecturer shall be denied reappointment on the basis of professional incompetence unless he/she has been evaluated during at least three semesters (including the first year of appointment) according to the provisions contained in the [PSC/CUNY Agreement](#), Article 18, and unless two of the last four evaluations indicate unsatisfactory professional performance.

An Instructor may be appointed in the title Lecturer immediately preceded by five years of continuous full-time service as an Instructor in the same department in which case he/she shall receive a Certificate of Continuous Employment as a Lecturer.

Instructors and non-certificated Lecturers with four or more years of continuous full-time service in these 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 of appointment to the title, Assistant Professor, the employee shall state, in writing, his/her preference regarding whether he/she wishes to waive the service credit toward tenure provided in the previous paragraph. In the event 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 ([PSC/CUNY Agreement](#), Article 9, 9.8).

Promotion

The Board fully supports the Commission's recommendation that the criteria established for reappointment and tenure apply equally to decisions on promotion. It also reaffirms the Commission's caution that judgments on promotion be sufficiently flexible to allow for a judicious balance among excellence in teaching, scholarship, and other criteria.

When considering decisions on either promotion or tenure, personnel committees should bear in mind that the two judgments represent two distinct acts. Just as it would be unwise to promote those whose qualities for tenure are questionable, so it would be equally ill advised to tenure those whose capacity for promotion to senior rank is judged to be limited.

The criteria for a new appointment shall be as follows:

- to **Assistant Professor** – The candidate must possess the doctorate or terminal degree and submit evidence of qualifications to meet, in due time, the standards required for the first reappointment. Those persons without the doctorate or terminal degree currently holding positions as Assistant Professors and Instructors at the community colleges shall not be affected by this provision.

The criteria for promotion shall be as follows:

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- to Associate Professor – The candidate shall present evidence of scholarly achievement following the most recent promotion; in addition to evidence of continued effectiveness in teaching, the candidate should thus meet the qualifications required for tenure.
- to Professor – The candidate must meet all the qualifications for an Associate Professor, in addition to having an established reputation for excellence in teaching and scholarship in this discipline. The judgment on promotion shall consider primarily evidence of achievement in teaching and scholarship following the most recent promotion.

Reappointment, Promotion, Equivalency, Waiver, and Appeal Procedures

Reappointments and Promotion – Full-time instructional staff in tenure or certificate lines:

1. Candidates for second through seventh (excluding certificate lines—second through fifth) reappointment should prepare a written brief outlining all professional accomplishments that are pertinent to the application. First reappointment candidates may choose to prepare a brief. The following categories should be included in the brief:
 - Length of service in rank
 - Education
 - Employment record
 - Membership and activities in professional societies
 - Professional licenses
 - Publications
 - Other scholarly activities
 - Academic and professional honors, grants, and awards
 - Evaluation of teaching competency as reflected by personal observations, student evaluations, and department observation reports
 - Other contributions to students, department, college, and community

Aspects of the candidate's record subsequent to the previous reappointment must be clearly delineated.

2. Seven days prior to the Department P & B considerations, candidates should submit the following to the Chairperson of the Department:
 - Original and eleven copies of brief
 - Curriculum vitae
 - Optional request for Personal Appearance before Departmental P & B Committee

If the Department P & B action is positive, the candidate's application will be submitted to the College P & B Committee for review. The candidate should indicate whether he/she wishes to appear in person before the Department, and/or College P & B Committees in case of a negative Department decision. The deadline for submission of the brief will be in accordance with the College P & B calendar and will be announced by Department Chairpersons.

3. If the candidate indicates that he/she wishes a personal appearance before the Department P & B Committee, he/she will be informed by his/her chairperson when to appear before that Committee to answer questions of members of that Committee and to present a summary of his/her written brief which may highlight, emphasize, and/or possibly include material which had been inadvertently omitted previously. The candidate's presentation will be limited to 15 minutes.
4. Form FAC 101 will be sent to the candidate to inform him/her of the action by the Department P & B.

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5. The College P & B Committee will act based on the positive recommendation of the Department P & B and its own deliberations. The College P & B's recommendation will be reviewed by the Academic Review Committee and then forwarded to the President for further action in accordance with the Board of Trustees' Bylaws.
6. The candidate will be notified of the College P & B decision on Form FAC 104.; the President will inform the candidate of his/her decision in the form of a letter.

Leaves

Fellowship – [CUNY Bylaws](#), Article XIII, Section 13.1 and the [PSC/CUNY Agreement](#), Article 25.3

Eligibility – The following titles are eligible for the award of a fellowship leave: Tenured Assistant Professor, tenured Associate Professor, tenured Professor, tenured College Laboratory Technician, tenured Senior College Laboratory Technician, tenured Chief College Laboratory Technician, in the Hunter College Campus Schools, tenured Teacher, tenured Guidance Counselor, tenured Campus Schools College Laboratory Technician, tenured Campus Schools Senior College Laboratory Technician, Lecturer with a Certificate of Continuous Employment (CCE), and Lecturers with a CCE on leave from that title, serving in an untenured professorial title. The individual must have completed six (6) years of continuous paid full-time service with the University, exclusive of fellowship leaves and most other leaves. Full-time contiguous service as a substitute counts as service towards fellowship leave.

Specific Purpose – Application for a Fellowship Award may be made for research (including study and related travel), improvement of teaching and/or creative work in literature or the arts.

Duration & Salary

1. a full-year at 80% of the bi-weekly salary rate
2. a one-half year leave at 80% of the bi-weekly salary rate
3. a one-half year leave at full pay

Approval Required By

- Department Personnel and Budget
- College Personnel and Budget
- President
- Board of Trustees

On the Fellowship Award application, the Department Chair must (1) briefly describe how the applicant's stated purpose for the Fellowship Award is consonant with the mission of the department and college and (2) explain how the department intends to cover the applicant's courses and related responsibilities at the college during the period of the proposed leave.

Within thirty (30) days following the expiration of the fellowship leave (except leave for purposes of restoration of health), shall be submitted to the department chairperson and the Dean of Academic Affairs, a summary, in writing, the relevant activities during the leave.

Temporary Disability Leave – [CUNY Bylaws, Section 13.2](#)

Defined: As any temporary physical or mental incapacity of health including pregnancy, complications of pregnancy and childbirth, and shall be deemed to include "sick" leave and "maternity" leave as referred to in the education law.

- a. Instructional staff members accrue twenty days of temporary disability leave per year, cumulative to a maximum of 160 days. Faculty wishing to donate sick days to colleagues in need can view the Catastrophic Sick Leave Bank Program appendix for specifics.

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- b. An employee who is absent from duty because of a temporary disability must promptly inform his/her chairperson/supervisor, who in turn will inform the Vice President of Academic Affairs of the nature of the disability and of the probable duration of the absence.
- c. Any individual absent in excess of five working calendar days exclusive of holidays is required to submit an Application for Temporary Disability Leave, together with a statement on letterhead stationery from his/her physician.
- d. Before returning to the College the absentee must also present a statement from his/her physician certifying that he/she is fully capable of returning to work.
- e. See [PSC/CUNY Agreement Article 16](#).

Special Leaves for Child Care

Special leaves for the purpose of caring for a newborn infant shall be granted to a member of the Instructional Staff upon notification to the President and application for such leave, provided the applicant has legal responsibility for the care and/or support for said child. See [PSC/CUNY Agreement Article 16.8](#). The eligibility for Paid Parental Leave for full-time employees require a minimum of one year of service with CUNY. They are eligible for a continuous leave of absence to care for a newborn child or for a newly adopted child, adopted at up to five years of age, for a period not to exceed eight weeks. [PSC-CUNY Paid Parental Leave Policy](#)

Leaves for Special Purposes

Special leaves for personal emergencies of not more than ten working days may be granted with pay by the president at his/her discretion.

On recommendations of Department Personnel & Budget Committee, College Personnel & Budget Committee, President, Office of Faculty and Staff Relations, and Board of Trustees may be granted to members of the instructional staff for special purposes such as: study, writing, research, the carrying out of a creative project or public service of reasonable duration. Such leave shall be without pay.

The Board may allow special leaves to be credited as service for retirement purposes. Where the leave is one year or longer, it shall not be credited for purposes of increment, except that increment credit may be granted when the President certifies that the leave is being taken for a project of academic, scholarly, or public importance that brings honor and recognition to the College.

Family Medical Leave

Effective February 5, 1994, an employee of the City University of New York covered by a collective bargaining agreement became eligible for leave under the Family Medical Leave Act (FMLA). Leaves are granted in accordance with University Regulations.

See [FMLA Policy](#) revised July 8, 2015, from the Director of Personnel explaining the University's policy for requesting, receiving, and returning from FMLA leave.

Professional Reassignment Leaves

Professional reassignment leaves are granted to instructional staff who serve in the Library and Counselors.

Librarians

The purpose of permitting members to be reassigned for research, scholarly writing, and other recognized professional activities is that it will enhance their contribution to City University. The leave shall not exceed five weeks. The reassignment of 50 members in the instructional staff in the University libraries during a one-year period shall be apportioned among the colleges in accordance with the size of the eligible staff at each institution, except that each college shall assign at least one reassignment.

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A report of the activities undertaken by the member, while under reassignment, shall be submitted to the President of the College with copies to the Chief Librarian and the Office of the Vice Chancellor for Academic Affairs within two months after completion of the reassignment ([PSC/CUNY Agreement, Article 25.4](#)).

Jury Duty

Background

The purpose of [Section 521 of the New York State Judiciary Law](#) is to assure that employees receive either a day's pay or the jury duty per diem allowance, not both, for any given day of jury day service in any state or local court, except town or village courts. That law has recently been amended to provide for a different method of payment of the jury duty per diem allowances to, among others, CUNY employees who serve on State or local juries in New York State. Section 521 streamlines the method of per diem allowance payment for jury duty service by having the State not issue a separate payment check to CUNY employees. CUNY employees should now receive only a carfare reimbursement check.

Procedure: A – New York State and Local Jury Duty Service

1. Employees summoned to jury duty must notify, as soon as possible, their immediate supervisor and the College Human Resources Director that they have been so summoned. A photocopy of the jury duty summons should be presented by the employee at this time.
2. CUNY employees should be reminded that they are a "State or local employee" for the purposes of Section 521. CUNY employees are to respond in the affirmative when asked this question by the appropriate court personnel.
3. Employees returning from jury duty must present a photocopy of the completed jury duty certificate to their immediate supervisor and the original jury duty certificate to the College Human Resources Director. A completed jury duty certificate will include the employee's name, dates of jury duty service, and the signature or stamp of the appropriate court clerk.
4. Employees must also present to the College Human Resources Director a photocopy of the actual reimbursement check that they eventually receive from the State.
5. Employees must reimburse their college if the State inadvertently issues a check for per diem jury duty service.

Procedure: B – Federal and Out-of-State Jury Duty Service

Established procedures will remain in effect for federal and out-of-state jury duty service; employees will receive a per diem allowance payment from the federal or out-of-state governmental jurisdiction and must then reimburse the College.

Note: College teachers are paid based on a 10-month school year. Where they are not teaching summer school for additional compensation, they should be paid their per diem fee if they serve as jurors during the summer period, even if they continue to receive paychecks during that period. The summer months for teachers are considered a period when no regular workdays are scheduled, rather than a period of paid vacation, and the payment received during the summer (except for summer school) is considered deferred compensation.

Retirement

To assist their department in planning for future semesters, individuals should notify their department chairperson as soon as they have made a firm decision to retire.

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In addition, to avoid the risk of forfeiting all retirement benefits, it is essential that certain steps be taken as an individual approaches his/her retirement date. There are two basic procedures: one involves College procedures described in (1) below; the second involves procedures which relate directly to the retirement system of the individual, described in (2) below.

1. Determination of Terminal Leave (Travia)

Regardless of the retirement system to which an individual belongs, he/she may be entitled to terminal leave based upon accrued temporary disability leave. Members of the staff should make an appointment with the College Human Resources Director for verification of retirement leave. At that meeting employees will be given an Application for Retirement Leave of Absence

This form must be completed and filed by the employee with his/her Department Chairperson who will forward it to the Vice President of Academic Affairs and the President for signatures. This form is then returned to the College Human Resources Department.

Full time faculty on Travia Leave may teach one course up to 45 hours or have a non-teaching assignment of no more than 75 hours, with the approval of the University Office of Faculty and Staff Relations.

2. Filing Retirement Papers

New York City Teachers' Retirement System (NYCTRS): Application for retirement must be filed with NYCTRS at least one day prior to the retirement date. Employees wishing to retire must contact the New York City Teachers' Retirement System, 55 Water Street, New York, NY 10041 a few months prior to their actual retirement date to request retirement information and application forms. Information can be obtained from the NYCTRS website at www.trsnyc.ny.us.

Teachers Insurance Annuity Association/College Retirement Equities Fund (TIAA/CREF): Employees must file directly with TIAA/CREF at 730 Third Avenue, New York, NY 10017-3206 at least one day prior to their retirement date.

New York City Employees Retirement System (NYCERS): Members of NYCERS may retire not less than 30 or more than 90 days subsequent to filing an application for retirement for Tiers 1, 2, and 3. For Tier 4 members, the application may be filed with NYCERS up to the day before the effective date of retirement or up to 90 days prior to the effective date. Application forms may be obtained from the BCC Human Resources Department and must be filed at the New York City Employees' Retirement System, 335 Adams Street, Suite 2300, New York, NY 11201-3751. Applications can also be obtained from their website www.nycers.org.

Obtaining Information on Retirement Benefits

The College Benefits Officer is in the Human Resources Department. Make an appointment with the personnel staff if you wish information regarding retirement benefits.

The CUNY Office of Human Resources Management is located at 205 East 42nd Street, New York, NY 10017, 646.664.3263. You may also obtain information concerning retirement benefits from the University Pension Officer.

Special Note: It cannot be emphasized too strongly that it is the responsibility of each employee anticipating retirement to ensure that his/her retirement application is on file with their appropriate retirement system and with the College Human Resources Department within the proper filing period.

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Distinguished Professor

The title of Distinguished Professor is conferred on an individual by the Board of Trustees in recognition of exceptional scholarly achievement. The preference for these appointments is to recruit and retain new faculty whose appointments would enrich high priority academic units, especially when candidates require special incentives to influence their decision to accept an offer. These appointments are expected to contribute to CUNY's commitment to recruit and retain an excellent faculty representing a rich diversity of gender and ethnicity ([PSC/CUNY Agreement](#), Article 23).

Distinguished Lecturer

A Distinguished Lecturer title shall be created by the University, as follows:

The title shall not be eligible for tenure. Any individual may not serve in the title for more than five years. The salary range for the title will be from the minimum of the Lecturer schedule to the seven-year step on the Professor schedule. The position will be primarily a teaching position, but it may include research. There will be no more than 80 Distinguished Lecturers. The workload for Distinguished Lecturers will be the same as that of Professors in the college to which they are appointed.

Professor Emeritus

In accordance with a long-standing practice of the Board of Trustees of The City University of New York, the title of Professor Emeritus is "automatically conferred upon all full professors who have honorably retired after more than ten years of service." The ten years of service is from time of initial appointment, not from the time of promotion to the rank of full professor. Because the designation is automatic for eligible full professors, no formal application to the College P & B or the President is required.

The same policy allows for those in the rank of associate or assistant professor to receive the title of emeritus "in exceptional cases." To establish that a case is indeed exceptional, an associate or assistant professor who retires with more than ten years of service and wished to be designated professor emeritus must:

1. Submit a letter to his/her department chairperson at least two months prior to the beginning of retirement leave.
2. Specify the reasons why an exception should be made; for example, outstanding achievements and recognition in research/publication, teaching or service to the College or community.

The request will then be voted on by the Departmental P & B Committee. If affirmative, it will be forwarded to the College P & B Committee for its vote.

There is no appeal at any level should the various committees act unfavorably upon the request.

At BCC, the following rights and privileges are conferred upon all who receive the title of Professor Emeritus:

1. Use of all College learning and recreational facilities; for example, library, learning resource center, computer facilities, pool.
2. Free on-campus parking (provided the emeritus is not employed for compensation on an adjunct or resident professor basis). The Senior Vice President of Administration & Finance will issue a card entitling the Professor Emeritus to this privilege upon request.
3. An invitation to attend the President's breakfast on graduation morning and to be seated with the faculty during graduation.
4. To be notified of and invited to college cultural and intellectual events.

Resident Professor Series

Article 36 of the [PSC/CUNY Agreement](#) state that:

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1. To be eligible for appointment to the Resident Series titles a person must be a member the instructional staff of CUNY, at the time of application, at least 55 years of age, and eligible for service or age retirement prior to the appointment to the position.
2. To be eligible to receive appointment, after meeting above requirements, must have first exhausted retirement leave benefits under Section 3107 of the Education Law
3. Appointments shall be discretionary with the Board of Trustees on recommendation of the College and be made only where educationally and financially advantageous to the instructional unit and College.
4. Incumbents in this title series will be eligible to receive a movement within schedule on January 1, 1995, and the January first of each succeeding year following completion of at least ten (10) full months of service. (Titles and salary rates are listed in Section 36.1.)
5. Appointment shall be for a semester or academic year, duration not to exceed three years.

Conditions of Employment:

1. Persons holding a title in the Resident Series may teach no more than the lesser of two courses or six credit hours during each academic year.
2. Assignment of courses shall be within the discretion of the departmental chairperson and/or other properly authorized college official.
3. Assignment of courses shall be within the range of offerings previously taught by the Resident staff member, but no Resident staff member shall have a claim to teach a particular course.
4. Appointment shall be subject to sufficiency of student enrollment and financial ability.
5. Disputes arising under the provisions of this resolution for early retirement shall be subject to Section 20.3 hereof, with an appeal permitted to the Chancellor or the Chancellor's designee.
6. An individual who accepts early retirement under this plan shall retain faculty prerogatives under the Bylaws, except that no such person may serve as chairperson, in an excluded management title, or serve on a departmental personnel and budget committee or other personnel committee.
7. Acceptance in the Resident Series title shall not preclude the individual from receiving benefits under the CUNY Faculty Welfare Fund to which he/she is otherwise entitled as a retiree.

Guidelines on Equivalencies

Determination of Equivalency Status

Application for an Equivalency to the Doctorate

An application for equivalency to the doctorate, whether for a new hire or current faculty member, will be granted if the requirements of Section 11.8 of The City University of New York Board of Trustees Bylaws Section 11.8 have been met. This determination will be made by the University Office of Academic Affairs. A recommendation for equivalency will adhere to the following procedures:

I. NEW APPOINTMENTS

A request for equivalency for new appointments will be made by the academic department to the College Office of Academic Affairs. Upon approval of the College Office of Academic Affairs, the request will be sent to the University Office of Academic Affairs.

II. CURRENT FACULTY MEMBERS

- A. For current employees in the rank of assistant or associate professor seeking an equivalency, a request would be submitted to the Department P & B in the fall semester. As in other personnel actions, candidates applying for equivalency status may, at their option, appear in person before the Department P & B. A positive recommendation from the Department P & B is forwarded to the Subcommittee on Waivers, Equivalencies, and Early Tenure for review. A negative recommendation from the Department P & B may be appealed to the Subcommittee on Waivers, Equivalencies, and Early Tenure.

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B. All candidates are required to appear in person before the Subcommittee on Waivers, Equivalencies, and Early Tenure. Based on the action of the Subcommittee the following actions will/may occur:

1. Based on a positive recommendation of the Department and a positive recommendation of the Subcommittee, the request for equivalency will be forwarded to the College P & B for a recommendation.
2. Based on a positive recommendation of the Department and a negative recommendation of the Subcommittee, the candidate may appeal to the College P & B.
3. Based on a negative recommendation of the Department, the candidate may appeal to the Subcommittee:
 - a. A positive recommendation of the Subcommittee to grant the appeal will be forwarded to the College P & B for a recommendation.
 - b. A negative recommendation of the Subcommittee to deny the appeal will not be forwarded to the College P & B.
 - c. Candidates for equivalency may be requested to appear before the College P & B but will not be permitted to request an appearance.
 - d. If the College P & B recommends that the candidate be granted an equivalency, the recommendation is forwarded to the President.
 - e. Establishing a candidate's equivalency status and determining the candidate's qualifications for promotion are two separate and distinct actions.

C. Once the President has recommended a candidate for equivalency to the Board of Trustees, the candidate's request for promotion may be considered in accordance with established procedures by the Department P & B and the College P & B Committee.

D. Candidates with equivalency status granted by the Board of Trustees may subsequently apply for promotion(s) to higher rank in accordance with the P & B procedures applicable to those with a doctorate.

Waivers – ([CUNY Bylaws](#), Article XI, Sections 11.1)

The qualifications and requirements hereinafter set forth **may be waived** by the Board only in exceptional cases. In each such case, the president shall make a full written report, setting forth reason why the application of the regulation is not possible or desirable, clearly specifying the qualifications of the candidate which can be reasonably accepted within the spirit of the requirement, and stating that the appointment or promotion is desirable for the good of the institution.

At BCC, the following guidelines for waivers have been adopted:

The College P & B will approve waivers only under exceptional circumstances. Achievements above and beyond the usual must be demonstrated clearly in such areas as progress toward the doctorate or terminal degree in an appropriate discipline, publications, superior teaching and curriculum development, unusual administrative accomplishments, creative work in the arts, appropriate work experience, etc.

Determination of Waiver Status

- a. Requests for promotion with waiver of the [CUNY Bylaws](#) will be considered by the various personnel committees in accordance with the same procedures following in other promotional actions, except as modified below:
 - (i) Candidates (other than those applying for promotion to the rank of professor) will not be permitted to appear before the College P & B Committee when the latter is reviewing positive subcommittee actions.
 - (ii) Candidates applying for promotion to the rank of professor with a waiver of the [Bylaws](#) are required to appear before the College P & B Committee.
 - (iii) Four or more letters of reference from experts outside the University are required.

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- b. Negative recommendations at any level on requests for promotion based on a waiver may be appealed to the next higher level in accordance with the guidelines governing appeals. Such appeals, which include the right of personal appearance, are governed by the guidelines adopted previously by the College P & B Committee.

Unlike equivalencies, waivers cannot be separated from promotional actions. Thus, candidates who have been promoted based on a waiver cannot rely on that waiver when subsequently applying for promotion to a higher rank. Such candidates can be considered only based on another waiver unless they have attained an appropriate doctorate since their last promotion.

Appeals

At its meeting of March 23, 1988, the College Personnel and Budget Committee revised the guidelines to be followed by candidates applying for reappointment, reappointment with tenure or promotion, and, by those candidates wishing to appeal negative recommendations concerning these applications. These guidelines, which became effective September 1, 1988, are based on the following principles:

- a. All appeals will be heard by a body or person other than the one that made the original negative recommendation. Thus, depending on where the original negative recommendation occurred, the appeal could be heard by the College P & B itself, or the President. Candidates are limited to one appeal with right of personal appearance.
- b. A presidential decision not to accept a positive College P & B Committee recommendation is not subject to further appeal. In this case a candidate may request the President to give reasons for her [his] action in accordance with Article 9.9 of the [PSC/CUNY Agreement](#).
- c. The Department P & B, the College P & B, and the President will notify candidates of all actions taken by them.

*Since the subcommittees function under the overall authority of the College P & B, notices of subcommittee actions are not to be construed as grants of independent authority to the subcommittees.

Sequence of Personnel Actions and Appeals Procedure

1. Candidates have the option to appear in person before the Department P & B Committee. Positive Department P & B actions are forwarded to the subcommittee for review and vote. There is no appeal at the departmental level, and the Department P & B Committee will not entertain requests from candidates for reconsideration.
2. Negative decisions of a Department P & B Committee may be appealed to the College P & B Committee for review and vote. The candidate has the right to appear before the Committee.
3. Candidates not recommended by the College P & B and who have not had a prior appeal with personal appearance may appeal to the President and be heard in person. Candidates not recommended by the College P & B Committee but who were heard on appeal at lower level may ask for the President's reasons as provided by the [PSC/CUNY Agreement](#), but without the right of personal appearance.

5. RESEARCH & GRANTS

Bronx Community College Grants Office supports the preparation and submission of grant and contract proposals. Once a faculty or staff member has identified a potential funding source and decides to prepare a grant or contract proposal, it is strongly recommended that he/she submit a [Proposal Registration Form](#) (PRF) to the Grants Office. The Grants Office circulates the PRF to all Executive Council members and appropriate Department Chairperson(s). Some externally funded projects require additional space, modification of space, or matching funds. There may be limitations on the number of proposals that can be submitted by Bronx Community College or the City University of New York. Such hurdles should be cleared before the proposal writer invests too much time in the development of the grant application.

Proposal Preparation and Submission

These are the steps involved in preparing a grant proposal.

1. Find Grant Opportunities

Finding a funding source to support your research ideas is your first step in preparing a grant proposal. Let the Grants Officer know what you're interested in doing and/or your area of expertise and she will help with your search. See [Researching Funding Opportunities](#)

2. Read Funding Opportunity Guidelines

Read guidelines to ensure eligibility and that you meet the agency requirements.

3. Contact the Grants Office

Contact the Grants Office at 718-289-5183, for guidance with budget and submission process. The Grants Office will help you determine how much lead time is needed. It can provide proofing, editing and overall help during the writing process. The Grants Office strongly advises that a PI be prepared to submit a proposal a minimum of two weeks before the actual deadline so that the submission can be scheduled. That will allow the needed time to deal with error messages from [Grants.gov](#) and/or the funding source's proposal processing system. Many deadlines at different agencies coincide. All proposals must go through the Grants Office and the staff wants to be able to provide the needed attention to each proposal, without the logistical problem of too many people leaving a submission the same late afternoon.

4. Writing A Proposal

Proposal writing is the crux of the process. Writing assistance and tips are listed below:

- Proposal Writing — [The Grantsmanship Center](#)
- Tips
 - Depending on the size of the proposal, you may have more than one person writing the proposal. The more people that engage in writing the proposal, the more different writing styles are going to be in the final draft. It is less jolting to the reviewers if the style does not vary from section to section.
 - Find someone, preferably not connected to your field, to read your proposal. That person must be honest with you. If that person has questions or criticisms, so will a reviewer. Remember not to overuse the jargon of your field of study, as some of the reviewers may not be as familiar with your field as you might think.
 - Don't make claims that you cannot substantiate. Remember that besides review of your printed proposal, there could be a site visit.
 - Have a final editor. You want perfect grammar. You want consistency between the project description and the budget. For example, if in the review of the budget, you determine you must change the number of students or the number of trips, you must make sure that is also reflected in the project description. A single change might require a revision of the project description, a budget modification, the addition, or deletion of a CV, etc.

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- Don't dress up the proposal too much and don't use too many adjectives. Many readers are given many proposals to review – they are looking for substance in the proposal. They will decide whether your project has the potential for achieving great things.

5. Submitting the Proposal

Many grants are now being submitted electronically. Many federal grant applications now must be submitted through Grants.gov, which itself is going through a software transition, resulting in periods of time when it is not accessible. The Grants.gov portal will bounce back with error messages any submission that does not meet certain criteria. There is a limited window for dealing with the error messages. Failure to correct the errors will result in the proposal not being accepted for review.

Even after clearing the Grants.gov portal, an electronic proposal then goes to the funding source's own electronic system (such as Fastlane at NSF or ERA Commons at NIH). At that time, there may be additional error messages and warnings, to which the applicant has two workdays to respond, and which requires the Grants Office to pull back the applications, make the needed changes, and re-submit through Grants.gov. The proposal submission process is not complete until there are no error messages from the agency's electronic system.

Frequently Used Facts

Organization	BCC Specific Information
EIN (Entity Number & Federal ID)	Research Foundation of CUNY – 131988190 Bronx Community College of CUNY – 136017865
Congressional District	16, 15
DUNS (Data Universal Numbering System) Number	RF CUNY for federal grants application on Grants.gov – 064932676
DHHS (Department of Health and Human Services) General Assurance for the Use of Human Subjects	FWA (Federal wide Assurance) Number – FWA00003623
Contact HRPP coordinator, Prof. Alexander Wolf , at 718.289.5525 to request IRB approval on Human Subjects.	Animal Welfare Assurance Number – A3705-01

Commented [ML4]: Is he still the coordinator?

Additional resources in the Research Foundation site, www.rfcuny.org. The Research Foundation provides two resources for identifying funding available to CUNY faculty. Please reach out to [Rolly Wiltshire](#) at 718.289.5186 to sign on to these services (**pivot-rp** and **grantforward**), <https://www.rfcuny.org/rfwebsite/principal-investigators/explore-pre-award-resources/search-for-external-funding/>.

Fringe Benefits Rates to Use in Budget Calculations can be found in the table below and at <https://www.rfcuny.org/rfwebsite/media/2828/fringe-benefit-rate-chart-fy-22-23-only.pdf>.

Category	Rate
Full-time	38% + MTA 0.34%
Part-time	9.5% + MTA 0.34% (19 hours/week or less)
Release Time	43% currently, 49% effective 7/1/15
Summer Salary	26%
Adjunct	13%

DHHS Indirect Cost Agreement – Effective Period: 7/1/2011 – 6/30/2015

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Location	Rate	Applicable to:
On Campus Rate	69%	Research/Training
On Campus Rate	63%	On-Campus Non-Research (Other Sponsored Activity) Projects
Off Campus Rate	34%	Applicable to: Research/Training

Apply this rate to the modified total personnel, which includes salaries and wages plus fringe benefits.

Mileage Rate – \$0.56/mi

The CUNY Research Integrity & Compliance Office

One mission of the CUNY Office of Research is to ensure University compliance with federal, state, and local regulations and ethical standards with regard to all aspects pertaining to the responsible conduct of research. Vital to our mission of promoting research excellence is the creation and implementation of key University policies. These policies address a wide variety of research issues and regulatory requirements, spanning all areas of research at CUNY. The research and sponsored projects compliance division of the CUNY Office of Research provides oversight, administrative support and educational training concerning regulatory and ethical issues related to research. <https://www.cuny.edu/research/research-compliance/>

Research Ethics

For BCC faculty members involved in research, we summarize here some of the main possible problem areas you should be aware of. They apply to all academic fields. Your reputation as a researcher, as well as our college's reputation, could suffer if there are problems in the areas described below. Large funding agencies such as the NSF and the NIH also require us to maintain the highest standards of research integrity.

The following list is based on the information and policies described at the CUNY Office of Research (<https://www.cuny.edu/research/research-compliance>) and highlighted in the CUNY Research Ethics Webinars from October 2021, 2022, run by Adrienne Klein.

The webinars are available here <https://www.gc.cuny.edu/research-and-sponsored-programs/research-policies>.

1. *Plagiarism*

Plagiarism is one of the most common problems in research. If you use someone else's work, (or your own work from an earlier paper), then this work must be clearly and properly cited. Exact text copied from another work should be put in quotes and cited, though it is usually better to rewrite and rephrase instead. The Research Integrity Officer will begin an inquiry into any cases of possible plagiarism. Any use of generative Artificial Intelligence (AI) must be properly cited.

2. *Data falsification*

If the data used for a paper is falsified, or even completely made fabricated, then this is a serious issue of misconduct that would also be investigated by the Research Integrity Officer. Data sets must be managed properly, stored securely, and are usually owned by the college.

3. *P-hacking*

P-hacking, or data dredging, means reanalyzing a data set in different ways until a desired outcome is reached. The results of this will usually not be scientifically meaningful. Before a data set is collected it is encouraged in some fields to register your research plans in advance to avoid this problem.

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4. *Conflicts of interest*

Conflicts of interest are often financial and should be disclosed so that everything is done ethically and transparently. This protects research results as well as reputations. Our College Conflict Officer at BCC may be needed to manage certain conflicts of interest or commitment.

5. *Mentoring*

Mentoring of students or more junior faculty members should be done carefully and responsibly, emphasizing the best practices in the field. Correct authorship attribution must be made for any resulting papers; see the next item.

6. *Authorship*

It is important that the correct names are listed as the authors of a paper. They are those who have made a significant contribution to the work, or participated in writing the paper, or who gave it a final approval. If an error is found in published work, then it is the responsibility of the authors to contact the journal with a view to providing a correction.

7. *Peer review*

If you write a referee report for a paper submitted to a journal, then it should be done in a timely manner and be objective, giving constructive criticism. Confidentiality must also be maintained.

8. *Predatory journals*

Check that any new or unfamiliar journal to which you decide to submit your work is of high quality, with an editorial board of recognized experts and a peer review vetting process. Most journals do not charge fees to authors. 'Predatory journals' usually charge fees and publish papers regardless of quality. They should be avoided.

9. *Protections*

If your research involves human subjects then it should be reviewed by CUNY's Human Research Protection Program. Please reach out to the HRPP coordinator to seek approval. Animal welfare is monitored by campus Animal Care Committees.

10. *Export control*

Export control is an important area where certain technologies, biological matter, software, or data are restricted from transfer to foreign countries or foreign nationals. This usually involves potential military applications. CUNY's Export Control Administrators must review any such transfer.

For more information on these ten items, use the links in the first paragraph. Also, for examples to avoid, see recent cases of research misconduct from around the world at Retraction Watch: <http://retractionwatch.com/>

Please contact Research Integrity Officer with any questions or comments:

Dr. Cormac O'Sullivan
Dept. of Math and Computer Science
BCC cormac.osullivan@bcc.cuny.edu

6. ADMINISTRATIVE & OTHER INFORMATION

Accidents – In all accidents, the following procedures shall be followed:

- Administer first aid or get competent assistance to do so.
- Telephone or send for assistance by dialing the Health Services Office (ext. 5858) located in Loew Hall room 101, and/or the Office of Public Safety (ext. 5911). Notify the Department Chairperson who will notify the Vice President of Academic Affairs' Office. In the evenings and on weekends, notify the Office of Public Safety.
- Stay with the individual until someone from Public Safety arrives.
- Make the individual as comfortable as possible—loosen tight clothing, tie, belt, etc. Do not move the victim unless it is necessary to prevent further injury. If movement is necessary, do so carefully and gently. Keep the individual warm.
- Remain with the victim until he/she is safely in the Health Services Office, ambulance or on the way home.
- As soon as possible, but within 48 hours, an official College Accident Report is to be completed in the Health Services Office and forwarded to the Office of Public Safety. Accident Report forms are available in the Office of Public Safety and the Evening Administration Office.

Accident Reports – Completed Accident Reports should be processed as indicated:

The person responsible for the activity at which an accident occurs prepares the accident form and sends it to the Health Services Office with a copy to the Office of Public Safety.

When an accident occurs in an area where a member of the faculty may not be in charge (corridors, stairs, elevators, etc.), the College nurse will fill out the Accident Report in conjunction with the Office of Public Safety. The original report will be filed in the Office of Public Safety and a copy kept in the Health Services Office.

Fire – Periodic fire drills are conducted by law.

- The fire alarm or signal for a fire drill is sounded by a series of gongs, buzzers, or bells. Please respond to the signals promptly.
- Procedures to be followed in fire drills are posted on a printed placard located near the elevators and staircases. Familiarize yourself with these regulations each semester, as you will be expected to supervise your class in these drills. Do not use elevators.
- Students who are not in class when a drill is sounded are to join the nearest organized group and proceed under the direction of the faculty member in charge. Upon leaving a building, go to a location at least 100 feet from the structure. Faculty members are expected to observe the fire regulations and require students to do so.

Duplicating

Facilities are available in all departments for faculty members for duplicating relatively small quantities of material. Central duplicating facilities for larger quantities are in Roscoe Brown room 111B, the Campus Service Center. Allow at least three days for large quantity requests. Submit a work order for duplicating by visiting <https://www.bcc.cuny.edu/submit-a-work-order/>. Copyright restrictions must be adhered to when making any requests for the duplication of teaching material.

Health Plans

Full-time faculty may join a variety of health plans. Faculty should go to the Human Resources Department, South Hall, first floor, ext. 5119, for all pertinent information and forms relating to the plans.

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The PSC-CUNY Welfare Fund provides Group Life Insurance, Disability Insurance, and Major Medical Insurance. Prescriptions, Dental, and Eyeglass benefits are also available to eligible instructional staff.

Accommodations for Special Needs

A lactation room is in Meister Hall, Room 208. Access to this area can be made available to faculty through the Office of Human Resources.

There are 31 gender neutral bathrooms on campus.

Please refer to the campus map for accessibility to campus buildings: <http://www.bcc.cuny.edu/wp-content/uploads/2022/06/accessible-map.pdf>.

Hourly Pay

Evening, Weekend and Extension faculty teaching for hourly pay are paid for only hours taught. Adjunct faculty and faculty in multiple-position assignment, who are absent because of personal illness or death in the immediate family, may be excused for a period of 1/15 of the total number of clock hours in the particular session or semester. See PSC/CUNY Agreement, Article 14.8. Time sheets must be completed according to schedule.

Faculty and Counselors are paid 60 percent of the adjunct work rate for (administrative) non-classroom activities. Time sheets must be submitted to the chairperson of the department. Hours actually taught in the classroom are paid at the adjunct rate.

Locksmith

Faculty should request a work order form to be filled out by the department administrative assistant and sent to the Physical Plant Services' Office (PPS) for lock changes, files opened, hardware fixed, etc. Submit a work order by visiting <https://www.bcc.cuny.edu/submit-a-work-order/>.

BCC Key Issuance Procedures

- Keys will be issued to College employees only upon the request of their area administrator, e.g., the department chairperson or director. There will be no charge for the first-time issuance of a room key. However, a \$10 fee will be charged for the replacement of any lost or stolen room key.
- A written key request form must be completed and must include the signature of the appropriate authorized unit head. The key request form must be sent to the Administrative Superintendent of Physical Plant Services (PPS), located in New Hall 12D, or faxed to his All key recipients must schedule a time to pick up their keys, in person, at the PPS Locksmith Shop in New Hall 16, ext. 3070, and must sign to verify receipt of keys, and to attest to the fact that they agree to return all keys upon their separation from service to BCC.
- Key recipients must bring with them a copy of the signed key request form plus a validated BCC identification card. The individual to whom the key is issued will be held responsible and accountable for said key until its return.
- Unauthorized duplication of any BCC key, or the possession of any unauthorized BCC key, will result in disciplinary procedures and as outlined in the New York State Penal Code, may result in misdemeanor charges against the individual.
- Lost, or stolen keys must be immediately reported to the appropriate area administrator and to the Department of Public Safety at 718.289.5390.
- In the event of forgotten keys contact the Department of Public Safety at 718.289.5390 and present your campus ID.
- Faculty or staff separating from the College must return all keys and/or pay fines for lost keys prior to completing the exit process with the Department of Human Resources.

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- BCC students who are issued keys must be authorized by the unit administrator on a semester-to-semester basis and must provide verification of class enrollment for each semester.
- In the event of a lockout, call the Locksmith (ext. 3070) and the Department of Public Safety (ext. 5390).
- Broken locks on desks, cabinets or other furniture will be opened by PPS locksmiths at no charge, but these locks will not be repaired; they may be replaced with a new lock and key for a fee of \$20. A replacement key for some furniture items will be provided, if available, for a fee of \$3.

Campus Service Center

The Campus Service Center is in Roscoe Brown Student Center (111B/C) where the coordination of auxiliary and campus services is provided such as:

Identification Cards

To ensure that College facilities are available only to authorized persons, all faculty members are issued identifications cards that include the picture of the holder. Faculty may acquire ID cards at the Campus Service Center and/or access the digital ID card on the BCC app.

ID cards should be carried at all times. They also serve as a CUNY-wide Library cards and are required for payroll purposes. Expiring ID cards must be validated at the Campus Service Center.

BCC Mobile App

The Bronx Community College App can be downloaded at the Apple Store or at the Google Play Store. Please refer to the BCC Mobile App for additional features.

Mail

Mail is delivered and picked up from all administrative and department offices daily. Inquiries regarding pick-up, economical postage rates, etc. should be directed to the Campus Service Center, ext. 5365. No personal mail should be placed in the department's outgoing mail.

Parking Decals

Full-time faculty can obtain a parking decal for the year from the Campus Service Center by showing the valid BCC college ID, valid driver's license vehicle registration, and the required fee. Adjunct faculty can purchase a decal for the semester. Faculty are expected to adhere to the traffic regulations described in the Traffic and Parking Regulations booklet provided at the time of obtaining a parking decal.

Faculty expecting a visitor who would like to park on campus must request a Visitor's Pass at least 24 hours prior to the visit from the Department of Public Safety (ext. 5923; Loew Hall, Room 510). Relevant information to obtain a pass must include visitor's name; date and time of visit; vehicle's year, make, model, and color; requester's name, department, building, room number and campus extension.

Online Services via [Quick Links](#)

Academic Calendar	Duplicating Request System (DRS)
Blackboard (Login)	Email (Login)
Online Bookstore (Login)	Faculty & Staff Directory
Calendar of Events	ePortfolio
Campus Service Center	Library Search Tools
Course Finder	OSSES (Login)
CUNYfirst (Login)	Starfish (Login)

DegreeWorks	Other Campus Resources
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Protocol for Off Hours Access to the BCC Campus for Faculty and Staff

Except for major holidays, in observance of which Bronx Community College may be officially closed, the College is open for business Monday through Saturday, 6:30 a.m. – 11 p.m., and Sunday from 7:30 a.m. to 4 p.m. If faculty or staff wish to come to their office or remain on campus during those times when the College is closed, they must submit prior written notification to the Office of Administration & Finance (including the “to/from” time) and this notice must be authorized by their academic department chairperson or a member of the President’s Executive Council to which their area reports. In addition, on each occasion, faculty and staff will be asked to present a BCC ID card validated for the current semester, and they will need to sign in and out.

In the case of a last-minute emergency, such as an unforeseen need to retrieve something from an office, the Public Safety Officer on duty will contact the chairperson, coordinator or Executive Council member at home and advise him or her of the situation. Once approval is obtained, a Public Safety Officer will escort the individual, open the building, and remain until the purpose is accomplished and the building can be re-locked.

Members of the Executive Council and Department Chairpersons do not need prior authorization to come on campus during off hours, but they need to call Public Safety Office at least one hour in advance of the time they expect to arrive. Upon arrival to the campus the aforementioned will also be expected to present a valid BCC ID card and to sign in and out.

Retirement and Pension

Full-time faculty members are required to take membership in the New York City Teachers’ Retirement System (NYCTRS) or the Teachers Insurance Annuity Association (TIAA-CREF). The City of New York and the employee share the bi-weekly contribution to the NYCTRS and TIAA-CREF.

Retirement allowances are computed based on years of service and annual salary earned prior to retirement for NYCTRS members. TIAA-CREF pension is based solely on the total amount of money contributed to the employee’s account. Inquiries regarding pensions should be directed to the Human Resources Department, Benefits Officer, South Hall, first floor, ext. 5119.

The New York State Retirement and Social Security Law **requires retirees of a public pension within the State or City of New York to disclose prior public employment and pension plan history to The City University of New York for the purpose of establishing a retiree’s eligibility for employment.** Failure to disclose such information can result in the suspension or diminution of the retiree’s public pension benefits. Form 210—Certification of Prior NYS or NYC Public Services must be completed.

Salary Information

Instructional staff salaries are paid bi-weekly. The Bursar’s Office, Community Hall (CH) Main Level, ext. 5618, distributes paychecks generally on Thursday, with some exceptions. Schedules for distribution are sent to all offices each semester. Faculty are highly encouraged to enroll in Direct Deposit. Forms may be obtained online from the Human Resources webpage. Adjunct faculty separated from the college for one or more semesters will have to re-enroll for Direct Deposit.

Current Salary Schedules for instructional staff based upon titles are listed in the *AGREEMENT BETWEEN THE CITY UNIVERSITY OF NEW YORK AND THE PROFESSIONAL STAFF CONGRESS/CUNY, 2010–2017*. The Salary Schedules can be accessed at (<http://www.psc-cuny.org/contract/cuny-salary-schedule>).

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Travel Funds

Funds are available to assist faculty members who wish to attend conference meetings. For further information, consult department chairperson.

Supplies

The ordering of office supplies, textbooks, equipment, etc., is handled through each department office or chairperson.

Closure / Snow Emergencies

The CUNY Alert System will Provide push notifications via voice, email, and text. Personal notification preferences can be made at (<https://www.cuny.edu/cuny-alert/>). Other notification resources follow:

Call Letters	AM	FM	Website
WADQ	1280		www.wado1280.com
WBLS		107.5	
WCBS	880		www.wcbs880.com
WFAS	1230	103.9	www.wfasam.com , www.wfasfm.com
WINS	1010		www.1010wins.com
WLIB	1190		
WOR	710		www.wor710.com

Other sources of up-to-date information regarding the cancellation of classes and/or college operations are:

- The College website, www.bcc.cuny.edu
- The CUNY website, www.cuny.edu
- BCC's main telephone number 718.289.5100, campus-wide email and voice-mail broadcast messaging, and text messages from CUNY and BCC.

The University has assured us that they will continue to explore ways to deal with emergency closings that minimize the disruption of operations, while attempting to lessen confusion on the part of the college community.

7. COLLABORATIVE ON ACADEMIC CAREERS IN HIGHER EDUCATION (COACHE)

COACHE is a research-practice partnership at Harvard Graduate School of Education, focused on the study of postsecondary faculty experience at different institutions. Among 250 other colleges, universities, community colleges and systems, CUNY has partnered with COACHE, using their surveys and approaches to examine the faculty experience throughout our system.

The members of BCC's COACHE Implementation Committee created content to address questions BCC faculty may have about the survey as well as report on previous COACHE results with information on how issues of diversity and inclusion on campus were addressed using the results. For COACHE information and reports, [click here](#).

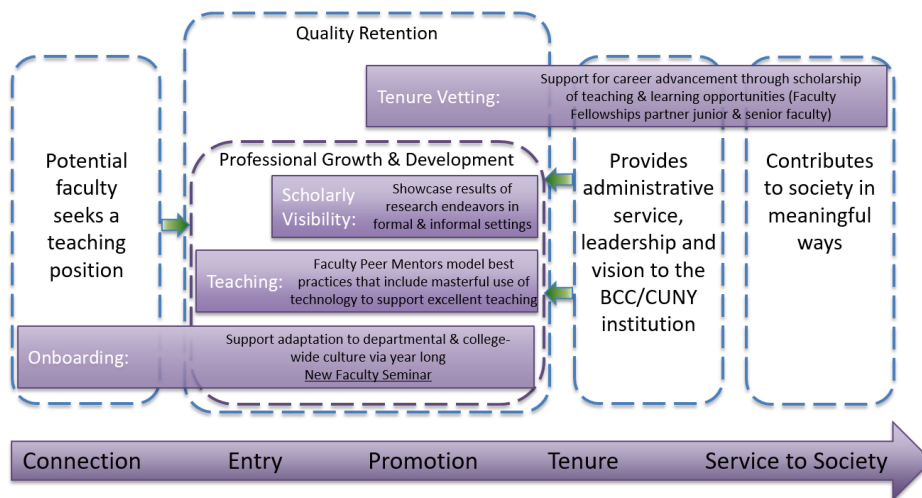
8. FACULTY DEVELOPMENT

Faculty development is coordinated through the Center for Teaching, Learning & Technology (CTLT).

As the comprehensive center for faculty development activity, CTLT is committed to building an environment that encourages our instructional staff to explore innovative approaches to teaching and learning and establishes a common understanding of tested best practices and collaboration with colleagues. Pedagogy is about teaching and learning. To that end, CTLT seeks student success and faculty satisfaction by providing opportunities for faculty development and scholarship. For classroom management techniques and tips [click here](#).

Teaching and Learning with Technology Roundtable

CTLT seeks to support the professional development of faculty



Recent and Recurring BCC Programs:

Most faculty development programs begin in June of each year, with a up to four (4) days of synchronous meetings lead by a faculty mentor or mentors. Seminars generally have benchmark activities and monthly cohort meetings that build mastery and faculty cohesion. Most seminars provide compensation to faculty for successfully completing the required benchmarks.

All program offerings, activities, and outcomes evolve to remain current and relevant.

Title	Description	Duration
<i>New Faculty Seminar</i>	This seminar	9 Months
<i>Writing Across the Curriculum (WAC) for Writing Intensive (WI) Courses</i>	This seminar will help faculty design a Writing Intensive course. A course section designated as Writing Intensive (WI) is a section of a course, in which there are both formal and informal writing	3 Months

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<i>Title</i>	<i>Description</i>	<i>Duration</i>
<i>Online Teaching Certificate – Novice</i>	assignments. WI courses are capped at 22 students and include writing –to-learn activities such as journals, self-assessments, and brief, low-stakes essays as well as graded formal papers. All BCC students are required to take 2 WI courses to graduate. This seminar	6 Months
<i>Online Teaching Certificate – Advanced</i>	This seminar	6 Months
<i>Online Digital Design – Advanced</i>	This seminar	6 Months
<i>Asynchronous Classroom Techniques (Summer)</i>	This seminar	6 Months
<i>Classroom Tech Use & Skills</i>	This workshop	2-3 days
<i>Intro to Media Management</i>	This workshop	2-3 days
<i>Ally Training</i>	This workshop	1 day
<i>OER (Spring or Summer)</i>	This workshop	1 week
<i>Classroom Management & Decorum</i>	This workshop	2-3 days
<i>Culturally Responsive Teaching</i>	This seminar	6 Months

9. RESOURCES

Calendars:

[CUNY Academic Calendars](#)

[BCC Academic Calendars](#)

[BCC Registrar Calendar](#)

[BCC Events Calendar](#)

[CUNY Holiday Calendar](#)

Miscellaneous:

[BCC Governance – College Senate](#)

[Campus Service Center](#)

[Collaborative Institutional Training Initiative Program](#)

[College Personnel & Budget Committee and Academic Review Committee](#)

[CUNY Bylaws](#)

[CUNY Centers for Teaching and Learning](#)

[CUNY Innovative Teaching Academy](#)

[CUNY Office of Research](#)

[PSC CUNY](#)

[Copyright Guidelines](#) – The Office of The General Counsel and Vice Chancellor of Legal Affairs memorandum of July 1992 contains the stipulations for University faculty who make multiple photocopies of copyrighted materials for classroom use can be found at <https://www.cuny.edu/about/administration/offices/legal-affairs/policies-resources/intellectual-property/copyright-materials/>. For assistance in obtaining permission to use copyrighted material, contact the BCC Legal Counsel's Office.

Intellectual Property (IP) – The policy on Intellectual Property at CUNY serves the following purposes:

- To serve the public good by promoting and facilitating the dissemination of the products of research, authorship, and invention by the University1 community
- To recognize and encourage research, authorship, and invention by the University community by providing for the sharing of tangible rewards resulting from the commercialization of such research, authorship, and invention.
- To define the ownership, distribution and commercialization rights associated with the products of research, authorship and invention by the University community, and to define the policies and procedures for managing such products.

The full document can be found at <https://www.cuny.edu/about/administration/offices/legal-affairs/policies-resources/intellectual-property/>

Academic Freedom vs Educational best practices vs high impact **practices**

Teaching resources and the Learning Management **System (LMS)**

Commented [ML5]: What is good teaching definition and guidance on the syllabi? Should these two sections be introduced here?

Commented [EG6]: Expectation that faculty will use the LMS, who to contact for assistance; reserving space or lessons in the Library, access to Digication ePortfolio.

APPENDIX A – STATEMENT OF POLICY ON MULTIPLE POSITIONS

1. PREAMBLE

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 important and essential 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.

The City University of New York is a major research university. A full-time faculty member is expected to create new knowledge in his/her discipline through scholarly research, writing, and creative works. He/she constantly makes all efforts to improve his/her professional standing through study and thought, and also through activities such as research, publication, attendance at professional conferences, and the giving of papers and lectures. Such professional involvements also enhance his/her abilities as a teacher and as a member of The City University community; such professional involvements support the value of his/her activities on campus and equip him/her to participate in significant educational innovations as well as furthering his/her professional stature.

2. MULTIPLE POSITIONS

a. OUTSIDE THE CITY UNIVERSITY

Full-time appointment to a college or university faculty position is a full-time assignment. Faculty members have a responsibility to observe professional standards of behavior in becoming involved in activities supplemental thereto. No employment, consultative, or other work outside The City University may be engaged in by a faculty member unless he/she receives prior approval from the P & B of his/her department after full disclosure of his/her total academic commitment, the proposed outside employment, consultative, or other work, and other outside work theretofore approved. The P & B committee shall not approve any outside employment, consultative, or other work unless such employment or work relates to the professional interests, strengthens the professional competence, or enriches the professional performance, and does not interfere with the professional standing of the faculty member. No employment, consultative or other work, remunerative or otherwise, shall be approved by the P & B Committee or engaged in if the services of the faculty member to his/her college or the university or his/her ability to meet his/her commitments to his/her college or the University (including teaching, research, and service obligations) will be impaired thereby. If the departmental P & B approves such employment or work, the amount of time that the faculty member may expend thereon shall be determined by the departmental chairperson after consultation with the faculty member, and subject to the review of the college president. In no event shall the total amount of time to be expended on such outside employment or work be or be approved for more than an average of one day a week, or its equivalent over the course of the academic year.

In connection with any outside employment, consulting arrangement or other work, each faculty member shall abide by, make known to the other party and incorporate in any written agreement, the following principles:

- i. The faculty member is serving in an individual capacity, and not as an agent, employee or representative of The City University and that the name of The City University or any of its constituent units may not

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be used in connection with the faculty member's services, other than to identify his/her employer, without the written permission of The City University.

- ii. The faculty member's primary employment responsibility is to The City University, and he/she is bound by its policies, including those related to consulting and other outside work.
 - iii. In rendering services to the outside party, the faculty member may not make substantial use of The City University's resources, including but not limited to its facilities, equipment, employees, proprietary information, or clinical data bases, without written permission of The City University.
 - iv. No relationship or agreement between the faculty member and another party may grant rights to intellectual property owned by The City University and/or the Research Foundation without their written authorization.
 - v. The outside party may not (i) restrict or hinder the ability of the faculty member to conduct current or foreseeable research assignments as an employee of The City University, (ii) limit his/her ability to publish work generated at or on behalf of The City University or (iii) infringe on his/her academic freedom as a faculty member.
- b. WITHIN THE CITY UNIVERSITY-TEACHING
- 1) Where the best interests of the college or the university make it desirable or necessary to draw upon full-time personnel in one unit or branch for service in another, requests for such service should originate with the principal academic or administrative officer of the requesting unit and have the approval of the principal academic or administrative officer of the other unit. It is the policy of the university and its colleges to achieve exchanges of services, wherever possible, by budgetary interchange or by the balancing of interchanged services, with no additional academic load or extra remuneration for the individuals concerned. Variations from this norm will be allowed only with the special permission of the Chancellor, or the appropriate President.
 - 2) Within the framework noted in section 1, full-time non-tenure-track and tenured faculty will be eligible for consideration for an overload assignment when such assignment is determined to be in the best interest of the college and to serve a specific academic need. Permission to take on an overload teaching assignment will only be granted up to a maximum of eight classroom contact hours total over the fall and spring semesters.
 - 3) In addition to the overload assignment permitted in paragraph 2, a full-time non-tenure-track or tenured faculty member will be eligible for consideration for additional overload assignments of no more than a total of six classroom contact hours during the academic year in courses offered during the Winter Session, in courses offered exclusively on Saturdays or Sundays, or in courses offered as part of on-line degree programs.
 - 4) Overload teaching by full-time, non-tenured, tenure-track faculty is not permitted, but if a faculty member is not currently using the contractually mandated research reassigned time, exceptions can be made on an individual basis with the special permission of the Chancellor, or the appropriate President.
- c. WITHIN THE CITY UNIVERSITY- RESEARCH, CONSULTING, EMPLOYMENT

The City University regards scholarly activity and research as part of the normal activity and responsibility of the faculty. In fact, such activities are part of the basis on which faculty members are evaluated, reappointed, or promoted. The public looks to the University as a source of new information, reinterpretations, and advancing intellectual activities. Also, the University is looked upon as a community of scholars. This carries the implication of joint scholarly effort and mutual support and availability amongst faculty and students. The faculty is given full-time annual paid employment to cover all the activities of teaching, research, consulting, curriculum development, counseling, committee work, etc.

When special funding in support of research is available, it is presumed to make possible, or easier, the scholarly activity that faculty and students wish to or are willing to pursue. Accordingly, it is the policy of the Board of Trustees that there may not be paid any extra compensation to full-time members of the faculty for work done during the academic work year. This limitation applies to research, consulting, or any other employment with The City University or any of its associated

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organizations, regardless of the source of funds. For the particular case of extra teaching, the policy is expressed in Section 2b above.

Under the special circumstances of an urgently needed short-term administrative and/or service assignment, a President or Vice Chancellor in the Central Office may authorize specific extra compensation for a faculty member whose services are required as an overload. This authorization must define both time and money limitations and must state that it was not possible to relieve the faculty member of other duties to an equivalent extent. Such non-teaching overload assignments will be limited to 150 hours per semester at the nonteaching hourly rate, or a total of 300 hours for the entire academic year. Further adjustments may be authorized by the Chancellor or the Chancellor's designee.

d. WITHIN THE CITY UNIVERSITY- SUMMER ACTIVITIES

Compensation for CUNY summer activities from the University and related entities, such as the Research Foundation and the college foundations, shall not exceed a total for all such activities of three-ninths of the faculty members' full-time CUNY salary. This includes, but is not limited to, teaching in a summer session in The City University of New York, performing administrative duties (such as service as a department chairperson), and conducting research paid for using funds originating from the CUNY Research Foundation. During the first three summers of a faculty member's employment at The City University, the President of a College or a Vice Chancellor, as appropriate, may authorize payment to a faculty member to conduct his/her research during the summer from tax-levy funds, subject to the same total three-ninths limitation for all summer activities noted above.

Notwithstanding the limitation in the preceding paragraph, a college foundation may pay faculty for research or additional work during the summer, in an amount that will cause the faculty member's total compensation from the University and related entities to exceed three-ninths of his/her annual salary, under the following conditions: (i) such payment is consistent with the rules and regulations applicable to the college foundation; (ii) the circumstances surrounding such payment have been rigorously documented and justified; and (iii) such payment has been approved by the Chancellor or the appropriate President. The faculty member shall report to the college at which he/she has a full-time appointment all such summer activities in advance of participating in them to ensure that they do not exceed contractual rules or University practices.

3. RESTRICTIONS ON MULTIPLE POSITIONS FOR FACULTY ON LEAVES FROM THE CITY UNIVERSITY OF NEW YORK

When faculty members are granted leaves of absence, they are expected to devote their time and energy to the purposes for which the leave is granted. As a general rule, employment within or outside of the University during leaves of absence is prohibited, unless such involvement is integral to the purpose for which the leave is granted. Employment either within or outside of the University during a leave of absence requires the approval of the President, pursuant to guidelines to be promulgated by the Chancellor. Notwithstanding the forgoing, faculty on Travia Leave may be employed outside of the University with prior notice to the President, but only if they have given an irrevocable commitment to retire.

For the purposes of this policy, Fellowship Leaves and Scholar Incentive Awards will cover periods within the boundaries of the academic year, and do not include the period of the annual summer leave.

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4. MULTIPLE EXTRA INVOLVEMENT

From the beginning of the fall semester until the day after spring commencement, the total extra involvement shall not exceed 300 hours of extra consultation or non-teaching adjunct work (see section 2.c), or 14 classroom contact hours of extra teaching (that is, the combined extra teaching permitted under Paragraphs 2.b.2 and 2.b.3), or a proportional combination of these two types of activities.

5. MECHANISMS OF PAY

During the academic year, all work done for CUNY must conform to the rates of pay indicated in the collective bargaining agreement.

During the summer, faculty are paid at the hourly rate to do teaching or non-teaching CUNY work in conformity with the collective bargaining agreement. Further, the pay given to faculty during the summer for service as a department chair must conform to the contractual formula negotiated for that purpose. In addition, during the summer faculty paid with funds originating from the CUNY Research Foundation must be paid at the CUNY rates of pay.

6. ANNUAL REPORT

At the regular June meeting, the Chancellor shall report to the Board the steps taken by the Presidents to implement these regulations and the extent of compliance with the limitations set. The reports shall contain details from the Presidents about all excesses over any of the guidelines herein stated, including the names of all persons involved and the specific reasons for the excesses. The University will continue to monitor overload assignments. Overload assignments shall be reported to the Board of Trustees as part of the annual report.

APPENDIX B – CLASSROOM MANAGEMENT & BEHAVIORAL INTERVENTION TEAM (BIT)

CUNY’s newly adopted [Modes of Instruction](#) expand and transform traditional classrooms into evolving learning spaces with new demands for classroom management. Recommended classroom management techniques and tips can be found at <https://www.bcc.cuny.edu/ctl/classroom-management-techniques-and-tips/>.

Faculty needing assistance with students that display moderate to serious behavioral disruption can contact the Behavioral Intervention Team (BIT) via email at BIT@bcc.cuny.edu. Additionally, BIT information can be found at <https://www.bcc.cuny.edu/campus-life/behavioral-intervention-team/>.

APPENDIX C – CATASTROPHIC SICK LEAVE BANK PROGRAM

CUNY's (CSLB) info:

<https://www.cuny.edu/about/administration/offices/hr/benefits/catastrophic-sick-leave-bank-program/>

BCC's (CSLB) info and forms:

http://www1.cuny.edu/sites/onboard/wp-content/uploads/sites/4/CSLBProgramPolicandforms_FINAL11142013.pdf