

# Part One: University and College Governance

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## CHAPTER 110: State University of New York

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### 110.01 STATE LAWS AND POLICIES

Laws enacted by the New York State Legislature and administrative regulations applicable to State University of New York may be found in *McKinney's Consolidated Laws of New York*. Copies of *Policies of the Board of Trustees* are given to every faculty member and can be found at [www.suny.edu/Board\\_of\\_Trustees/PDF/Policies.pdf](http://www.suny.edu/Board_of_Trustees/PDF/Policies.pdf). *The Code of Ethics for State Employees* can be found at [www.dos.state.ny.us/ethc/POL74.html](http://www.dos.state.ny.us/ethc/POL74.html).

### 110.02 BOARD OF TRUSTEES

The State University of New York and SUNY Cortland, as one of the colleges of the university, are governed by a board of trustees of 15 members appointed by the governor. All local campus governance policies and procedures must fall within the framework of the policies of the board of trustees.

## **110.03 ADMINISTRATION OF THE UNIVERSITY**

Chief Executive Officer. The chancellor shall be the chief executive officer of the university. The chancellor shall execute and enforce these policies and shall perform such other duties as may be assigned by the board of trustees.

(Policies: Article IV, Title A, Section 2)

## **110.04 FACULTY OF THE UNIVERSITY**

The university faculty shall be comprised of the chancellor, who shall be the presiding officer, the executive and administrative officers of the university, and all members of the faculty of each college of the university. The university faculty shall be responsible for the conduct of the university's instruction, research and service programs.

(Policies: Article VI, Sections 1 and 3)

The Faculty Senate shall be the official agency through which the university faculty engages in the governance of the university. The Senate shall be concerned with effective educational policies and other professional matters within the university.

(Policies: Article VII, Title A, Section 2)

SUNY Cortland is represented in the State University Senate by one senator and an alternate elected by the College faculty for a three-year term.

(Policies: Article VII, Title B, Sections 1 and 2)

## **110.05 COLLECTIVE BARGAINING**

Under the Taylor Law collective bargaining is assured for all full-time employees of the state of New York. Copies of the collective bargaining agreement between the bargaining agents and State University of New York are supplied to all employees in the bargaining units.

The provisions of these regulations, insofar as they apply to employees in the negotiating units established pursuant to Article 14 of the Civil Service Law, shall be continued, provided, however, that during periods of time when there is in effect an agreement between the state and an employee organization reached pursuant to the provisions of said Article 14, the provisions of such agreement and the provisions of these regulations shall both be applicable. In the event the provisions of the agreement are different from the provisions of these regulations, the provisions of the agreement shall be controlling.

(Policies: Article XIX)

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# CHAPTER 130: SUNY Cortland

## 130.01 College Council

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### **130.01 COLLEGE COUNCIL**

The College Council consists of nine members appointed by the governor, serving staggered seven-year terms, and one student elected yearly by the student body. It has certain supervisory responsibilities, including the following: to recommend candidates for appointment as president of the College, to review major plans for operation of the College properties, to review proposed budget requests, to foster the development of advisory citizens' committees, to name buildings and grounds, and to make or approve regulations governing the conduct and behavior of students.

### **130.02 ADMINISTRATIVE ORGANIZATION**

The College is administered by the president, the president's staff and the faculty. The president, as chief administrative officer of the College, is responsible to the chancellor and the board of trustees. The president's responsibilities are set forth in the **Policies of the Board of Trustees**, Article IX, Title A, Section 2.

### **130.03 COLLEGE FACULTY**

SUNY Cortland faculty shall participate in the development of the educational program of the College and shall be responsible for the conduct of the College's instruction, research and service programs.

## **130.04 COLLEGE ADMINISTRATIVE CONFERENCE**

The College Administrative Conference is comprised of the chancellor of the university, the president of the College, the vice presidents, deans and such other persons as may be designated by the president of the College. It serves as an advisory and consultative body to the president of the College.

(Policies: Article IX, Title E, Section 1)

## **130.05 AUXILIARY SERVICES CORPORATION**

The **Auxiliary Services Corporation** was established in 1952 under the name Faculty-Student Association with the chartered purposes "to promote and cultivate educational and social relations among the students and faculty of the College in every way possible in their study, work, living and extracurricular activities." Primarily it has operated food services and the College Store and provided accounting services to student organizations and other groups. The Auxiliary Services Corporation executive office is located in Winchell Hall and customer service is on the first floor of Neubig Hall.

## **130.06 CORTLAND COLLEGE FOUNDATION**

The **Cortland College Foundation** is incorporated as a nonprofit organization designed to receive and manage gifts in support of SUNY Cortland. A full description of the foundation and its activities is found in **775.06**.

## **130.07 SUNY CORTLAND ALUMNI ASSOCIATION**

The SUNY Cortland **Alumni Association, Inc.**, is designed to foster a continuing relationship between the College and its more than 60,000 graduates through programs of mutual interest and benefit. An elected board of directors is responsible for managing the organization's business and activities. Alumni programming is founded on the basis of a College-alumni partnership working on behalf of individual graduates and the advancement of the institution. The Alumni Affairs Office is the center for the maintenance of alumni records and provides administrative support for alumni operations. Among the many activities supported by the Alumni Association are student scholarship and award programs, class and regional reunions, the Student Alumni Association, Alumni Reunion Weekend, a newspaper, career networking with alumni for undergraduate students, and communications with alumni. Alumni also assist the College with the recruitment of new students.

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## **130.08 STANDING COMMITTEES ADVISORY TO THE PRESIDENT**

### **I. Cortland Intercollegiate Athletics Board**

A. Function: The board shall conduct appropriate reviews and engage in such other activities as will

enable it to advise the campus president on intercollegiate athletics program matters such as:

1. Planning for intercollegiate athletics participation on campus and in conference.
2. Funding for intercollegiate athletics through the following steps:
  - a. The board shall formulate the annual intercollegiate athletics budget and recommend it to the campus president for approval.
  - b. The annual budget shall include all available and expected funds for intercollegiate athletics from any and all sources and shall set forth total expected expenditures for intercollegiate athletics.
  - c. The annual budget shall be based upon the preceding year's final budget, with increases or decreases dependent upon changes in enrollment, fee increases, inflation and changes in the intercollegiate athletics program.
  - d. In the event that actual allocations and receipts from any and all budget sources fall short of or exceed such budgeted amounts, the board shall revise its budget accordingly and recommend the revised budget to the campus president for approval.
3. Standards and policies for student participation in intercollegiate athletics.
4. Other matters appropriate to its purview referred to it by the campus president.

#### B. Membership

1. The president will appoint four faculty to three-year staggered terms: one professional, one from the Physical Education Department, one from the School of Education and one from the School of Arts and Sciences. (Approved April 6, 1998, updated April, 18, 2007.)
2. Three students: treasurer of SUNY Cortland's Student Government Association (SGA) (ex officio), and two appointed by the president to one-year terms from nominations by SGA from varsity team members of previous year in good academic standing (one male and one female).
3. Three administrators appointed by the president to three-year staggered terms: dean of professional studies (ex officio), chair of physical education (ex officio), and athletic director (ex officio).
4. Chair, appointed by president from faculty or administration members.
5. All members, including ex officio members, are voting members.

## II. University Police Advisory Board

#### A. Function

1. To advise the president and chief of university police on matters of campus security, public safety, including signage and parking, and personal safety.
2. To review and suggest improvement in safety education programs.
3. To assess availability of counseling services for crime victims.
4. To review victim referral and campus response procedures for sexual assault situations.
5. To conduct ongoing assessment of the quality of campus personal safety policies, practices, procedures, and programs.
6. To conform to the 1990 Amendment to Section 6450 of the Education Law by providing information to incoming students about sexual assault prevention measures, penalties, and related security procedures. Annual reports must be filed with the commissioner of education.

## B. Membership

1. The president will appoint three members of his/her choosing.
2. The president will appoint three members from a list of six nominees submitted by the Faculty Senate.
3. The president will appoint three members from a list of six students submitted by the SGA.
4. The president will appoint one member of the College Council.
5. The chief of university police will serve on the committee ex officio, with vote.
6. At least half the members of the committee will be female.

## III. Study Abroad Committee

### A. Function

1. To draw up policies governing the selection of students for the different projects, based upon the original guidelines agreed to by the participating campuses.
2. To advise the director of international programs of those students whom the committee considers best qualified for acceptance into the various specific projects according to the qualifications it has agreed upon.
3. To assist, when requested by the president or the director, in evaluating the study abroad program and any of its features.

## IV. The Calendar Advisory Committee

### A. Function

1. To develop a calendar for the years requested by the president.
2. To use all campus resources such as open hearings, questionnaires, etc., to determine the acceptability of a College calendar format.
3. To consider other factors as may be brought to the committee's attention by the president for inclusion in future calendars.

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## V. Affirmative Action Committee

### A. Function

1. To advise and support the affirmative action officer.
2. To review the Affirmative Action Program and its implementation and determine if there are areas of concern requiring appropriate follow up and action.
3. Recommend major policies to the president in the operation of the Affirmative Action Program in accordance with requirements of federal and state laws.
4. Serve as anti-discrimination advocates, and when violations are brought to the attention of committee members seek the advice and assistance of the affirmative action officer.

5. Work collaboratively with other committees and offices on campus such as the Multicultural Life Office, Center for Gender and Intercultural Studies (CGIS), Committee on the Status of Women in Education (CSEW), Multicultural Council, and Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Committee to enhance the climate for protected classes covered under affirmative action and anti-discrimination laws.
  - a. Mutual collaboration and communication will be achieved, in part, through active participation and involvement with the other committees and offices. Committee members may be asked to serve on one of the aforementioned committees to represent affirmative action concerns. When the Affirmative Action Committee is not represented on a particular committee, committee membership will seek alternative means of communication to provide and get updates.
  - b. Work on issues of campus climate that affect recruitment and retention.
    - i. Sponsor and/or promote faculty and staff training and programs related to multiculturalism and diversity in cooperation with the Multicultural Life Office and/or other groups on campus.
    - ii. Work proactively to identify opportunities to improve recruitment of underrepresented populations on campus.
      1. Coordinate with the affirmative action officer to identify ideas, evaluate their feasibility and, when appropriate, present the ideas to the president.
      - iii. Review exit interview and campus climate survey summary data to determine if there are any negative trends requiring attention. When negative trends are identified, work with appropriate groups on campus to address the problems.
6. Promote and foster support of underrepresented groups covered under affirmative action.
  - a. Attend at least one diversity or affirmative action event, sponsored or co-sponsored by the Affirmative Action Committee, each academic year.
  - b. Coordinate with the affirmative action officer to provide support, financial and otherwise, to sponsor affirmative action and/or diversity grants and programs. Grants may be related to programming, infusing diversity into the curriculum, and staff development. Programs may be a part of Black History Month, Women's History Month, Latino History Month, etc.
7. Vote on waiver of search requests. Notify the president of employees whose waivers extend beyond one year. Address violations of the waiver of search procedure with the president.
8. When asked by the affirmative action officer, serve on search committees where positions have been identified as underrepresented and placement goals are in effect.

(Approved by President's Cabinet June 29, 2009)

## **VI. Facilities and Master Plan Oversight Committee (FMPOC)**

The facilities and master Plan Oversight Committee (FMPOC) will oversee space allocation and recommend future space needs as defined by the master plan.

### **A. Function:**

The Facilities and Master Plan Oversight Committee makes nonbinding recommendations to the president on issues and proposals involving campus facilities. The committee is charged with the following responsibilities:

1. To review requests that involve significant physical change, change of function, reassignment of space to another department or organization, long-term allocation of College space (building

and grounds) and/or alternatives to space usage. and make recommendations to the president. Normally, the president, vice presidents or affiliated organizations request committee review of proposals.

2. To review priorities for capital construction, rehabilitation and space alteration projects and make recommendations to the president.
3. To review designs and concerns regarding campus grounds plantings, signage, roads, etc. weighing all new proposals in light of their contribution to campus aesthetics and physical harmony.
4. To regularly assess the progress of the master plan; to continually monitor and review proposals for changes to the master plan ensuring consistency with the mission of the College; and to serve as ombudsperson in resolving future space conflicts that the plan's execution may generate.
5. To periodically hold an open campus meeting and report on the progress of the master plan update. Once a year a written report on the progress of the master plan shall be submitted to the president and to the chair of the Faculty Senate.

The FMPOC has the authority to form subcommittees and designate members from the campus community to oversee a specific part of the master plan, e.g., space utilization, etc.

(Revisions approved by President's Cabinet July 7, 2006)

B. Membership: The committee includes representatives of specific campus administrators, academic faculty, the Faculty Senate, the Call for Alteration Committee (CFA), and the Master Plan Steering Committee.

The composition of the membership is as follows:

1. administrative representatives: associate vice president for facilities management, associate provost for information resources, registrar, associate provost for enrollment management or designee, athletic director or designee, one representative from student affairs
2. the dean of the School of Arts and Sciences, the dean of the School of Education, the dean of the School of Professional Studies
3. the chairperson of the Long Range Planning Committee (LRP) or designee
4. one faculty representative selected by the Faculty Senate
5. ex officio: the director of facilities planning, design and construction, the vice president for finance and management
6. chair: the chair is appointed annually by the president. The position may be rotated annually.  
(Revised by President Bitterbaum, May 12, 2008)

(Approved by President's Cabinet July 7, 2006)

## **VII. Environmental Health and Safety Committee**

(The president has delegated responsibility for this committee to the vice president for finance and management.)

### **A. Function**



1. To solicit and receive from individual members of the committee, college faculty, staff and students, concerns regarding matters of health and safety on the college campus that have not been resolved through normal administrative channels. Such concerns shall be communicated by the committee to the vice president for finance and management who will reply to the committee within 10 working days. Safety concerns include, but are not limited to the following: employee safety, life safety, toxic/hazardous material handling, storage and disposal, and fire safety.
2. To review existing campus health and safety documents and to recommend modifications and/or additions to such documents.
3. To advise and assist the environmental health and safety officer (EHSO) in the design and implementation of programs intended to inform and educate the college community in matters of workplace health and safety.
4. To establish subcommittees as desired for the purpose of addressing or investigating specific concerns of the committee.

#### B. Membership

1. Three members appointed by the UUP.
2. Three members appointed by CSEA.
3. Six members appointed by the president.
4. One member each from other campus bargaining units.
5. One member from ASC.

Those groups having more than one member on the committee shall appoint them for staggered terms. The chair of the committee shall be elected by the membership of the committee.

### **VIII. Committee on the Status and Education of Women**

#### A. Function

1. To review and assess issues affecting the campus climate for women and to plan programs and activities to improve that climate.
2. To make recommendations to the president on policies that affect the status and education of women.
3. To conduct periodic reviews of compliance with Title IX.

### **IX. Information Resources Advisory Committee**

A. Function: To make recommendations to the president, through the associate provost for information resources, on matters of equipment acquisition, location, future planning, budget priorities, and related issues in the areas of information resources.

#### B. Membership

1. Associate provost for information resources.
2. Director of the Center for Advancement of Technology in Education.
3. One representative from student affairs.

4. One representative from finance and management.
5. Two faculty from professional studies.
6. Two faculty from arts and sciences.
7. Two faculty from education
8. One student.

## **130.09 INTERDISCIPLINARY CENTERS**

### **Section A. Definition**

Academic departments and schools are the primary units of academic organization of the College. Due to the interdisciplinary nature of some programs, the president may see fit to establish an interdisciplinary center, a unit of the College which sponsors interdisciplinary, cross-departmental curricula (including degree programs), related research and teaching, and other activities as charged by the president. Centers are governed by regular College procedures.

### **Section B. Center Bylaws**

A center must have a set of bylaws governing its operation. The bylaws will include a statement of the purpose of the center, set forth the criteria for inclusion of members in the center, and establish rules by which center members elect the Center Council and the Center Council chair. When the bylaws are approved by the Center Council, the appropriate dean, the provost and vice president for academic affairs, other vice presidents as appropriate, and the president, the center will be considered operational.

### **Section C. Center Governance**

Center policy is established by a Center Council composed of faculty, professional staff, administrators, students, and (as appropriate) members of the community. Center Councils are appointed by the provost after soliciting applications from the College community. The deans of arts and sciences, education and professional studies are ex officio members of Center Councils.

### **Section D. Center Administration**

The provost, in consultation with the Deans' Councils, shall assign administrative responsibility for each center to a school dean. The chair of each center shall be recommended by the respective Center Council (according to its own bylaws) and appointed by the provost, in consultation with the school dean within whose responsibility the center falls. The Council chair shall be assigned responsibilities, in consultation with the dean, for certain aspects of a center's work and administration. The center chair shall submit an annual report evaluating the center's work to the Center Council and to the designated dean, and to the provost.

### **Section E. Faculty Affiliation with a Center**

Faculty working with centers have their appointment and tenure in a department. A faculty member's

affiliation with a center shall be established either through work on the Center Council or on one of its committees. As appropriate (and in consultation with the home department and dean) this affiliation may be stipulated in a side letter to an appointment contract. Release time for work with a center is subject to the availability of resources and/or negotiations with the home department and dean. As requested by either the faculty member, the respective department, the department chair, or the dean, the center chair shall provide written evaluations assessing work with a center for purpose of reappointment, promotion, merit and/or tenure decisions. When such evaluations are requested and provided, they must be considered by all relevant personnel committees and administrators.

(Approved by the Faculty Senate, Nov. 7, 1989 and by President Clark, Dec. 6, 1989; revised August 2003 to reflect the new School of Education)

### **130.10 Statement on Diversity**

On Feb. 23, 1993 the Faculty Senate of State University of New York at Cortland passed the following statement on diversity, which was approved and endorsed by President Clark on Feb. 25, 1993:

"SUNY Cortland is dedicated to the affirmation and promotion of diversity in its broadest sense. Our mission requires that people of every background be able to study and work here with an expectation of respectful treatment. We seek to establish standards of behavior which honor the dignity and worth of individuals regardless of their gender, ethnicity, race, age, physical or mental abilities, religious beliefs, sexual and affectional orientation or socioeconomic class.

A major goal of our College is to develop and maintain an atmosphere which supports learning about prejudice and discrimination so that we can strive to reduce it not only on our own campus, but wherever we encounter it. We recognize that advocating for diversity frequently brings discordant viewpoints into focus. As we endeavor to educate ourselves about the effects of our biases, it is important for us to do so within an atmosphere of safety and respect. An environment where it is safe to explore our differences enables us to make more progress toward a campus which celebrates, rather than simply tolerates, the richness inherent in our pluralism."

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## **CHAPTER 150: Cortland Faculty Governance**

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## 150.01 COLLEGE FACULTY DEFINED

The faculty of each college shall be comprised of the chancellor, the chief administrative officer and other members of the voting faculty of the college, other members of the academic staff of the college, and such nonvoting administrative officers and professional staff as may be designated by the faculty bylaws of the college.

(Policies: Article X, Section 1)

## 150.02 CHAIR AND PRESIDING OFFICER OF THE FACULTY

The president of the College is the chair of the faculty. The faculty elects a presiding officer as specified by the constitution and bylaws of the faculty. (Policies: Article X, Section 2)

## 150.03 SUNY CORTLAND FACULTY BYLAWS

These bylaws define the role of the faculty in the governance of the College, in accordance with the legal requirements of the State University of New York, the **Policies of the Board of Trustees of the State University of New York**, and the local College Council. They identify faculty responsibilities and obligations within the administrative and academic structures of the College, and provide a plan within which the ideals of academic freedom, intellectual honesty, and social justice may be pursued.

### ARTICLE I: NAME

The name of this organization shall be: The SUNY Cortland Faculty.

### ARTICLE II: RESPONSIBILITY

#### Section A.

The SUNY Cortland Faculty shall assume the major responsibility for the development of the educational program of the College, and shall be responsible for the conduct of the College's instruction, research and service program.

#### Section B.

The faculty shall carry out its responsibility through significant involvement at the departmental, school and College levels. The bylaws outline the extent and manner of faculty participation at the College level. In order to ensure adequate faculty involvement at the departmental and school levels, the following specifications shall in all cases be met:

1. Departmental Organization

Each department shall elect a personnel committee to deal with appointments, promotions,

merit increments, sabbatical leaves, leaves of absence, and continuing appointments and a committee to deal with curriculum development. Chairs of departments may be elected to these committees as the individual departments see fit. The personnel committee shall be operative by Oct. 1 of each year and shall elect one of its members to serve as chair. These committees shall transmit their recommendations to the appropriate people, school or College committee, with informational copies to the school dean. If the department chair is not a member of these committees, s/he shall also receive copies of the recommendations.

## 2. School Organization

The members of each of the three academic schools and the professional staff of the College shall elect school or divisional committees to deal with personnel matters. In the academic schools, a school curriculum committee shall also be elected. Committees to deal with any other matters of concern to the school as a whole shall be selected through procedures approved by the members of the respective area and shall report to the school faculty. School committees shall receive and act upon recommendations from departments and shall transmit such recommendations to the people and administrators concerned.

# ARTICLE III: MEMBERSHIP: THE COMPOSITION OF THE SUNY CORTLAND FACULTY

## Section A.

1. In an attempt to be consistent with the Agreement between the State of New York and the Bargaining Agent and the **Policies of the Board of Trustees of the State University of New York**, the faculty of SUNY Cortland shall be defined as the chancellor, the president of the College, those administrative officers designated as management by the Public Employee Relations Board, persons having academic rank and term or continuing appointment, professional staff having term or permanent appointment, and persons with qualified academic rank.
2. Those with qualified academic rank and academic and professional members of the college staff not included in the above categories shall constitute the part-time faculty and are excluded from the College Faculty for purposes of faculty governance except as provided in Article VI, Section A, Paragraph 10 and Article VI, Section B, Paragraph 5g. ["Qualified academic rank" is defined by the Policies of the Board of Trustees (Article II, (k)), as "Rank held by those members of the academic staff having titles of lecturer, or titles of academic rank preceded by the designations 'clinical' or 'visiting' or other similar designations."]

## Section B.

The voting faculty of the College shall be defined as the individuals listed in paragraph 1 above, excluding those with qualified academic rank.

For purposes of voting within areas, each staff member shall be identified with the area in which the individual's primary assignment of responsibility lies. Each member of the voting faculty shall have one vote.

# ARTICLE IV: DEFINITIONS

The phrase "consult with the faculty," as used herein, shall be interpreted as follows:

To meet with the faculty as a whole, or with that portion of the faculty directly concerned with the matter under consideration, for the purpose of determining what the will of the faculty may be. With the approval of the Senate, the opinions of the faculty may be solicited by means other than by a meeting. Meetings for consultation shall be held only after proper notice of time, place, and agenda has been given to all persons concerned. Votes may be taken by secret ballot.

## ARTICLE V: OFFICERS

### Section A.

The president of the College is the executive officer and chair of the SUNY Cortland Faculty. The elected officers of the faculty shall be the chair of the Senate who is also the presiding officer of the faculty, the vice chair who is also the chair-designate, the secretary and the treasurer.

### Section B.

The duties of the officers of the SUNY Cortland Faculty are:

The president of the College shall carry out those duties as prescribed by the **Policies of the Board of Trustees of the State University of New York**.

1. The chair of the Senate shall:
  - a. Preside at any meetings of the SUNY Cortland Faculty, the Faculty Senate and the Steering Committee.
  - b. Propose agenda for Senate meetings and refer matters to faculty committees. The chair shall report to the Senate at its next meeting all matters referred to committees.
  - c. Appoint, with the advice and consent of the Senate, committee members not otherwise provided for in these bylaws.
  - d. Carry out the directives of the faculty and Senate regarding time of meetings, programs, activities and business of the faculty.
  - e. Be responsible for the proper conduct of elections and voting on proposed amendments to these bylaws.
  - f. Confer with the president of the College or his delegated representative as s/he sees fit, or as s/he is directed by the Senate or by the faculty.
2. The vice chair of the Senate shall:
  - a. Serve as chair of the Senate in the latter's absence and in case of a vacancy shall act as chair pro-tem for the remainder of the chair's term. This shall not be considered to be a violation of Article X, Sections 5.c. and 8.b.
  - b. Discharge such other duties as shall be assigned by the chair with the advice and consent of the Senate.
  - c. Assume the office of chair of the Senate for the academic year following term of service as vice chair. These duties shall be assumed at the close of the spring semester.
3. The secretary of the Senate shall:
  - a. Record and publish the minutes of all meetings of the faculty and Senate.
  - b. Publicize the meetings of the faculty and Senate, including the agenda of such meetings.
  - c. Keep a file of all minutes, correspondence, reports and other documents so as to comprise a total record of the activities of the faculty. A copy of the file will be placed in the library archives.
4. The treasurer of the Senate shall:

- a. Receive, and disburse with the written acknowledgment of the chair of the Senate, all funds of the faculty.
- b. Prepare and submit a faculty budget.
- c. Submit, at the end of the academic year, a financial statement of all funds under control.

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## **ARTICLE VI: FACULTY SENATE**

### Section A.

The **Faculty Senate** of the SUNY Cortland faculty shall be composed of:

1. The four officers of the faculty.
2. Seven elected representatives from the School of Arts and Sciences, elected by the voting members in each area:
  - a. One elected representative from the mathematics and science division (departments of mathematics, biological sciences, chemistry, geology, and physics),
  - b. One elected representative from the social and behavioral sciences division (departments of economics, geography, history, political science, psychology, and sociology/anthropology),
  - c. One elected representative from the fine arts and humanities division (departments of art and art history, communication studies, English, international communications and culture, performing arts, and philosophy),
  - d. Four elected at-large representatives from the School of Arts and Sciences, whose terms shall be staggered with those of the three division representatives.
3. Four elected at-large representatives from the School of Professional Studies, elected by and from the departments of communication disorders and sciences, health, kinesiology, physical education, recreation, parks and leisure studies and sport management.
4. Three elected at-large representatives from the School of Education, elected by and from the departments of childhood/early childhood education, educational leadership, foundations and social advocacy, and literacy.  
(Approved by President Bitterbaum, January 2004)
5. Two elected representatives for full-time lecturers: one to be elected at large from full-time lecturers in the School of Arts and Sciences, and one to be elected at large from full-time lecturers in the schools of Professional Studies and Education combined.  
(Approved by President Bitterbaum, June 2009)
6. Four elected at-large representatives from the professional staff, elected by and from the voting members in this area.
7. One elected representative from the library, elected by and from the voting members in this area.
8. One elected representative from the management/confidential area, elected by and from the voting members in this area.
9. The elected faculty representative to the State University Senate.

10. Three members of the student body, elected under procedures determined by the Student Senate.
  11. The elected representative of the classified staff, elected under procedures determined by members of the classified staff.
  12. The elected representative of the graduate faculty, elected under procedures determined by members of the graduate faculty.
  13. The elected representative of the part-time faculty, elected under procedures determined by members of the part-time faculty.
  14. The four Policy Committee chairs, ex officio without vote.
  15. The provost and vice president for academic affairs, ex officio without vote unless this person is the elected representative of management/confidential.
  16. The vice president for student affairs, ex officio without vote unless this person is the elected representative of management/confidential.
  17. The vice president for finance and management, ex officio without vote unless this person is the elected representative of management/confidential.
  18. The vice president for institutional advancement, ex officio without vote unless this person is the elected representative of management/confidential.
  19. The president of the College, ex officio without vote.
  20. The parliamentarian of the faculty, ex officio without vote.
- (Approved by President Bitterbaum, May 2004.)

## Section B. Duties and Powers of the Senate

1. To serve as deliberative body for organizing and carrying out the business of the faculty.
2. To determine those issues which should be taken to the entire faculty and to forward these to the faculty.
3. To conduct a referendum on a question not contrary to local, state or federal law, or to provisions of these bylaws, at the formal request of at least 25 percent of the voting faculty.
4. To carry out those directives of the faculty which are within the jurisdiction of the Senate and not otherwise delegated in these bylaws.
5. To assume responsibility for:
  - a. The formulations of the programs of the business and special meetings of the faculty.
  - b. The initiation of studies and investigations relative to the achievement of the purpose of this organization.
  - c. The advisement and support of the chair of the Senate in such of the latter's responsibilities as are specified in this constitution.
  - d. The determination of procedures of secret balloting in the elections of the faculty.
  - e. The publishing of the annual reports of faculty committees.
  - f. The approval and periodic review of the organizational structure and operating procedures of the graduate faculty.
  - g. The approval and periodic review of the organizational structure and operating procedures of the part-time faculty.
  - h. The changing of a provision of any policy or statement passed by the faculty which is discovered to be null and void because of a conflict with a University policy or statement which must take precedence (e.g., The Board of Trustees Policies or the Bargaining Agreement). The Senate shall have the power to change the provision to make it conform to all necessary University policies or statements.



## Section C. Attendance

Any faculty member has the right to attend meetings of the Faculty Senate and participate in the discussion when the floor has been yielded by a senator.

## Section D. Quorum

A quorum of the Senate necessary for the conduct of business shall be a majority of its voting membership.

## Section E. Open Meeting Standards

1. The Faculty Senate and its committees shall operate according to New York State's open meeting standards, and these standards shall apply as well to any activity in which the Senate or its designees decide to involve themselves. Any meeting of any committee or entity of the Senate for which a quorum is required in order to conduct business, and which consists of two or more members, shall be open to any employee of the College. Such attendance does not extend to the right of non-committee members to speak during such meetings or activities.
2. Committees or entities in question may elect to not apply the open meeting principle when information is being discussed that would imperil public safety, would disclose the identity of a law enforcement agent or informer, might impede law enforcement efforts, relates to litigation, involves confidential records specific to an individual, or involves matters that must be confidential under federal or state law.
3. Any disputes concerning the applicability of this resolution shall be resolved by the Faculty Senate.

(Approved by President Taylor, July 19, 2002)

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## **ARTICLE VII: COMMITTEES**

### Section A. Duties of Committees

1. The general duties of every committee of the faculty, and especially of each committee chair, shall be:
  - a. To apportion its work efficiently and fairly among its regular members, functioning as a whole or in subcommittees as seems appropriate.
  - b. To enlist the participation or advice of the teaching faculty, administrative and professional staff, and students, to improve the committee's judgment or expedite its recommendations.
  - c. To keep minutes or other records of proceedings that will be adequate for use of the chair's successor.
  - d. To submit a written annual report to the Faculty Senate at the end of the academic year.

## Section B. Committee on Committees

1. Membership: One member from each of the areas below shall be elected by the voting members in each area.

- a. mathematics and sciences
- b. social and behavioral sciences
- c. fine arts and humanities
- d. professional studies
- e. education
- f. professional staff
- g. library
- h. management/confidential
- i. one student for a one-year term to be named through SGA procedures.

The members shall be elected for two-year terms with either three or four members to be elected each year as required to maintain the distribution described above. The chair of this committee shall be elected by the members of this committee for a one-year term.

### 2. Duties:

In preparing slates for elections and appointment to committees, the Committee on Committees should strive to ensure opportunities for all eligible members of the College faculty to participate, with special efforts to involve participation by minorities, women and new staff. The Committee on Committees shall:

- a. Prepare and submit a slate of candidates for elected Faculty Senate committees (other than senators) to the Faculty Senate not later than six weeks before the end of the spring semester.
- b. Present recommendations to the Faculty Senate for all appointed Faculty Senate committees not later than six weeks before the last day of classes of the spring semester.
- c. Publicize the above elective slate not later than one week in advance of the Faculty meeting at which further nominations will be received from the floor.
- d. Conduct the above elections not later than four weeks before the end of the spring semester each year.
- e. Submit names to the Senate to fill the unexpired term for any elected or appointed office during the academic year except for those representatives to the Senate elected by and from their area.
- f. Seek nominees for and conduct special elections.
- g. Report to the Faculty Senate concerning appointments and elections.

## Section C. Policy Committees

There shall be five standing Policy Committees:

### a. The Educational Policy Committee

Membership shall be as follows:

- two members representing arts and sciences
- two members representing education

- two members representing professional studies
- one member representing library
- one member representing professionals
- one at large member from the academic faculty
- two student members
- provost, ex officio
- registrar, ex officio
- one member from the graduate faculty executive committee, ex officio

b. The Academic Faculty Affairs Committee

Membership shall be as follows:

- one member representing mathematics/sciences
- one member representing social/behavioral sciences
- one member representing fine arts/humanities
- one member representing professional studies
- one member representing education
- one member representing library
- (the chair should be tenured wherever possible)

c. The Student Affairs Committee

Membership shall be as follows:

- one member representing mathematics/sciences
- one member representing social/behavioral sciences
- one member representing fine arts/humanities
- one member representing professional studies
- one member representing education
- one member representing library
- one member representing professionals
- two student members

d. The Long-Range Planning Committee

Membership shall be as follows:

- one member representing mathematics/sciences
- one member representing social/behavioral sciences
- one member representing fine arts/humanities
- one member representing professional studies
- one member representing education
- one member representing library
- one member representing professionals
- two student members

e. The Professional Affairs Committee

Membership shall be as follows:

- one representative from institutional advancement and the President's Office

- one representative from finance and management
- two representatives from student affairs and the vice president for student affairs office
- two representatives from academic affairs
- one representative from information resources
- one representative from enrollment management
- two representatives at-large from the professionals
- one ex-officio non-voting UUP vice president for professionals or his/her designee

Membership: Members shall be appointed to these committees by action of the Senate. The Committee on Committees shall prepare the nominees for Senate action. The members on each committee shall be appointed for staggered two-year terms, except for the Long-Range Planning Committee, whose members shall have a staggered three-year term. The members of each committee will elect a chair of the committee for a one-year term. When determining the slate of nominees, the Committee on Committees shall give due consideration to representation by areas and divisions as well as the major responsibility of the committee.

The Student Senate shall be entitled to select voting members of the Faculty Senate committees as follows: one member of the Educational Policy, Long-Range Planning and Student Affairs Committees. The provost and vice president for academic affairs shall serve on the Educational Policy Committee with a vote. The president may appoint consultants as non-voting members of the Academic Faculty Affairs and Long-Range Planning Committees. These members are in addition to student members.

### 3. Duties:

#### a. Educational Policy Committee:

1. To consider and make recommendations to the Senate on matters related to educational policy, major curricular changes, and other areas designated to it by the Senate.
2. To determine the procedures governing change of academic programs and curricula. The committee shall report to the Senate any procedural changes proposed. If no objection is raised by a member of the Senate within one Senate meeting of the committee's report on the changes, the changes shall be sent to the provost and vice president for academic affairs for approval. If objection is raised, then the Senate will vote on the reported procedural changes.

#### b. Academic Faculty Affairs Committee:

1. To regularly review the policies and procedures of academic departments and of the library that affect faculty with academic rank for renewal of term appointment, for granting of continuing appointment, and for promotion as fully described in Section 220.06 and Chapter 230 of the College Handbook.
2. To conduct a review of Section 220.06 and Chapter 230 of the College handbook at least once every three years, and upon completing any such review to recommend needed changes to the Faculty Senate (or to certify that no changes are currently recommended to the Faculty Senate).
3. To provide assistance to any individual faculty member with academic rank having unresolved problems regarding the departmental, school or sub-school personnel review process or problems deriving from it. (See paragraph 220.06, B.3.e of the College Handbook.

4. To conduct an investigation of the review process used during a personnel action of an individual faculty member if formally requested by that individual.
  - a. The faculty member requesting the review should submit all pertinent materials related to the review to the chair of the Academic Faculty Affairs Committee. The individual need not submit his or her portfolio of supporting documents to the Academic Faculty Affairs Committee, since this material typically would not be reviewed, unless there appeared to have been violations directly involving the evaluation of these materials. It is important to note that disagreements between the candidate and reviewers regarding the weighting of materials do not in and of themselves represent procedural violations. The Academic Faculty Affairs Committee should avoid making judgments regarding subjective evaluations by the reviewers.
  - b. The Academic Faculty Affairs Committee may request additional materials from the individual requesting assistance. If appropriate, the Academic Faculty Affairs Committee also may interview members of personnel committees involved in the process, as well as the department chair and dean, or for librarians, the supervisor, director of libraries and the associate provost for information resources. However, cooperation by these individuals is strictly voluntary.
  - c. The investigation may be conducted by the Academic Faculty Affairs Committee as a whole, or by a review sub-committee consisting of at least three members of the Academic Faculty Affairs Committee appointed by the chair of the Academic Faculty Affairs Committee. If a sub-committee is appointed, the chair of the Academic Faculty Affairs Committee should serve on the sub-committee, and all members of the sub-committee should have tenure whenever possible.
  - d. A letter reporting the committee's conclusions will be issued to the individual and to the assistant vice president for human resources. This letter should include a description of the process used during the investigation and detailed descriptions of any violations of policies described in the Departmental Personnel Policies, the *College Handbook*, the SUNY Board of Trustees policies, or the UUP agreement that may have occurred.
5. Except for the four duties specified above, all other faculty matters to be considered by the committee will be designated to it in writing by the Faculty Senate Steering Committee. This includes recommendations by departmental, school or sub-school personnel committees, administrators or individuals.

c. Student Affairs Committee:

1. To consider and recommend to the Senate matters related to student policies and procedures, academic services, and other such matters designated to it by the Senate.
2. To determine the procedure whereby student concerns are considered by faculty and administration. This procedure is subject to approval of the Senate, and to mandatory review every two years.

d. Long-Range Planning Committee:

1. To consider and recommend to the Senate matters related to current academic plans, long-range planning, and other such matters designated to it by the Senate.
2. To determine the procedure whereby faculty and student input is obtained regarding long-range plans. The procedure developed shall be subject to approval by the Senate, and to mandatory review every two years.
3. Procedures to be Used by the LRPC
  - a. Ask all academic units and departments to either (i) prioritize and submit to the LRPC

aspects of their academic-unit long-range or strategic plans or statements, or (ii) if no formal plan or statements exist, to submit a statement of prioritized strategic values or issues agreed upon by the academic unit. This will be accomplished through a Web-based survey and will be reflective of the new SUNY Cortland Mission Statement. This could include the use of an online forum (e.g., a "wiki") or other methods of input such as open forums and/or surveys.

b. LRPC will present its findings and recommendations to the Faculty Senate, the Strategic Planning Steering Committee and the campus community in the spring of 2009.

#### e. Professional Affairs Committee

1. To consider and recommend to the Senate matters related to professional employees, their welfare, and other related subjects designated to it by the Senate. The committee also will review requests from professional employees regarding issues that are not addressed and/or resolved by existing formal processes and will consider such matters as the committee deems appropriate.
2. To conduct periodic review of procedures and policies related to the employment of professionals, including mechanisms for advancement, rank, permanent appointment, et al, as outlined in the College Handbook and contained in the current Agreement between the State of New York and United University Professions, including pertinent Memoranda of Understanding. To propose any changes in language or policy related to the above, as agreed upon by the committee, to the appropriate organization through the appropriate liaison or committee.

#### Section D. College Research Committee

**Membership:** Membership shall be appointed to this committee by action of the Faculty Senate. The Committee on Committees shall prepare the nominations for Senate action. When determining the slate of nominees the Committee on Committees shall give due consideration to the major responsibilities of the nominees for reviewing proposals and recommending College policy regarding research. Those nominated should either have been successful at obtaining funding for their own research, or have had experience in reviewing proposals for an agency outside of the College.

In addition, where possible the Committee on Committees should attempt to provide for equal representation by areas of the College. The appointed members of the committee shall serve three-year staggered terms and shall elect a chair for a one-year term. The administrative officers of the College who are primarily responsible for the research function shall serve as ex officio members of the committee without vote.

#### Duties:

- a. To collaborate with the College's director of sponsored programs to provide interested faculty with information about, and assistance with, obtaining support for their research.
- b. To make recommendations to the Faculty Senate regarding the development of policies and to implement policies which may affect the research function of the faculty.
- c. To be responsible for the Faculty Research Program.
- d. To consult with the appropriate officers and organizations in making recommendations for matters of College policy regarding research.
- e. To make periodic reports and file a written annual report at the end of the academic year.
- f. To actively pursue sources of external funding appropriately matched to specific faculty

research interests.

## Section E. Steering Committee of the Senate

**Membership:** The four elected officers of the Senate, the five committee chairs of the Educational Policy, Faculty Affairs, Student Affairs, and Long-Range Planning and Professional Affairs committees, and the parliamentarian ex officio shall comprise the membership of the Steering Committee.

**Duties:**

- a. To receive and prepare agenda items for the Senate and Faculty meetings.
- b. To act on matters referred to it by the Senate.
- c. To identify and initiate proposals for Senate action.
- d. To act for the Faculty Senate during periods when the College is not in session and it is not possible to call a Senate meeting, with such action to be reported to the Senate at the earliest opportunity.

## Section F. College Curriculum Review Committee

**Membership**

- a. A committee of fourteen members shall be nominated by the Committee on Committees and appointed by action of the Faculty Senate.
- b. Membership shall be as follows:
  - one member representing mathematics/science
  - one member representing social/behavioral sciences
  - one member representing fine arts/humanities
  - two members representing education
  - two members representing professional studies
  - one member representing professionals from academic affairs
  - one member representing the library
  - two student members
  - dean of arts and sciences or designee (ex officio, non-voting)
  - dean of education or designee (ex officio, non-voting)
  - dean of professional studies or designee (ex officio, non-voting)
  - registrar (ex officio, non-voting)
  - associate provost for academic affairs (ex officio, non-voting)
- c. Terms of office shall be two years and shall be staggered. Faculty and student representatives shall be restricted to a maximum of two consecutive terms of office and shall not also serve on a school curriculum committee.

**Duties**

- a. To consider curriculum changes that affect the three schools of the College and make recommendations to the provost in a timely and efficient manner.
- b. To make recommendations to the Educational Policy Committee on policy changes that may be necessary.

## Section G. General Education Committee

### Membership

- a. A committee of thirteen members shall be nominated by the Committee on Committees and appointed by action of the Faculty Senate.
- b. Membership shall be as follows:
  - one member representing mathematics/science
  - one member representing social/behavioral sciences
  - one member representing fine arts/humanities
  - one member representing education
  - one member representing professional studies
  - one member representing the library
  - two at-large members from the academic faculty
  - one member representing the professional staff
  - one student member
  - dean of arts and sciences or designee, ex officio, non-voting
  - director of Institutional Research and Assessment Office or designee, ex officio, nonvoting
  - provost or designee, ex officio, non-voting
- c. Terms of office shall be two years and shall be staggered.

### Duties

- a. To be responsible for coordinating all aspects of the General Education Program. This includes, but is not limited to:
  1. Faculty advisement in general education course development.
  2. Development of tools and methodologies for assessment of the program.
- b. To make recommendations to the provost regarding approval of general education courses.
- c. To make recommendations to the Faculty Senate regarding changes in the structure and content of the General Education Program.
- d. To make recommendations to the Educational Policy Committee regarding changes in general education policies.

(Approved by President Bitterbaum May 22, 2006)

## Section H. Ad Hoc Committees

1. The Senate, in consultation with the Committee on Committees, may appoint such other temporary committees as are needed to facilitate the business of the Faculty.
2. A written report of the work of the committee shall be submitted to the Senate.

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## **ARTICLE VIII: GRADUATE FACULTY**

1. There shall be a graduate faculty for the purpose of accepting responsibility for graduate curricula and associated graduate academic affairs of the College. The graduate faculty shall provide a direct advisory mission to the administrative officers designated for graduate studies and related affairs.
2. The organizational structure and operating procedures of the graduate faculty shall be subject to ongoing review and approval by the Faculty Senate. A representative of the graduate faculty shall represent it on the Faculty Senate.
3. The graduate faculty shall provide the Senate with a written annual report at the end of the academic year.

## **ARTICLE IX: MEETINGS OF THE FACULTY**

### Section A. Calling Meetings

1. Meetings of the SUNY Cortland faculty shall be called and presided over by the chair of the Senate.
2. Meetings of the faculty may also be called as provided in the Policies of the Board of Trustees of the State University of New York.
3. Upon formal request of at least 15 percent of the faculty, a meeting of the faculty shall be called and presided over by the chair of the Senate. Such formal request shall include a statement of the business to be considered at the meeting.
4. There shall be at least one faculty meeting each academic year.

### Section B. Agenda

1. The agenda for each meeting shall be published one week in advance, except that in emergencies less notice may be given.
2. Proposed items for the agenda may be submitted to the Senate at any time.
3. New business not on the agenda may be taken up on a motion passed by two-thirds of those present providing the quorum requirement is met.

### Section C. Minutes

1. Minutes of each meeting shall be recorded and published.

### Section D. Quorum

1. Quorum of the faculty necessary for the conduct of business shall be 15 percent of the faculty eligible to vote.

## **ARTICLE X: ELECTIONS**

1. Offices of the faculty to be filled by election by the voting faculty:
  - a. Vice chair of the Senate and chair designate.

- b. Secretary
  - c. Treasurer
  - d. Three or four members each year of the Committee on Committees.
  - e. Representative and alternate representative to the State University Senate.
  - f. Two faculty representatives to the Student Senate.
  - g. Elected representatives of the faculty to other organizations.
2. Offices to be filled by election by the professional staff:  
Members of the College Review Panel and the Committee on Professional Evaluation will be chosen in elections conducted by the professionals, not in conflict with the bargaining contract.
3. Offices of the faculty to be filled by election within areas:
- a. School committees, as provided in Article II, Section B.2.
  - b. Representatives to the Faculty Senate, as provided in Article VI, Section A.
4. Terms of Office:
- a. At the regular election each year, a candidate shall be elected to the office of vice-chair. The candidate shall serve as vice-chair for one year and as chair for the following year. The terms of office of the secretary and of the treasurer shall be for one year.
  - b. The Faculty Senate chair shall assume office on the day following Commencement. Other officers of the Senate shall assume office immediately following the last day of examinations in the spring semester.
  - c. The terms of office for the three elected representatives of the Schools of Arts and Sciences, Professional Studies and Education, the professional staff, library, and management/confidential shall be two years.
  - d. At each regular election, one or two Senators shall be elected from each of these areas as needed to ensure a full representation for each area. The term of office for representatives to the Student Senate shall be one year.
5. Eligibility for Election: Every member of the voting faculty is eligible for any position, except that:
- a. No member shall be elected until s/he has accepted the nomination.
  - b. No member may be elected to more than two successive terms in one elective office of the Senate.
  - c. Members elected to the offices of vice chair, secretary, treasurer, or elected as chair of any policy committee, or serving as representative to the State University Faculty Senate, shall be ineligible to hold, concurrently, any other elective office of the Senate.
  - d. Members elected from a particular area of the College must be members of that area and shall be ineligible to continue in office in the event they cease to be a member of that area.
6. Elective Procedures:
- a. The Committee on Committees shall conduct all elections, regular or special, for officers and members of the Senate. Voting shall be by secret ballot, using written or electronic means. Persons receiving a plurality of the votes cast shall be considered to be elected.
  - b. A regular election shall take place on or before April 15 each year. The Senate shall establish

the time of any special elections that may be required.

- c. The Committee on Committees shall prepare a slate of nominees for presentation to the faculty at a time designated by the chair of the Faculty Senate in consultation with the Senate. The slate shall be publicized at least one week in advance of the Faculty Senate meeting at which further nominations will be received from the floor.
- d. The chair of the Senate shall ask for the report of the Committee on Committees at a Faculty Senate meeting, after which s/he shall ask for nominations from the floor. Any candidate so nominated must consent to run for the office before his or her name is proposed. When the number of candidates is equal to the number of openings for a given position, the Senate may immediately direct the secretary to cast a single ballot on behalf of the faculty to elect those candidates. When the number of candidates exceeds the number of openings for a given position, the final slate shall be posted at least one week in advance of the balloting.

## 7. Installation of Officers:

Newly elected officers and representatives of the SUNY Cortland Faculty shall be installed at a faculty meeting called by the retiring chair of the Senate in consultation with the Senate, prior to the last day of classes of the spring semester. They shall assume their duties at the end of the spring semester as outlined in Article X, Paragraph 4.b.

## 8. Vacancies:

- a. A vacancy in an elective position shall exist when a person completes the term of office, resigns from the position, takes leave for one semester or longer and is not available to serve, or is no longer a member of the faculty. A vacancy may also be declared to exist by a two-thirds vote of the Senate.
- b. Any vacancy occurring among the elected officers or members of the Senate shall be filled, for the remainder of the vacated term, by a special election conducted among the appropriate voting constituency, within one month from the date that the vacancy occurs.

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## ARTICLE XI: CONDUCT OF BUSINESS

Business of the faculty, at the discretion of the chair of the Senate and with the consent of the Senate, may be conducted by distribution of information and ballots through the mail or electronically, providing that all other requirements of this constitution are met.

Business shall be conducted by *Robert's Rules of Order, Newly Revised*, except where otherwise specified in these bylaws.

## ARTICLE XII: FACULTY FEES

No fees for voting membership in the SUNY Cortland Faculty may be assessed.

The SUNY Cortland Faculty may establish fees for the maintenance of its program of activities. The Senate shall have authority to approve a budget for the faculty, and to assess fees, subject to the following limitations:

- a. The Senate may approve budgetary items only for faculty recognition upon retirement, for distinguished service, and for the operational expenses of the Senate and faculty.
- b. Fees may be assessed by the Senate not to exceed \$10 for a given academic year. All other budgetary items and fees in excess of the stated amount must be approved by a majority vote of a quorum of the faculty necessary for the conduct of business as provided in Article VI, Section D.

The fiscal year shall be from June 1 to May 31 inclusive.

### **ARTICLE XIII: REVIEW OF GOVERNANCE STRUCTURE**

#### Section A.

There shall be a mandatory review of the entire governance structure at least every five years after the adoption of these bylaws. (The last such review took place during the 2007-08 academic year.)

#### Section B.

A committee shall be elected by the Faculty Senate from nominees prepared by the Committee on Committees. This committee shall conduct the review and present recommendations to the Faculty Senate. Included in the review shall be the specific recommendations of the policy committee chairs with regard to procedures affecting their specific area.

### **ARTICLE XIV: AMENDMENTS**

This constitution or its bylaws may be amended as follows:

1. Proposals for changes or amendments to these bylaws shall be made in writing to the chair of the Senate who, with the advice and consent of the Senate, shall submit them to the faculty for a vote.
2. Notice of the time and place of voting on proposed amendments to these bylaws must be announced to, and the text of the proposed amendments must be circulated among, the membership at least one week prior to the voting.
3. Voting on amendments to this constitution or its bylaws shall be by mail or electronic ballot and shall be approved by a two-thirds vote.
4. Each proposed amendment shall state the time at which it is proposed to take effect.
5. With the approval of the president of the College this constitution, with any amendments thereto, shall be in effect.

(Amended by the Faculty Senate, April 29, 1996 and approved by President Taylor, June 20, 1996)

## **150.04 BYLAWS OF THE SUNY CORTLAND GRADUATE FACULTY**

- A. These bylaws define the role of the graduate faculty in the governance of the College, in accordance with the legal requirements of the State University of New York, the **Policies of the Board of Trustees of the State University of New York**, and the local College Council. They identify faculty responsibilities and obligations within the administrative and academic structures of the College and provide a plan within which the objectives of graduate study may be pursued.
- B. The purpose of graduate study is directed towards the fulfillment of the following objectives:
1. The expansion, deepening, and strengthening of professional knowledge as a scholarly and creative activity;
  2. The improvement of techniques for the dissemination and application of existing knowledge and the generation of new knowledge;
  3. The development of a greater understanding of the theories and findings underlying individual disciplines; and
  4. The fostering of a critical ability to deal analytically and insightfully with the problems, methods, and instruments of research in a given area of study.

## **ARTICLE I: NAME**

The name of this organization shall be the Graduate Faculty of the State University of New York College at Cortland, herein designated as the graduate faculty.

## **ARTICLE II: OBJECT**

- A. General Responsibility  
The graduate faculty has major responsibility for all aspects of graduate study and post-baccalaureate education of the College and shall be responsible for instructional programs, research activities, and service functions at the graduate level. It shall administer its own affairs with its bylaws subject to review by the Senate of the SUNY Cortland Faculty, or its elected successor.
- B. Specific Responsibilities  
The objectives of graduate study require the graduate faculty to assume the following specific responsibilities:
1. To introduce students to levels of existing advanced scholarship beyond those characterizing undergraduate work and to encourage a spirit of scholarly inquiry;
  2. To guide students in achieving an understanding of, and proficiency in, productive scholarship and research;
  3. To provide advanced training and educational opportunities leading to professional skill and knowledge of high quality;
  4. To define and maintain academic standards and requirements for advanced degrees and post-baccalaureate education at a high level of quality, consistent with the objectives of graduate study.

## **ARTICLE III: MEMBERS**

- A. The qualifications for membership require that the nominee meet the following criteria:
1. Experience

The minimum experience requirement is three years of instruction at the graduate level at any institution of higher education, or three years of library service involving graduate programs.

#### 2. Education

An earned doctorate in the field of specialization, or the highest terminal degree in the field of specialization, or special training and experience which are acceptable as judged by the particular faculty member's field.

#### 3. Demonstrated Scholarly Ability

Evidence of interest in the scholarly nature of his/her field as demonstrated by research or publication or the judgment of his/her colleagues in the department concerned.

#### 4. Rank

Holds the rank of professor, or associate professor, or librarian, or associate librarian, or administrative position of school dean or above.

#### 5. Involvement in Graduate Programs

Has, in the opinion of his/her department, an ongoing involvement in, and commitment to, graduate studies at Cortland.

- B. All applications for membership shall be reviewed and acted upon by the executive committee. An application shall consist of a letter of interest describing how the applicant meets the criteria outlined in Article III. A. and a copy of the applicant's vita.
- C. A member may resign by submitting a written letter of resignation to the presiding officer. The presiding officer shall report all resignations to the executive committee.
- D. Should the need arise, as determined by a two-thirds majority vote of the executive committee, membership fees may be levied. The proposed fee schedule must be submitted to the general membership of the graduate faculty for approval by a two-thirds majority.

## **ARTICLE IV: EXECUTIVE COMMITTEE**

The graduate faculty shall be represented by and function chiefly through an eight-member executive committee of the graduate faculty. The entire graduate faculty shall participate in the election of the executive committee. Important matters of policy shall be taken to the entire graduate faculty through meetings and ballot votes as hereinafter provided.

### A. Composition of the Executive Committee

The executive committee shall be composed of 12 members, as follows:

1. One member of the graduate faculty elected by and from the departments of biological sciences, chemistry, geology, mathematics and physics.
2. One member of the graduate faculty elected by and from the departments of English, history and modern languages.
3. One member of the graduate faculty elected by and from the departments of childhood/early childhood education and foundations and social advocacy.
4. One member of the graduate faculty elected by and from the departments of literacy and educational leadership.
5. One member of the graduate faculty elected by and from the departments of health, and recreation, parks and leisure studies.
6. One member of the graduate faculty elected by and from the departments of kinesiology, physical education and sport management.

7. One member of the graduate faculty elected at large from the library and departments having no graduate programs.
8. One member of the graduate faculty at large.
9. One graduate student appointed by the Student Government Association.
10. One administrator appointed by the provost, ex officio, without vote.
11. One representative of the Registrar's Office, ex officio, without vote.
12. One representative of the Educational Policy Committee, ex officio, without vote.

#### B. Elections and Term of Office

1. Elections for membership on the executive committee shall be run by the executive committee each year during the period April 1 through May 1. Prior to elections, nominations shall be solicited from the entire Graduate Faculty.
2. Only members of the Graduate Faculty shall be eligible to vote for executive committee positions.
3. The term of office for members of the executive committee shall be staggered two-year terms, commencing at the close of the spring semester.
4. No person may serve more than two consecutive terms on the executive committee, except for position #7 (Article IV.A.).

#### C. Duties of the Executive Committee

The executive committee shall perform the following duties:

1. Elect a chair of the executive committee, and such other committee officers as may be necessary. The chair of the executive committee shall also be the presiding officer of the graduate faculty.
2. Elect a member of the executive committee to serve as the representative of the graduate faculty on the Faculty Senate.
3. Call for applications for graduate faculty status throughout the academic year while reviewing and acting on these applications as part of the regular business of the executive committee.
4. Keep an updated list of membership of the graduate faculty.
5. Call meetings of the graduate faculty, as necessary.
6. Refer matters, as appropriate, to a vote of the graduate faculty.
7. Review, on behalf of the graduate faculty, all new graduate courses, programs, and degrees, and submit recommendations to the provost and vice president for academic affairs.
8. Consider matters of general policy and practice affecting graduate affairs and programs, formulate recommendations, and forward such recommendations to the appropriate academic departments and/or member of the College administration.
9. Conduct a referendum vote of the graduate faculty on any matter that has been petitioned by 25 percent of the members of the graduate faculty.
10. Conduct nominations and mail ballot elections for membership on the executive committee, as specified in Article IV.B.
11. Conduct mail ballot votes on amendments to these bylaws as specified in Article V.
12. In the event of a resignation from the executive committee, appoint a replacement from the appropriate constituency for the remainder of the unexpired term.
13. Carry out such other duties as may be assigned by the graduate faculty.

## D. Quorums

1. A quorum for the executive committee shall be any five of the nine voting members listed in Article IV.A.
2. A quorum for meetings of the graduate faculty shall be 25 percent of the members of the graduate faculty.

## ARTICLE V: AMENDMENT OF THE BYLAWS

- A. The executive committee shall submit to a mail ballot of the graduate faculty any proposed amendment that has been petitioned in writing by at least ten members of the graduate faculty.
- B. (1) Amendments to these bylaws shall be approved by a majority of the graduate faculty by mail ballot.  
(2) Proposed amendments shall be mailed to all members of the graduate faculty at least two weeks but not more than four weeks prior to the mail ballot.
- C. Each proposed amendment shall state the time at which the proposed amendment shall take place.

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# CHAPTER 180: Cortland Student Governance

[180.01 Student Government Association \(SGA\)](#)

[180.02 Constitution and Bylaws of SGA](#)

## 180.01 STUDENT GOVERNMENT ASSOCIATION (SGA)

The purpose of the [Student Government Association](#) is to promote and manage student affairs which enable students to participate in the determination of their educational progress. All registered students of SUNY Cortland are members of this association. There is an elected Senate.

## 180.02 CONSTITUTION OF SGA

### PREAMBLE

With this constitution the students of the State University of New York College at Cortland do hereby establish an organization of self government to represent and be responsive to the students of this college community; to promote their welfare; to insure academic and social freedom; and to provide a forum for the exchange of ideas between students, faculty and the surrounding community.



## **ARTICLE I: NAME**

This Association shall be called the SUNY Cortland Student Government Association, hereafter abbreviated as SGA.

## **ARTICLE II: MEMBERS**

### Section 1: Membership

The membership of the Student Government Association shall consist of all full-time and part-time Mandatory Activity Fee paying students of the State University of New York College at Cortland, hereafter referred to as the student body.

### Section 2: Voting Membership

The voting membership shall consist of all full-time and part-time activity fee paying students, who vote on referenda and SGA elections.

## **ARTICLE III: LEGISLATIVE BRANCH**

### Section 1

All legislative power of this association shall be vested in the Student Senate.

### Section 2

All decisions of the Student Senate shall be binding on all members of the student body unless otherwise state by this constitution.

### Section 3

By a two-thirds vote of its membership, the Student Senate may override veto by the executive board.

### Section 4: Student Senate Makeup

- A. Eligibility requirements for senators and club representatives
  - 1. All candidates for senator must be members of the student body.
  - 2. All candidates for senator must attend two meetings of the Senate prior to approval.
- B. A majority of the voting members of the Student Senate shall constitute a quorum.
- C. All meetings of the Student Senate and the SGA shall be governed by the latest edition of *Robert's Rules of Order*, except when *Robert's Rules of Order* conflicts with this constitution or bylaws.
- D. Terms of Office: Senators will serve until the end of the academic year in which they were approved unless stated otherwise in Article 10.

### Section 5: Membership

- A. Membership in the Student Senate shall consist of the following, each of whom shall have one vote:
  - 1. Two senators elected by and from the faculty/staff of SUNY Cortland's Faculty Senate.
  - 2. Senators who submit a petition of 100 signatures from the SUNY Cortland student body.

3. One representative will be chosen from each SGA recognized club to become a member of Student Senate. This student will represent one club and will hold one vote in the Senate. These representatives will be referred to as club representatives.
4. All executive board members will be nonvoting ex-officio members of the Student Senate except as noted in Article IV, Sec 6B2 of the SGA Constitution.
5. One representative from each club must establish membership at the Student Senate by being appointed by the club president and approved by the Student Senate or the club's budget will be frozen until membership is established.
6. Sanctions for club representative attendance will be found in the financial handbook.
7. Excused absences by club representatives and senators must be approved by the chair of the Student Senate prior to the meeting.

## Section 6: Duties

### A. Duties of Senators

1. To uphold the constitution of the SGA.
2. To keep students informed of Student Senate activities and considerations by making available the minutes and other relevant documents.
3. To bring to the Student Senate any specific proposals adopted and/or requested by constituents. When appropriate, such proposals should be presented to the executive board in advance.
4. To attend all Student Senate meetings unless excused by the chair. A senator shall be dismissed from the Student Senate for two consecutive unexcused or three overall unexcused absences during an academic year.
5. To serve on the boards specified in this constitution and to serve on a minimum of two additional boards and/or committees when elected or appointed.
6. To approve all executive appointments by majority vote.
7. By majority vote, at the Student Senate, a senator may be granted a leave of absence for extenuating circumstances.
8. Senators shall be subject to any further duties and expectations outlined in the *Senator Handbook*.

### B. Duties of the Club Representatives

1. To uphold the constitution of the SGA.
2. To keep constituents informed of Student Senate activities and considerations by making available the minutes and other relevant documents.
3. To bring to the Student Senate any specific proposals adopted and/or requested by constituents. When appropriate, such proposals should be presented to the executive board in advance.
4. To attend all Student Senate meetings unless excused by the Student Senate chair.
5. A club representative shall be dismissed from the Student Senate for two consecutive unexcused or three overall unexcused absences during an academic year.
6. To approve all executive appointments by majority vote of the Student Senate.
7. To serve as liaison between their club and the SGA, responsible for all communications, changes and updates occurring in the Student Senate.

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## ARTICLE IV: EXECUTIVE BRANCH

### Section 1:

The executive powers of the SGA shall be vested in the executive board of the SGA, which shall be chaired by the president of the SGA.

### Section 2:

The executive board of SGA will consist of the following positions each having one vote:

- President, nonvoting, except to make or break a tie
- Vice President
- Treasurer
- Executive Assistant to the President
- Executive Assistant to the Vice President
- Vice Treasurer
- Secretary
- Public Relations Officer
- Parliamentarian, may not vote

### Section 3: Elected officers of SGA

- A. The president, vice president and treasurer shall be elected by plurality vote of the student body who cast ballots.
  1. Nomination for president requires a petition of 300 valid signatures of members of the student body.
  2. Nominations for the vice president and treasurer of SGA require a petition signed by 250 members of the student body.
  3. No member of the SGA may sign more than one petition for each office.
  4. All elections shall be plurality vote of the student body
  5. All SGA elections shall be supervised by the Board of Elections and Referenda.
  6. All election procedures shall be approved by the Student Senate.
- B. Eligibility requirements to serve as elected officers of the SGA
  1. Have attended at least 10 Student Senate meetings as an approved member of the Student Senate.
  2. Be registered in classes on campus for a minimum of six credit hours a semester at the State University of New York College at Cortland for the entire academic year of his/her office.
  3. Have a minimum cumulative grade point average of 2.5 established at SUNY Cortland and not be on academic or disciplinary probation during elections and term of office.
  4. May not have another job aside from the duties attributed to the position with the exceptions of approved Work Study by the Financial Aid Office and/or extenuating circumstances approved by the Student Senate.
- C. Term of Office
  1. The officers of SGA shall be elected between April 1 and May 1 and shall serve from July 1 to June 30 of each calendar year.
  2. All appointed officers serve at the pleasure of the officer who is responsible for appointing

them.

3. In the event of a vacancy in the position of president, vice president or treasurer, the person who assumes the position will serve the unexpired term.

D. Write-In-Candidates

In order to be elected to office, write-in candidates shall be subject to the same eligibility requirements as any other candidates. They are not eligible to receive election funds from SGA.

Section 4:

A. Appointed officers of SGA

1. The executive assistant to the president shall be nominated by the president with the approval of the Student Senate

2. The executive assistant to the vice president shall be nominated by the vice president with the approval of the president and the Student Senate.

3. The vice treasurer shall be nominated by the treasurer with the approval of the president and the Student Senate.

4. The public relations officer shall be nominated by the president with the approval of the Student Senate.

5. The secretary shall be nominated by the president, with approval of the Student Senate.

6. The parliamentarian shall be nominated by the vice president with the approval of the president and the Student Senate.

7. Members of the SGA executive board shall not hold an executive position in any other SGA club and/or organization.

B. Eligibility requirements for nomination/appointment to serve as officers of the SGA.

1. Executive assistant to the president, executive assistant to the vice president, vice treasurer, public relations officer, secretary and parliamentarian.

a. Must be a member of SGA.

b. Be registered in classes on campus for a minimum of six credit hours a semester at the State University of New York College at Cortland for the entire academic year of his/her office.

c. Must maintain a cumulative grade point average of 2.0 established at SUNY Cortland and cannot be on academic probation.

d. Must not be on disciplinary probation unless exempted by a majority vote of student senators.

Section 5: Duties of the Executive Board

A. To act as a forum for developing proposals of concern to the Student Senate and the entire student body.

B. To enforce and carry out all decisions of the Student Senate.

C. By unanimous vote may veto an action of the Student Senate.

D. During college recesses (or when the Student Senate is not in session and/or a quorum cannot be attained by the executive board), the president, vice president and the treasurer may act for the executive board and/or the Student Senate, with such actions to be reported to the Student Senate at the earliest opportunity.

E. To attend all Student Senate meetings unless excused by the chair. An executive board member shall be dismissed from the Student Senate for two consecutive unexcused or three overall unexcused absences during an academic year.

F. Choose executive board member(s) to serve as a spokesperson(s) for the SGA during all summer orientation programs. The member needs to be nominated by the executive board and

approved by the Student Senate. If an executive board member is unable to fulfill the duties, the executive board will accept nominations from Student Senate.

- G. Must create or revise a handbook by last day of classes of the spring semester, describing the duties of their position which is approved by executive board at the end of each year.

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#### Section 6: Duties of the Executive Board Members

##### A. Duties of the President

1. To serve in the best interest of the SGA, upholding the constitution and to act in SGA's best interest as the official leader of SGA.
2. To serve as an ex officio, non-voting member of the Student Senate.
3. To preside at regular and special sessions of the executive board and to call special sessions of the board.
4. To establish any committees necessary to carry out the executive functions of SGA.
5. To make all appointments, with the confirmation of the Student Senate, unless otherwise stated in the constitution and bylaws.
6. To approve the appointments of all student representatives to faculty, administrative and policy committees, and to dismiss appointees if there is sufficient cause.
7. To present an explanation at the next Student Senate meeting upon dismissing an appointee.
8. To appoint a temporary treasurer, with the consent of the Student Senate, in the absence of the treasurer and the vice treasurer.
9. To appoint, with the approval of the Student Senate, the membership to Auxiliary Services Corporation when necessary.
10. To recommend appropriate action to the executive board and the Student Senate and to require reports of a general or specific nature of any officer, board member or committee chair.
11. To report weekly at Student Senate meetings on the state of SGA in accordance with the Senate calendar.
12. To serve as a nonvoting member of all boards or committees unless otherwise stated in this constitution and bylaws.
13. To be a student representative of Auxiliary Services Corporation Board of Directors and subcommittee as needed.
14. To serve as the student representative on the College Council.
15. To be present at all regular and special sessions of the Student Senate.
16. To call special sessions of the Student Senate.
17. To have a working knowledge of the latest edition of *Robert's Rules of Order*.
18. To be responsible for the administration of the SGA office budget and to have final approval.
19. Serve as the voting delegate on the SUNY Student Assembly.
20. When an executive board vacancy occurs because of graduation, leave of office, withdrawal, etc. the president shall as soon as practicable appoint an interim replacement until a permanent replacement is found.
21. To run the Student Senate meetings in the absence of the vice president.
22. Must serve 10 office hours per week in the SGA office during operational hours.
23. Any other duties usually attributed to this office.

## B. Duties of the Vice President

1. To serve in the best interest of the SGA, upholding the constitution and to act in SGA's best interest.
2. To serve as the chair of the Student Senate in an ex officio, nonvoting capacity, provided, however, that the chair may vote in order to create or break a tie.
3. To assume the duties of the president in his/her absence.
4. To accept additional responsibilities handed down by the president.
5. To appoint all standing and ad hoc committee chairs in the Student Senate.
6. To serve as a nonvoting member on all SGA boards and committees unless otherwise stated in this constitution and bylaws.
7. To appoint, with the consent of the president and Student Senate, all student representatives to faculty, administrative and policy committees.
8. To act as an advisor to all faculty and policy committee student representatives.
9. To call, when necessary, meetings with any faculty and policy committee student representatives.
10. To be a student representative on the Auxiliary Services Corporation Board of Directors and subcommittees as needed.
11. To chair a committee for the education of the SGA government and its workings when seen appropriate.
12. To serve as a voting delegate to the SUNY Student Assembly, if no conflicts arise.
13. To preside at all regular and special sessions of the Student Senate and to determine the agenda of the Student Senate, with consultation of executive board.
14. To serve as the chair on the Club Constitution Committee.
15. To have a thorough knowledge of the latest edition of *Robert's Rules of Order*.
16. To serve as a voting member of executive board.
17. Must serve 10 office hours per week in the SGA office during operational hours.
18. All other duties usually attributed to this office.

## C. Duties of the Treasurer

1. To serve in the best interest of the SGA, upholding the constitution and to act in SGA's best interest.
2. To serve as an ex officio, nonvoting member of the Student Senate.
3. To be custodian of all SGA funds.
4. To scrutinize the expenditures of all SGA funded organizations. If a problem arises, the treasurer shall have the right to suspend, temporarily, the use of spending activity fees by any club or organization. The treasurer, at the earliest possible time, will present the situation to the Financial Board.
5. To provide all funded organizations with a uniform set of books and instructions for their use.
6. To be an advisor to all organization treasurers.
7. To be a student representative on the Auxiliary Services Corporation Board of Directors and subcommittees as needed.
8. To accept those additional responsibilities delegated by the president.
9. To work with the SGA president in planning and appropriating the office budget of SGA.
10. To serve as the nonvoting chair of the SGA Financial Board.
11. After review with the insurance agent, the treasurer's the sole signature to be placed on any

and all contracts that legally and financially obligate the association.

12. To serve as a voting member of the executive board
13. Must serve 10 office hours per week in the SGA office during operational hours (two hours per day).
14. All other duties usually attributed to this office.

#### D. Duties of the Executive Assistant to the President

1. To serve in the best interest of the SGA, upholding the constitution and to act in SGA's best interest.
2. To serve as an ex officio, nonvoting member of the Student Senate.
3. To serve as a voting member of the executive board.
4. To accept responsibilities and duties handed down from the vice president.
5. To act on behalf of the vice president when requested.
6. To develop at least one campus-wide program per semester.
7. To make all Students aware of SGA and events on a regular basis.
8. To take minutes at executive board and/or the Student Senate in absence of the secretary.
9. All other duties usually attributed to this office.

#### E. Duties of the Executive Assistant to the Vice President

1. To serve in the best interest of SGA, upholding the constitution and to act in SGA's best interest.
2. To serve as an ex officio, nonvoting member of the Student Senate.
3. To serve as a voting member of the executive board.
4. To accept responsibilities and duties handed down from the vice president.
5. To act on behalf of the vice president when requested.
6. Responsible for submitting articles to the SUNY Cortland student newspaper at the SGA executive board's request about what is going on in SGA.
7. To take minutes at Student Senate in absence of secretary.
8. Must serve seven hours per week in the SGA office during operational hours.
9. All other duties usually attributed to this office.

#### F. Duties of the Vice Treasurer

1. To serve in the best interest of the SGA, upholding the constitution and to act in SGA's best interest.
2. To carry out those duties assigned by the treasurer and to attend all financial board meetings.
3. To assume the responsibilities of the treasurer in the absence of the treasurer.
4. In the absence of the treasurer, appoint, with Student Senate approval, an acting vice treasurer.
5. To accept any duties delegated by the treasurer.
6. To serve as an ex officio, nonvoting member of the Student Senate.
7. To work closely with the treasurer in the financial operation of SGA and to assist and advise the treasurer.
8. To serve as a voting member of the executive board.
9. Work with the SGA president and treasurer in planning the SGA office budget.
10. Assist in the annual SGA club inventories.
11. Must serve seven office hours per week in the SGA office during operational hours, at least one

hour per day.

12. All other duties usually attributed to this office.

#### G. Duties of the Public Relations Officer

1. To serve in the best interest of SGA, upholding the constitution and to act in SGA's best interest.
2. To serve as an ex officio, nonvoting member of the Student Senate.
3. To serve as a voting member of the executive board.
4. To administer and coordinate all student government public relations efforts.
5. To act as advisor to all SGA organizations in their social programming efforts and assist in scheduling of campus activities between SGA clubs and the college.
6. To encourage representation and inform students of SGA and campus events.
7. To serve as a liaison between media organizations and SGA clubs.
8. To make adequate publications to keep the student body aware of SGA's events.
9. To formulate a seven-member committee for Winter Formal and Festivus that consists of at least one SGA executive board member, one financial board member, one student senator, one club representative and chaired by the public relations office. The officer will make or break a tie.
10. Must serve five hours per week in the SGA office during operational hours.
11. Responsible for recognizing clubs' successes at the Student Senate and executive board meetings.
12. Responsible for promoting and assisting SGA recognized clubs with their events.
13. To help coordinate and plan executive board programming.
14. All other duties usually attributed to this office and to plan executive programming.

#### H. Duties of the Secretary

1. To serve in the best interest of the SGA, upholding the constitution and to act in SGA's best interest.
2. To take minutes of all Student Senate and executive board meetings.
3. To distribute the minutes at each meeting and record attendance, listing names of those present and absent.
4. To be a voting member of the executive board.
5. Must serve three office hours per week in the SGA office during operational hours.
6. All other duties usually attributed to this office.

#### I. Duties of the Parliamentarian

1. To serve in the best interest of the SGA, upholding the constitution and to act in SGA's best interest.
2. To educate senators on parliamentary procedure.
3. To be a nonvoting member of executive board.
4. To have thorough knowledge of the latest edition of *Roberts Rules of Order*.
5. To use the knowledge of parliamentary procedure and ensure its implementation at executive board and Student Senate meetings.
6. To serve as an ex officio, non-voting member of the Student Senate.
7. Must serve two office hours per week in the SGA office during operational hours.



8. All other duties usually attributed to this office.

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## **ARTICLE V: JUDICIAL BODY**

### Section 1:

The judicial responsibility of the SGA is vested in the SUNY Cortland **Judicial Affairs Office**. Decisions of the College Hearing Panel shall be binding on all members of the SGA except where overturned by appropriate appeals board (refer to current *Code of Student Conduct*).

### Section 2: Duties of College Hearing Panel

1. To adjudicate cases of alleged violations of the current *Code of Student Conduct*.
2. To adjudicate cases involving alleged violations and/or interpretations of the SGA constitution.
3. To adjudicate cases between organizations of the SGA.
4. All appeals of SGA matters involving the College Hearing Panel are subject to the appeals procedures in the *Code of Student Conduct* and are heard by the College Appeals Committee.
5. Adjudicate all properly filed election and referenda challenges.

## **ARTICLE VI: SGA BOARDS**

### Section 1: Financial Board

#### A. Duties:

1. To recommend to the SGA Student Senate policies and procedures for the administration of student funds. Any changes to the *Financial Handbook* must be passed by a majority vote of the Student Senate.
2. To make recommendations for the increases and/or decreases of the Mandatory Activity Fee and other such student fees as may be desired.
3. To annually prepare the budgets of the SGA clubs for the regular academic year and the summer sessions. These budgets must be completed by April 1. If spring recess starts and ends in March, the budget must be completed by the second week of April. These proposed budgets are then submitted to the Student Senate for approval.
4. To grant allocations from the SGA contingency fund and other funds according to the *Financial Handbook*.
5. To aid and encourage cooperation of organizations in programming.
6. All actions of the financial board must be reported to the executive board and Student Senate to insure that there is not a violation of SGA financial policy or SUNY Board of Trustees guidelines for the allocation of the Mandatory Activity Fee. If there is a violation of any of the above policies, the Student Senate shall void the action.

#### B. Membership shall be as follows:

1. SGA treasurer: Shall serve as chair, nonvoting, except to make or break a tie.
2. SGA vice treasurer: Shall serve as vice chair.

3. Six members of SGA at large nominated by SGA treasurer and vice treasurer, elected by Student Senate.
  4. The vice president for student affairs, after consultation with the SGA treasurer, will appoint a nonvoting advisor to the financial board.
- C. The Financial Board Chair:
1. Shall be the treasurer of SGA.
  2. Will be available to assist SGA clubs and organizations in budget preparation.
  3. Present to the Student Senate any financial board recommendations concerning changes and/or modifications of SGA financial board.
  4. Set the agenda for all financial board meetings.
  5. To recommend to the Student Senate removal of a financial board member who misses three meetings during a semester.
  6. Maintain a regular relationship with the appointed advisor of the financial board.
  7. To recommend to the Student Senate the removal of a financial board member for reasons other than absences, with consent of financial board.

## Section 2: Board of Elections and Referenda

- A. Duties:
1. Developing and presenting to the Student Senate procedures to be used in the conduct of elections and referenda.
  2. Conduct elections following approved procedures.
  3. To advise candidates and respond to questions regarding elections and referenda.
  4. To serve in the best interest of SGA.
- B. Membership shall be as follows.
1. Seven members of student body shall be appointed by the Student Senate and serve a term ending on the last day of the spring semester, each
  2. A chair, nonvoting — except to make or break a tie — shall be elected by the members of the board.
  3. No candidate for an elective office may serve on the elections board.

## Section 3: Club Constitutions Committee

- A. Duties:
1. To review and make recommendations to the Student Senate on new and old club constitutions.
  2. To determine the status of clubs as either active or inactive after inactivity for one academic year.
  3. To recommend to the Student Senate why SGA should discontinue recognition of a club or organization.
  4. The SGA Club Constitution Committee must submit its policies and procedures to the Student Senate for approval.
- B. Members shall be as follows:
1. The vice president, as chair, nonvoting — except to make or break a tie.
  2. The parliamentarian, nonvoting.
  3. Three members of the Student Senate, voting.

## **ARTICLE VII: MEETINGS**

- A. The Executive Board, Student Senate and all boards shall meet weekly unless the chair or the president decide there is not sufficient business to justify a meeting.
- B. Special meetings may be called whenever deemed appropriate by the chair and/or the president.
- C. For each body, Student Senate, executive board and all other boards, a quorum shall be a majority of its members.

## **ARTICLE VIII: IMPEACHMENT**

- A. Officers of all organizations, club representatives and senators of SGA are subject to impeachment by a two-thirds vote of the Student Senate. The College Hearing Panel shall hear the case with a majority vote needed for impeachment. The College Hearing Panel will impose sanctions as appropriate.
- B. The Senate must vote by secret ballot.

## **ARTICLE IX: REMOVAL OF OFFICERS**

Section 1: The president, vice president and treasurer of the SGA are subject to recall by a petition bearing the signatures of 1,200 students of the student body.

Section 2: After signatures have been received, impeachment procedure will be followed to remove the officer from his/her position.

## **ARTICLE X: REMOVAL OF SENATORS**

Section 1: All senators of the SGA are subject to removal by a petition bearing the signatures of 50 percent of all students of the SGA Student Senate.

Section 2: The procedures for the removal of a senator are the same as those for the removal of officers.

## **ARTICLE XI: AMENDMENT**

Section 1: A committee appointed by the president with the consent of the Student Senate may review this constitution and bylaws at least every two years and propose any amendments to the constitution or bylaws. The committee shall be made up of not less than five members of SGA of which there must be at least one member from each branch of the SGA.

Section 2: A proposed amendment must be announced in the Student Senate and given to each senator in writing, at least one week prior to the vote on that amendment.

Section 3: The SGA constitution may be amended by a vote of two-thirds of the Student Senate membership.

## **ARTICLE XII: RATIFICATION**

Section 1: An amended SGA constitution must be ratified upon approval of two-thirds of the Student Senate membership and majority vote of the student body by referenda, after following the procedures stated in Article XI.

Section 2: Amendments to the SGA constitution approved by the Student Senate are not effective until ratification by the student body.

### **ARTICLE XIII: COMMENDATION**

Commendation may be given to those students or nonstudents who have made exceptional contributions to the SGA. Commendations shall offer no responsibilities or authority. Commendation may be proposed to the Student Senate by a two-thirds vote of a recognized student organization. A two-thirds vote of the Senate shall be required.

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### **ARTICLE XIV: VACANCY OF OFFICE**

Section 1: In the event that an executive vacancy occurs, replacement procedures will be as follows:

- A. President: The vice president will assume the position of the president.
- B. Vice President: Nominations will be open on the floor of the Student Senate for one week after the vacancy occurs with election by a plurality vote.
- C. Treasurer: If a vacancy in the office of treasurer occurs, the vice treasurer will assume the position of treasurer.
- D. If a vacancy in any other position occurs, it will be filled by a reappointment following appointment procedures outlined in this constitution.

Section 2: SGA Referenda Policies and Procedures

- A. Referenda requests must be submitted by a recognized SGA club or organization.
  - 1. Petitions for referendum must be filed with the financial board with the exception of amended SGA constitutions that require ratification. The financial board will review the petitions and make a recommendation to the SGA Student Senate for approval.
  - 2. If approved by the Student Senate, the petition is sent to the Board of Elections and Referenda. The wording for referenda, including revised SGA constitutions, will be written by the Board of Elections and Referenda. The petition is then sent to the executive board.
  - 3. The executive board must approve the wording of all referenda by majority vote before submitting them to the entire student body.
  - 4. Referenda are in effect when passed by a majority vote of the student body who voted.
  - 5. Any allocations needed for referenda will then be voted on by the Financial Board. A majority vote is needed before the allocations can be sent out.
- B. A valid petition signed by 35 percent of the student body requires any SGA policy be put to a popular vote of the membership of the student body.

- C. A valid petition is one that clearly and precisely explains the action to be taken and contains the full names and ID numbers of the signee.
- D. SGA policy may be overridden by a petition containing at least 51 percent of the student body.

### Section 3: SGA Clubs and Organizations

- A. A proposed constitution of a new club/organization must be announced in the Student Senate at least one week prior to the vote on its ratification.
- B. Implicit in the preamble of all constitutions must be the ideals incorporated in the SGA constitution.
- C. SGA will fund a maximum of 85 clubs or organizations.
- D. Any changes in club constitutions must be recommended by the Club Constitution Committee and approved by the Student Senate.

### Section 4: Budgetary Bylaws

- A. The president, treasurer and vice treasurer will prepare and present an SGA office budget to the financial board no later than the third week in March. The office budget must be approved by the Student Senate.
- B. After approval from Student Senate, the financial board will hold budget hearings for all the SGA clubs and organizations. This should be completed no later than the first week of April. If the spring recess starts and ends in March, then the budget must be completed by the second week of April.
- C. After release of the recommended budget, each club and organization has five days to make an appeal to the financial board.
- D. After the appeal process (5 days) the budget is presented to the SGA president for consideration.
- E. After review, and any necessary consultation, the SGA president will present the proposed SGA budget to the Student Senate. The Student Senate may ratify the budget by majority vote. If the budget is not ratified, it will be sent back to the financial board with appropriate recommendations.
- F. The Student Senate has two weeks to make a decision on the budget. If a decision is not made by two weeks, the budget becomes final and goes to the SUNY Cortland president as the official budget.

#### NONDISCRIMINATORY STATEMENT OF POLICY XVIII OF THE SGA

It is the policy of the SUNY Cortland Student Government Association to provide to any student access to all student organizations based on merit and without discrimination because of race, color, religion, sexual preferences, sex, age, or national origin, or physical abilities pursuant to Federal Executive Orders #11246 and #11375, State Executive Order #40 and the Board of Trustees Policy Statement.

This nondiscriminatory policy applies to everyone and every organization, in every aspect of student government policy and practices at the College. The policy must be implemented throughout all student organizations and is the responsibility of all members of student government.

Revised, Spring 1989

Revised, Spring 1993

Revised, Fall 1994

Revised, Fall 1998

Revised, Spring 2001

Revised, Spring 2004

Revised, Spring 2005

Revised, Spring 2006

Revised, Spring 2008

Revised Spring 2009

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## **210.01 ANNUAL REPORT OF YEAR'S ACTIVITIES**

May — Fourth week: Department chairs submit reports to school deans or supervisors

June — Second week: School deans and supervisors submit reports to vice presidents

July 1: Vice presidents submit reports to president

Sept. 1: President submits annual report to chancellor, board of trustees and College Council.

## **210.02 BUDGET**

The fiscal year for SUNY is from July 1 through June 30. The distributed state support, in combination with each campus's tuition and certain other revenue, comprise the campus's State Operations Fund. Other campus self-supporting funds, such as Income Fund Reimbursable (IFR), Dormitory Income Fund Reimbursable (DIFR) and State University Tuition Reimbursement Account (SUTRA), are accounted for separately.

Each campus has full discretion in the distribution and use of both State and campus-generated revenue within the State and University fiscal guidelines. At SUNY Cortland, State Operations Funds are fully distributed to the appropriate campus officers and various campus-wide activities. Campus officers have authority to further distribute these funds within their area of responsibility in accordance with approved campus policies and priorities.

## **210.03 LEAVE OF ABSENCE**

### **November**

First week — Faculty member makes application for February leave of absence to department chair.

Second week — Recommendation on February leave of absence department chair to school dean.

Third week — Recommendation on February leave of absence dean to provost.

Fourth week — Recommendation on February leave of absence provost to president.

### **December**

First week — President notifies faculty member of decision regarding leave of absence.

### **April**

First week — Faculty member makes application for September leave of absence to department chair.

Second week — Recommendation on September leave of absence — department chair to school dean.

Third week — Recommendation on September leave of absence — dean to provost.

Fourth week — Recommendation on September leave of absence — provost to president.



## **May**

First week — President notifies faculty member of decision regarding leave of absence.

## **210.04 REGISTRAR'S CALENDAR**

### **Week Prior to Start of Classes**

Students de-registered for non-payment of tuition – all classes are removed.

### **First Day of Classes**

Class lists available on myRedDragon for all instructors and department personnel.  
Drop/Add Period.

### **Second Week of Classes**

Final class lists – following all drop/add activity – available on myRedDragon for instructors and department personnel.

Chairs and department personnel review — and update if necessary — the semester Course Schedule with current instructors, meeting times and rooms for SUNY System Administration Enrollment Reports. (Student Data Submission (SDS); Course Data Submission (CDS); Term and Section Data Submission (TSDS)).

Chairs meet with registrar to schedule classes for next semester's courses.

### **Fifth Week of Classes**

Chairs proofread next semester's course offerings prior to posting on Web site.  
Final examination requests to faculty to identify department and special request examinations.

### **Seventh Week of Classes**

First/Third Quarter grades are due; updated second or fourth-quarter class lists available on myRedDragon.

Chairs return final examination requests to dean for approval.

### **Eighth/Ninth Weeks of Classes**

Deans return final examination requests to registrar.

Course offerings available on the Web Time-tickets and registration pin numbers are issued to students and are accessible on myRedDragon for faculty prior to registration of continuing students.

## **Tenth/Eleventh Weeks of Classes**

Registration of seniors, juniors, sophomores and freshmen commences.

Instructors notified of outstanding Incompletes which are scheduled to be converted to failing grade of E.

Final Examination Schedule distributed electronically and posted on Web site.

## **Last Three Weeks of Classes**

Students cannot withdraw from courses.

## **Last Week of Classes**

No in-class examinations or quizzes – unless approved by dean.

Make up of Incomplete grades due in **Registrar's Office**.

## **Final Examination Period**

All grades are due in the Registrar's Office within 72 hours after each final examination given. Holidays are excluded. Saturday and Sunday are counted as 24 hours.

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## **210.05 PROMOTION**

### **October**

Third week – Faculty self-recommendations due to Department Personnel Committee.

Note: In the case of promotion from the rank of associate professor to full professor, external reviews are required for faculty hired after 2009.

### **November**

Second week – Department Personnel Committee's recommendations due to department chair.

### **December**

First week – Department chair's recommendations due to School Personnel Committee (Lecturer Review Committee).

### **January**

First week – School Personnel Committee’s (Lecturer Review Committee’s) recommendations due to dean.

Third week – Dean’s recommendations due to provost.

### **March**

First week – Provost’s recommendations due to president.

March 15 – Faculty notification letters from president; copies to provost, dean, chair of School Personnel Committee (Lecturer Review Committee), department chair, and chair of Department Personnel Committee.

### **June**

First week – Department decides promotions procedures for next year.

(Revised 7/14/10)

## **210.06 RETIREMENT AND/OR RESIGNATION**

### **December**

Second week — Notify president of plan to retire faculty member to president.

Resignation — See 220.07

## **210.07 SABBATICAL LEAVES**

### **October**

First week — Faculty member makes application for sabbatical leave to department chair.

Third week — Department chair makes recommendation to respective dean, along with explanation of how applicant's courses will be covered. If the courses will not be taught, the chair must state how students who need those courses will make timely progress toward the degree.

### **November**

Second week — Dean makes recommendation to provost.

### **December**

First week — Provost makes recommendation to president.

### **January**

First week — President notifies faculty member.

Article XIII, Title E, of the Policies of the Board of Trustees makes it clear that "The objective of [a sabbatical leave] is to increase an employee's value to the University and thereby improve and enrich its program. Such leave shall not be regarded as a reward for service nor as a vacation or rest period occurring automatically at stated intervals." Article XIII, Title E also states that "the applicant will continue as a member of the professional staff for a minimum of one year upon return" from the sabbatical leave.

"It is important that chairpersons and other academic officers be convinced that the project proposed for a leave is of sufficient value to justify the investment which the institution makes. In my view, faculty and staff should be encouraged to seek outside funding for half salary which would then allow a full year's leave which is more beneficial than a half-year to the institution and to the individual. I note in passing that the impact on the department's workload and on the College budget is lessened, since a temporary replacement can usually be employed for the half salary remaining to the College."

(Approved by President Clark, Oct. 14, 1980)

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## **210.08 SUMMER/WINTER SESSION**

### **October**

Third week — **Summer Session/Winter Session** coordinator canvasses department chairs regarding suggested listing of summer session offerings. Request is also made regarding necessary staffing, including visiting instructors.

## **210.09 TERM AND CONTINUING APPOINTMENTS: STEPS**

<b>Steps</b>	<b>First-year appointment</b>	<b>Second-year appointment</b>	<b>Third-year appointment</b>
Department Committee — Starts evaluation as early as necessary	—	—	—
Department Personnel Committee to department chair	December Third week	October Third week	March First week
Department chair to school Personnel Committee	January Fourth week	November First week	March Third week

School Personnel Committee to school dean	February First week	November Third week	April First week
School dean to provost	February Second week	November Fourth week	April Second week
Provost to president	February Third week	December First week	April Third week
President to faculty member	March 1	Dec. 15	May 1*
Reply to president	10 days	10 days	10 days

In those instances where the renewal of term will result in a tenure decision, the various committees and offices should follow the same schedule as that for the second- or third-year appointment. *\*This notice may be delayed if the NYS budget is delayed.*

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## **CHAPTER 220: Academic Personnel Procedures**

### **[220.01 Academic Freedom](#)**

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### **[220.03 Recruitment of Faculty \(Selection and Appointment\)](#)**

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### 220.13 Plan For Discretionary Performance-Based Adjustments to Basic Annual Salary of Academic Faculty

### 220.14 Plan For Discretionary Performance-Based Adjustments to Basic Annual Salary of Professional Staff Members

## **220.01 ACADEMIC FREEDOM**

"It is the policy of the University to maintain and encourage full freedom, within the law, of inquiry, teaching and research. In the exercise of this freedom faculty members may, without limitation, discuss their own subject in the classroom; they may not however, claim as their right the privilege of discussing in the classroom controversial matter which has no relation to their subject. The principle of academic freedom shall be accompanied by a corresponding principle of responsibility. In their role as citizens, employees have the same freedoms as other citizens. However, in their extramural utterances employees have an obligation to indicate that they are not institutional spokespersons." Article XI, Title I, Policies, 2001.

The [AAUP] 1990 Statement of Principles asserts the right of faculty members to speak or write as citizens, free from institutional censorship or discipline. At the same time it calls attention to the special obligations of faculty members arising from their position in the community: to be accurate, to exercise appropriate restraint, to show respect for the opinions of others, and to make every effort to indicate that they are not speaking for the institution.

The Middle States Association states that: "A sound educational environment requires a secure framework of academic freedom. Academic freedom and job security are not synonymous and should not be contingent on each other. Regardless of whether faculty members hold probational initial appointments or are on extended contract or permanent tenure, the same principles of academic freedom must apply to all. Academic freedom protects the methods of inquiry and gives one the right and the obligation as a scholar to examine all data and to question any assumption. It debars one from preconceived conclusions. It obliges a teacher to present all information fairly because it asserts the student's right to know the facts. Academic freedom does not require neutrality on the part of either an individual or an institution. It is consistent with earnest and declared efforts to advance a particular point of view if it is insisted that complete access to the facts underlies the argument and that the argument can be plainly distinguished from the inquiry. To restrict the availability or limit the presentation of data or opinions is to deny academic freedom."

## **220.02 RESPONSIBILITY OF FACULTY**

During the first week of classes (preferably at the first class) a dated syllabus should be distributed by the instructor to all students. The syllabus should include the catalog course description, a description of assignments and approximate dates on which they are due, the attendance policy, the assessment method and grading procedures for the course, the materials required for the course, the Cortland disability statement, a statement on academic integrity, how to contact the instructor and other information deemed necessary by the instructor.

For courses in certain accredited programs (eg. NRPA/AALR, CAAHEP) there are additional items that must be included on the syllabus, and faculty should consult the respective departmental guidelines. With regard to NCATE accreditation, specific courses in teacher preparation (eg. courses with the prefix AED, ECE, EDL, EDU, FSA, LIT, PED, SHH, SPE and other courses requiring special designation on the **Teacher Education Council** website also require additional items that must be included on the syllabus, and these are noted in the "Components for the Cortland Teacher Education Course Syllabus," also found on the TEC website. Faculty should consult **Section 410.12 Class Attendance for Students and Faculty** when preparing the syllabus.

(Approved by Provost Davis-Russell July 2007)

**Criteria for Teacher Preparation Courses Requiring Special Designation:** Refers to courses that focus on assisting or understanding P-12 students in the teaching-learning process. Included among such courses would be:

- Courses on classroom methodology (AED 391)
- Courses that address P-12 student development (PSY 231 and 232)
- Courses specifically designed only for teacher education candidates (MAT 101, SCI 141 and 142)
- Courses that cover a combination of content and pedagogy (ENG 402)

### **Components for the Cortland Teacher Education Course Syllabus:**

The following checklist identifies required components for syllabi for teacher education courses. Syllabus format and the addition of other components are at faculty discretion and in compliance with any specific department or program guidelines.

### **General Information**

- Name of the Institution (SUNY Cortland)
- Name of the Department
- Semester, Year of the Course

### **Course Information**

- Course Prefix, Number, Title, and Credit Hours
- Required Course Materials (eg. Textbooks, journal articles, library and/or online resources)
- Course Description
- Instructor Course Description (optional)
- Course Objectives/Learning Outcomes

Schedule and Activities

Attendance Policy

Evaluation of Student Performance

Disability Statement

Academic Integrity Statement

Alignment of Syllabus Components with Conceptual Framework and Specialty Program Association Standards – Where most appropriate, assignments, and/or activities, and/or evaluations of student performance should be linked to:

- a) the Specialty Program Association Standard that the task fulfills (eg. ACEI, Standard 4, NSTA, Standard 2), and
- b) the Conceptual Framework area met (eg. CF-Knowledge Base).

### **Instructor Information**

Name of Instructor

Office Hours, Location and Telephone Number

E-mail Address

**Academic Integrity Statement:** Faculty should include in all syllabi a reference to upholding academic integrity and intolerance of academic dishonesty. Suggested wording might be the following: "Students will not cheat or plagiarize in this course. Plagiarism, a serious academic offense, is defined as expropriating the ideas of others and using them as one's own without due credit. Students who cheat in examinations or plagiarize in this course will be disciplined in accordance with university rules and regulations." (See College Handbook, [Chapter 340](#).)

**Disability Statement:** Faculty should include in all syllabi a reference to disabilities accommodations SUNY Cortland is committed to upholding and maintaining all aspects of the federal Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. Suggested wording might be the following: "If you are a student with a disability and wish to request accommodations, please contact Student Disability Services located in Van Hoesen Hall, Room B-1, or call (607) 753-2066 for an appointment. Any information regarding your disability will remain confidential. Because many accommodations require early planning, requests for accommodations will be reviewed in a timely manner to determine their appropriateness to this setting."

Within the first two weeks of classes, faculty should post their office hours for students and submit them to their department chair who will send a copy to the dean of the school. Many faculty also list their office hours on course syllabi. As a part of its strong commitment to undergraduate teaching, Cortland prides itself on the availability of faculty to meet with students. To ensure this student access, faculty with a full teaching obligation should be available in their office for at least five hours per week to meet with students. Preferably, the hours should be spread through the week and at different times of the day. Those with part-time teaching assignments should hold proportionate office hours. Department chairs and deans will address any variations in these expectations.

Faculty members are required to meet their classes as scheduled in the Course Schedule unless permission to change meeting times has been approved by the dean of the school, after consultation



with the department chair and with the Registrar's Office. Approving a request to change a course meeting time must meet the following criteria:

1. Students enrolled in the course have no conflicts with any other scheduled course including laboratory or performance type course
2. Students are not subjected to extreme inconvenience by the time change.

Faculty members are obligated to meet their classes during each scheduled class period, including those classes scheduled 48 hours before and after a vacation. With the approval of the department chair, an instructor may reschedule a particular class session for such purposes as testing, attendance at special programs, seminars, and field trips. In the event an instructor cannot meet this class for any reason including illness, absence from campus, or another professional obligation, s/he shall arrange for another qualified person to conduct the class during the absence unless, by mutual agreement between the chair and the instructor, other educational arrangements are warranted.

### **220.03 RECRUITMENT OF FACULTY (SELECTION AND APPOINTMENT)**

Positions, new or replacement, are assigned to departments by the president of the College on the recommendation of the provost.

1. Advertisements and recruitment contacts should be made for all anticipated vacancies new and/or replacements as early as possible each new academic year. A position description should be prepared and submitted to the school dean for review of responsibilities, salary range, if stated, and rank. Notices of vacancies must be submitted to the Affirmative Action Office.
2. Recruitment for actually assigned positions should begin as early as possible following the authorization of the new position by the provost and approval for advertising by the Affirmative Action Office.
3. When the department committee and the department chair have decided on their top candidate or candidates (up to three) a complete vita, including transcripts and letters of recommendation or reports of telephone recommendations for each candidate should be forwarded to the appropriate dean, to the provost and to the affirmative action officer. After these approvals, the chair should request from the dean and the affirmative action officer permission to invite the candidate to the campus. Whenever possible, the chair or other designated members of the department should actively interview candidates at national and regional professional meetings to screen the field before inviting serious candidates for on-campus interviews. On-campus interviews should be arranged, whenever possible, for the top candidate or candidates.
4. Candidates brought to the campus for positions at the professor or associate professor level should be interviewed by the provost in addition to other appropriate administrators. Candidates for assistant professor and instructor should be interviewed by the provost or his/her designee and the dean of the school in which the candidate may be appointed.
5. Transportation charges and room and board may be reimbursed in accordance with campus policy. All such charges must be verified with appropriate receipts. Candidates staying overnight during their visit should be housed in college facilities when possible, and will be fed at college expense. To expedite the reimbursement of the candidate's travel expenses, responsible persons should

obtain the candidate's signature, home address, and social security number on the State of New York Standard Travel Voucher, which is form AC 132-REV, 4-75 while the candidate is on campus. **(See Guest Room Use Policy 380.08).**

6. Travel expenses incurred by the department chair or his/her designated representative for recruitment at regional or national or professional meetings may be paid by the provost or by the school dean subject to state travel regulations. Approval must be obtained from the provost or school dean in advance of such travel.
7. Rank and salary for each position must be cleared with the appropriate dean and the provost. Except in extraordinary cases, initial appointment to the College will not be made with continuing appointment.
8. The chair should discuss each appointment with the appropriate dean in advance of any oral or written statement to the candidate. Under no circumstances should the chair make an oral or written commitment to the candidate without the prior approval of the dean and the provost. It is the primary responsibility of the department chair to define for the candidate terms for employment.
9. The appointment form should indicate the line which is intended to be used for the appointment existing line numbers are provided on the Departmental Service Roster; new line numbers will be provided by the provost or the Business Office. The appointment form and accompanying documents should list the following:
  - A. Recommended salary
  - B. Recommended type and term of appointment
  - C. Number of years of previous full-time college teaching in accredited institutions which count toward the seven year probationary period.
  - D. Any contingency arrangement agreed to by the candidate, the department, the appropriate dean and the provost.
10. All recruitment efforts must conform to the campus Affirmative Action policies.

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## **220.04 IMMIGRATION AND VISA STATUS**

1. The Immigration and Naturalization Service does not permit employment of noncitizens holding certain types of visas. Employment of individuals who are not citizens or permanent residents requires the review and approval of the Human Resources Office.
2. The College provides legal support to tenure-track academic faculty for immigration petitions and applications filed on behalf of prospective and current employees. Legal services in connection with such petitions and applications shall be performed only by attorneys retained through the Office of University Counsel. Contact the Human Resources Office for additional information.
3. The Immigration Reform and Control Act of 1986 requires all employees hired after May 31, 1987 to complete the Employment Eligibility Verification (Form I-9). Forms and information are available in the Human Resources Office.

## **220.05 APPOINTMENT OF FACULTY**

1. Following consultation with the appropriate dean and vice president, the department chair should communicate by letter to the candidate the conditions of employment as they will be recommended through channels to the president. These include:
  - A. salary
  - B. term (semester, 10-months, 12-months, years)
  - C. title or rank
  - D. in tenure-track or temporary
  - E. if full or part time
  - F. general responsibilitiesCopies of this communication should be filed in the department, the dean's office, and the office of the appropriate vice president. The communication must make clear that only the president can offer an appointment and that after the recommendation has been considered by reviewing authorities such as the dean, provost, business officer, and affirmative action officer, a formal offer will be sent from the President's Office. The appointment is not official until after the offer has been signed and returned to the President's Office.
2. Do not release publicity regarding any prospective appointment until the candidate has been officially offered appointment by the president of the College and the candidate has accepted the offer. The Institutional Advancement Office normally handles publicity for College appointments.
3. Generally, the doctorate (or terminal degree) is required for appointment except at the level of instructor or lecturer, where the master's degree is required. (February 1972)

## **220.06 COLLEGE POLICIES AND PROCEDURES OF THE ACADEMIC FACULTY FOR RENEWAL OF TERM APPOINTMENT, GRANTING OF CONTINUING APPOINTMENT AND PROMOTION**

### **A. Preface**

The policies and procedures established herein seek to provide maximum departmental autonomy in the development of policies and criteria on personnel matters, while guaranteeing both that the standards established by the board of trustees are upheld and that candidates are treated fairly.

These policies and procedures are in accordance with the current Policies of the Board of Trustees, the current Agreement between the State of New York and UUP, and the current Compilation of Codes, Rules and Regulations, State of New York.

In accordance with the American tradition of fair dealing and fair play, these policies and procedures guarantee the essential right of due process. The term, "right of due process," is used here to mean a system of clear, orderly, procedures in which the full disclosure of basic decisions and the specific reasons for those decisions are made at every stage of the process.

Decisions made by the Human Resources Office under the policies and procedures detailed herein are intended to serve the best interest of the University by providing the president with the maximum

amount of information with which to make his/her decisions while at the same time protecting the basic rights of the individual faculty member by assuring her/him a fair hearing on those matters relating to her/his professional life.

It is essential that the faculty provide specific reasons why a colleague should be reappointed, given continuing appointment, or promoted rather than merely ask if reasons exist why s/he should not be reappointed, given continuing appointment, or promoted.

The success of any system of evaluation depends upon the willingness of both faculty and administrators to be candid, objective, and fair in the performance of their responsibilities. Only if this occurs can the best interest of the University be served.

## **B. General Guidelines for Academic Due Process**

### 1. General Principles

- a. Recommendations on personnel matters, including continuing appointment, renewal of term appointment, and promotion shall be based on:
  - i. the overall official record of the candidate's training, teaching, and other relevant experiences and achievement in his or her academic field and related areas (note: activity via technology is legitimate activity within the scope of professional obligation, and it should be evaluated and entered under whichever category on the personnel action form is appropriate for the specific activity. Departments are requested to discuss the issue with a view of incorporating involvement in technology in their personnel policies);
  - ii. service to the College and to the profession while at Cortland;
  - iii. and in the case of promotion, on criteria for rank-to-rank promotion approved by the Faculty Senate. The existing criteria for promotion shall be in effect until the Senate approves new criteria.
  - iv. Evidence of the candidate's record will be submitted as part of a portfolio, and will be used at all levels of review. This portfolio is distinct from the official personnel file maintained in the Provost's Office, as well as the copies of the personnel file maintained in the dean's and departmental offices. The contents of the official files may include confidential materials not normally contained in the portfolio, and they will be used for review only at the levels of the dean, provost and president.
- b. Should a personnel committee elect to operate under a rule of secrecy or should it be required to operate under such a rule, committee members, except for the chair, shall not discuss outside of a committee meeting, a candidate or his/her case with anyone not serving on the committee, until the committee has voted on the candidate. During committee deliberations the committee chair may discuss outside of a committee meeting a candidate's case with persons not on the committee, but, when the chair does so, s/he does so at the specific direction of the committee and in accordance with these policies and procedures.
- c. Once a committee has voted on a candidate, committee members may testify about a candidate and his/her case before a personnel review committee, and they may discuss a candidate or his/her case with a department chair, an administrator, or a grievance official. However, they shall not discuss a candidate or his/her case with anyone not involved in the personnel process.

- d. Department chairs and members of all personnel committees shall function as independent evaluators. They shall make their decisions in accordance with the highest professional and academic principles, free from departmental, personal, or administrative pressures.
- e. A candidate for reappointment, continuing appointment, or promotion shall be kept fully informed of all materials that are being used in the evaluation and be given opportunities to reply to them at all stages of the evaluation process. He/she shall have free access to departmental and school files at all times. Copies of materials placed in his/her official file shall also be included in his/her department (to be maintained by the department) and school files (to be maintained by the dean's office). Each academic faculty member shall be responsible for seeing to it that materials placed in his/her official file are also included in his/her department file and in his/her school file. The official file shall be maintained in accordance with Art. 31 of the Agreement between UUP and the State of New York.
- f. Department chairs and members of personnel committees shall make no use of private, secret files in the personnel process.
- g. A recommendation against continuing appointment, renewal of term appointment, or promotion shall be based mainly on grounds that bear on the candidate's service to the College during his or her time at Cortland.

## 2. Definitions:

- a. In this document the term policies shall mean the rules governing the principles and structures of the decision-making process; procedures shall mean the process by which action is taken; and criteria shall mean the standards established for evaluating cases of renewal of term appointment, continuing appointment, or promotion.
- b. In this document the term recommendation shall refer to a written statement conveying (a) the recommender's decision or recommended decision concerning a personnel matter; (b) the evidence and other pertinent data supporting the decision or recommended decision. Recommendations shall provide specific reasons and supporting evidence justifying why a colleague should be reappointed, given continuing appointment, or promoted. For purposes of this section, "recommender" shall be defined as that person or committee obliged by these procedures to provide a personnel recommendation.
- c. Within the framework of the Trustees Policies and Agreement, the policies and procedures detailed herein shall supersede all other faculty policies and procedures dealing with renewal of term appointment, granting of continuing appointment, and promotion, and where conflicts in the above mentioned documents occur, the Trustees Policies and Agreement take precedence.

## 3. Candidates for Continuing Appointment, Renewal of Term Appointment, and Promotion.

- a. The candidate shall be responsible for adding to her/his portfolio any material s/he wishes to have considered in the decision-making process. In listing activities and scholarly accomplishments in his/her portfolio, the candidate shall adhere to the Code of Ethics and give credit where it is due.
- b. The candidate shall be notified in writing, at least five working days before his/her qualifications are to be reviewed by any faculty committee and given an opportunity to appear before the committee or send a campus colleague to speak for him/her.

- c. The candidate shall be provided with a copy of all recommendations and decisions at each formal stage of the decision-making process.
- d. Candidates shall refrain from exerting pressure on department chairs and personnel committee members. Similarly, faculty members shall not exert pressure on department chairs and personnel committee members on behalf of colleagues.
- e. Any faculty member having questions regarding the review process or problems deriving from it shall take them to the appropriate department chair and or personnel committee chair for resolution. Should those questions or problems remain unresolved, the faculty member may request assistance from the Faculty Affairs Committee. The Committee shall in accordance with the UUP Agreement and after consultation with the UUP Grievance Chair either attempt to resolve the faculty member's perceived problem under the faculty bylaws or refer him/her to some administrative or faculty agency which can resolve it.

(Approved by the Senate, Feb. 21, 1984 and by President Clark, April 11, 1984)

### **C. Departmental Policies, Procedures and Criteria on Renewal of Term Appointment, Continuing Appointment, and Promotion**

#### 1. Formulation of Policy

- a. Each department shall develop personnel policies, procedures, and criteria on personnel matters consistent with the policies of the board of trustees, with the Agreement, and with the policies, procedures, and criteria adopted by the faculty. It shall be the responsibility of the department chair to submit such policies, procedures, and criteria and any revisions thereof to the Faculty Affairs Committee for that committee's determination that said policies, procedures, and criteria are in conformity with board of trustees and faculty policies, procedures, and criteria. This determination shall be by majority vote of the Faculty Affairs Committee. The chair of the Faculty Affairs Committee shall inform the department chair of the committee's decision and shall keep on file all records pertaining to the matter.
- b. If the Faculty Affairs Committee finds a department's personnel policies, procedures, and criteria to be in violation of the faculty bylaws, the Policies of the Board of Trustees, or the Agreement between the State and the bargaining agent, the Faculty Affairs Committee shall indicate the specific points of violation after which the department shall revise its personnel policies, procedures, and criteria and resubmit them to the Faculty Affairs Committee for approval.
- c. Department policies, procedures, and criteria should be on file in the office of the appropriate dean and of the provost.

#### 2. Alternate Departmental Promotion Criteria

- a. If in the judgment of the department the criteria adopted by the Faculty Senate for rank-to-rank promotion do not meet the unique needs of the department, the department may submit its own set of criteria to the Faculty Affairs Committee as an exception to the faculty criteria, taking care to provide documentation and justification warranting the granting of an exception. The Faculty Affairs Committee shall consider the criteria as an exception to the faculty criteria and shall submit

the alternate criteria to the Senate for consideration. By majority vote the Senate may recommend that the president consider accepting the department's criteria as a necessary and comparable substitute for the faculty criteria for rank-to-rank promotion.

- b. It is hoped that the president would meet with representatives of the department in question (as well as with others as s/he deems necessary) and discuss the reasons for the alternate criteria. If the president should decide to accept the department's alternate criteria for promotion, s/he should so inform the Senate and these would become the basis for all recommendations on rank-to-rank promotions for that department, by the department committee, department chair, school or school committee, school dean, and provost.

### 3. Departmental Policies and Procedures

- a. Departmental policies and procedures shall be clear as to the basic procedures the department plans to observe in making personnel decisions, and shall observe all the procedures for due process established by the faculty to protect the rights of individual faculty members.
- b. The specific criteria developed by the department shall include some definition of those matters which the department principally considers in making its recommendations.
- c. The policies, procedures, and criteria shall reflect due regard for the character and needs of the College and department and shall be offered as indicative and descriptive rather than narrowly binding.
- d. These policies, procedures, and criteria shall be approved by the respective department through secret ballot and majority vote of the voting members of the department as defined by the Board of Trustees Policies and faculty bylaws.
- e. These policies, procedures, and criteria shall be reaffirmed or revised at least once every three years by the department concerned through secret ballot and majority vote of the voting members. After revision of the policies, procedures, and criteria, the department chair shall submit such revisions to the Faculty Affairs Committee for its approval.
- f. All departments shall include, within their personnel policies, provisions concerning eligibility to vote, in all departmental actions provided for in their department personnel policies and procedures, by members of the department who are on leave of absence, sabbatical leave, or other recognized forms of leave. Each department shall forward to the Faculty Affairs Committee said provisions.  
(Approved by the Faculty Senate, Nov. 28, 1995 and by President Taylor, Dec. 4, 1995)
- g. Copies of these policies, procedures, and criteria when reaffirmed or revised, shall be issued to all members of the department, the school personnel committee, the dean, the provost, and the president.

## D. Departmental Recommendations

### 1. Personnel Committee

- a. By Sept. 15 each department shall establish a standing personnel committee on renewal of term appointment, continuing appointment, and promotion. By vote of the department, a department with seven or fewer full-time members has the option of operating as a personnel committee

consisting of all the members of the department, with or without the department chair. When a department chooses to act in this manner, those departmental members may serve on divisional personnel committees. By unanimous vote of the full-time members of the department with unqualified academic rank, a larger department has the option of operating as a personnel committee consisting of all the full-time faculty members with unqualified academic rank. This vote shall be taken annually in September for departments with more than seven full-time members. Neither the department chair nor the departmental representative to the school personnel committee shall have a vote on the committee of the whole. In departments with eight or more faculty members, the chair will not serve on the departmental personnel committee.

- b. Membership on departmental personnel committees shall be limited to full-time academic faculty members with unqualified academic rank.
- c. Eligibility for membership and term of membership on the personnel committee shall be determined every three years by a majority of the voting members of the department as expressed by secret ballot. Each department shall establish in its policies the procedures for selecting a chair of its personnel committee.

## 2. General Procedures

- a. The chair of the departmental committee and the chair of the department shall apprise the candidate for continuing appointment, renewal of term contract, or promotion of the impending deliberations and need for decisions at least two weeks before the deliberations, to assure that the candidate has an opportunity to update his/her files and/or otherwise further his/her own interests appropriately.
- b. The chair of the departmental personnel committee shall fully inform the candidate of the material that is being used to evaluate her/him and shall allow her/him a reasonable period of time to respond to it before making a final recommendation on her/him. However, members of the departmental personnel committee will limit their evaluation to the materials included in the portfolio submitted by the candidate and will use no other materials in their evaluation of the candidate. Hence, each academic department is encouraged to include a list of recommended materials to be included in a candidate's portfolio, enabling the candidate the opportunity to submit materials that would be expected by the departmental committee.
- c. Similarly, the department chair shall fully inform the candidate of the material that s/he is using to evaluate him/her, and the chair shall allow the candidate a reasonable time to respond to the material before making his/her final recommendation on him/her.
- d. Committee decisions on recommendations shall be made by secret ballot and majority vote with a reasonable interval of at least one day but not to exceed one week allowed between the close of committee discussion and the deadline for balloting to permit each committee member judicious consideration of all factors pertinent to her/his decision.
- e. In the event that the candidate is a member of the committee, s/he shall abstain from deliberation and voting in his/her own case.
- f. Following committee action, the chair of the committee shall prepare a written statement that states the recommendation, the specific reasons for it, the voting procedures and the record of the vote. Copies of this statement shall be submitted to the candidate and to the department chair, or in the library, to the director of libraries.



### 3. Procedures for Continuing Appointment and Renewal of Term Appointment

- a. In matters of continuing appointment and renewal of term appointment the recommendation of the department committee shall be submitted in writing to the candidate and to the chair of the department. In the library, the recommendation of the Library Personnel Committee shall be submitted in writing to the candidate and to the director of libraries.
- b. The chair of the department shall submit the recommendation of the department personnel committee and his/her recommendation on continuing appointment or renewal of term appointment and the specific reasons for it in writing to the chair of the school personnel committee. At the same time he/she shall submit copies of his/her recommendation and the specific reasons for it to the candidate and the chair of the department personnel committee. In the library, the director of libraries shall affix his/her recommendation and his/her specific reasons for it to the recommendation of the Library Personnel Committee and submit these to the associate provost for information resources who shall affix his/her recommendation and submit these to the provost. At the same time s/he shall submit copies of his/her recommendation and the specific reasons for it to the candidate and the chair of the Library Personnel Committee.

### 4. Procedures for Promotion

- a. In the matter of promotion the department personnel committee shall screen all those in the department eligible for promotion and determine who wishes to be considered for promotion. In each case the candidate for promotion shall be afforded an opportunity to meet with the committee and, after the committee has completed its deliberations, each individual eligible for promotion shall be informed in writing regarding the committee's decision within five working days to afford her/him the opportunity (in the case that s/he is not to be recommended for promotion) to submit a self-recommendation for promotion.
- b. Once the department personnel committee has completed its deliberations on promotion, it shall forward its recommendations and specific reasons for them, accompanied by supporting documents and evidence, to the chair of the department. A copy of the committee's recommendation, along with the specific reasons for the recommendation, shall be sent to the candidate for promotion. In the library, once the Library Personnel Committee has completed its deliberations on promotion, it shall forward its recommendations and specific reasons for the recommendation, accompanied by supporting documents and evidence, to the director of libraries.
- c. The chair of the department shall submit the recommendation of the department personnel committee and her/his recommendation on promotion and the specific reasons for it in writing to the chair of the school personnel committee. At the same time s/he shall submit copies of her/his recommendation and the specific reasons for it to the candidate and the chair of the department personnel committee. In the library, the director of libraries shall affix her/his recommendation and her/his specific reasons for it to the recommendation of the Library Personnel Committee and submit these to the associate provost for information resources who shall affix his/her recommendation and submit these to the provost. At the same time s/he shall submit copies of her/his recommendation and the specific reasons for it to the candidate and the chair of the Library Personnel Committee.

- d. It is the right of any faculty member to submit a self-recommendation for promotion. S/he shall submit same, accompanied by supporting evidence, directly to the appropriate chair of the subschool or school personnel committee, with a copy to the department personnel committee. The department committee, after deliberation, shall forward its recommendation to the department chair. Both the chair of the department committee and the department chair shall provide copies of each recommendation and the specific reasons for it to the candidate. Thereafter, the self-recommendation shall follow the same procedures as all other recommendations for promotion.

## E. School Review

### 1. Membership of the School Personnel Committee

- a. Members of the school personnel committees shall serve as representatives of the interest of their departments, schools, and the College as a whole.
- b. The professional studies School Personnel Committee shall consist of one representative from each department within the school.
- c. The education school personnel committee shall consist of one representative from each department within the school.
- d. The subschool personnel committees of the arts and sciences (grouped according to department alignment in [150.03](#), Article VI, Section A, No. 2, a., b., and c. and No. 3, a. and b.) shall consist of one member from each department. For each vacancy for a department representative the respective department shall nominate at least two candidates and shall elect one by secret ballot. Election for all vacancies shall be by majority vote by secret ballot of the members of the department voting. The departments shall elect alternates in the same manner. However, should only one candidate be available for departmental representative and should two-thirds of the voting members of the department indicate by secret ballot that the candidate is acceptable to them, s/he shall be the departmental representative.
- e. Membership on school personnel committees shall be limited to full-time, tenured, academic faculty members with unqualified academic rank.
- f. School and subschool committee members shall take office by Oct. 15.
- g. Members of the school and subschool personnel committees shall serve staggered two-year terms and may not serve two consecutive terms.
- h. Department chairs, acting department chairs, deans, assistant deans, and associate deans shall not be eligible for election or appointment to the school or subschool personnel committees. In departments of eight or more members, department personnel committee members shall not be eligible for election or appointment to the school or subschool personnel committees.

### 2. School Review

- a. In the matter of promotion the school committee shall weigh the evidence accompanying the candidate's recommendation and any supplementary evidence that the candidate may submit to it and make its own independent recommendation accordingly.
- b. In the matter of continuing appointment and reappointment, the school committee shall review

the evidence contained in the candidate's recommendation and portfolio, along with any supplemental materials that the candidate may submit to it and make its recommendation accordingly. However, should the school committee question the professional qualifications of the candidate or the procedures used by the department in evaluation of him/her, it shall consult, at least, with the candidate's departmental personnel committee before making an independent recommendation on the candidate.

- c. The school personnel committee will use the letters of recommendation from the departmental personnel committee and chair, and material contained in the portfolio only, along with any supplemental materials that the candidate may submit to it, for the purposes of evaluation. This committee will make use of no other materials during its evaluation.
- d. Decisions on recommendations shall be made finally by secret ballot and majority vote with a reasonable interval of at least one day but not to exceed one week allowed between the close of committee discussion and the deadline for balloting to permit each committee member judicious consideration of all factors pertinent to his/her own decision.
- e. In the event that the candidate is a member of the committee s/he shall be replaced by his/her alternate.
- f. The chair of the school committee shall affix to the candidate's file the committee's recommendation, the specific reasons for the recommendation, the voting procedures, and the record of the vote and forward the material to the dean. At the same time, the chair of the committee shall send copies of the recommendation, the specific reasons for it, the voting procedures, and the record of the vote to the candidate, the department chair, and the chair of the departmental personnel committee.
- g. On personnel matters referred to the dean from the school committee, the dean shall make a recommendation and provide reasons for the recommendation. In matters of promotion s/he will transmit the candidate's materials, her/his recommendation and reasons for it to the provost. In matters of renewal of term appointment and continuing appointment, s/he will transmit the candidate's materials, his/her recommendation and reasons for it to the provost. In all cases the dean shall send copies of his/her recommendation and the reasons for it to the candidate, the department chair, the chair of the department personnel committee, and the chair of the school personnel committee.
- h. Should the school dean make use of a solicited document, not used at a previous level of evaluation, in evaluating a candidate s/he shall, when feasible, inform the candidate of any new information contained in that document and allow the candidate reasonable time to reply to it, before making a recommendation on her/him. The school dean shall in all cases act in accordance with Art. 31 of the Agreement between UUP and the State of New York. Candidates are encouraged to familiarize themselves with this article.
- i. Should the school dean make use of an unsolicited document, not used at a previous level of evaluation, in evaluating a candidate, s/he shall fully disclose the information contained in that document to the candidate and allow the candidate a reasonable time to respond to it, before making a recommendation on her/him. The dean shall decide whether it is appropriate to reveal the name of the author of the document to the candidate.

## **F. Policies and Procedures of Managerial Faculty**

## 1. Policies and Procedures

- a. The deans, the provost and the president shall make all personnel decisions in accordance with the principles of "due process."
- b. Should the provost make use of a solicited document, not used at a previous level of evaluation, in evaluating a new candidate, s/he shall, when feasible, inform the candidate of any new information contained in that document and allow the candidate reasonable time to reply to it, before making a recommendation on him/her. The provost shall in all cases act in accordance with Art. 31 of the Agreement between UUP and the State of New York. Candidates are encouraged to familiarize themselves with this article.
  - i. Should the provost make use of an unsolicited document, not used at a previous level of evaluation, in evaluating a candidate, s/he shall fully disclose the information contained in that document to the candidate and allow the candidate reasonable time to reply to it, before making a recommendation on her/him. The provost shall decide whether it is appropriate to reveal the name of the author of the document to the candidate.
  - ii. Except in recommendations for or against a renewal of term appointment the provost shall provide reasons for his/her recommendation on the candidate. S/he shall send copies of his/her recommendation to the candidate, the department chair or director of libraries, the chair of the department committee, chair of the school personnel committee, and the appropriate dean.
- c. Should the president make use of a solicited document, not used at a previous level of evaluation, in evaluating a candidate, s/he shall, when feasible, inform the candidate of any new information contained in that document and allow the candidate reasonable time to reply to it, before making a decision on her/him. The president shall in all cases act in accordance with Art. 31 of the Agreement between UUP and the State of New York. Candidates are encouraged to familiarize themselves with this article.
  - i. Should the president make use of an unsolicited document, not used at a previous level of evaluation, in evaluating a candidate, he/she shall fully disclose the information contained in that document to the candidate and allow the candidate reasonable time to reply to it, before making a decision on her/him. The president shall decide whether it is appropriate to reveal the name of the author of the document to the candidate.
  - ii. Except in decisions for or against a renewal of term appointment the president shall provide reasons for his/her decision on the candidate. He/she shall send copies of his/her decision to the candidate, department chair or director of libraries, the chair of the department personnel committee, the chair of the school personnel committee, and the appropriate dean.

## G. Enabling Provision

1. The original document was ratified by a referendum of the academic faculty in December 1976 (Senate Minutes of Jan. 25, 1977). The amendments to the document were approved by the Faculty Senate on April 8, 1980 and on Sept. 22, 1981; and approved by President Clark on May 6, 1980 and on Oct. 8, 1981.

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## **220.07 ADVANCEMENT OF FULL-TIME, NON-TENURE TRACK LECTURERS: CRITERIA AND PROCESS**

### **A. Introduction**

To support full-time lectureships, the College has established opportunities for promotion and a corresponding set of salary increases: the rank of lecturer 1; the rank of lecturer 2, with a \$1,000 increase in salary from lecturer 1; the rank of lecturer 3, with a \$1,200 increase in salary from lecturer 2; and the rank of lecturer 4, with a \$1,400 increase in salary from lecturer 3. The College has provided that a candidate is eligible for promotion one rank at a time.

A Peer Group Committee has developed criteria for these promotions and a process for awarding them. It oversees the process, and it has a role in making recommendations. The full-time lecturers elect the members of the committee to terms of three years. Places are allocated per school, and they are to be reviewed by the College and by United University Professions (UUP), with assistance from the committee, as numbers change within schools.

### **B. General Principles**

This document is based on a *Memorandum of Understanding, Evaluation of Full-time Lecturers*, dated July 6, 2001 and revised July 29, 2004, between the College and UUP.

#### **See Memorandum of Understanding**

1. The criteria for advancement are based on the quality of instruction and on activities related to instruction.
2. The process is nonquantifiable. It does not require a minimum or a maximum number of activities or accomplishments. Lecturer A may apply for promotion on the basis of three, and lecturer B may apply for promotion on the basis of one.
3. The process is continuing. The criteria for promotion are identical at every level, as standards of teaching excellence. Lecturers who continue to meet these standards will continue to advance professionally.
4. The process is noncompetitive. Each application represents work unique to the lecturer, work that will be judged on its own merit and not in comparison with, or in contrast to, the work of other lecturers.
5. The process is collegial. In meetings with the Peer Group Committee and in roundtable discussions under its sponsorship, lecturers may help one another to generate, develop, implement and assess proposals for the advancement of teaching. The Peer Group Committee represents this mutual commitment across the College.
6. The criteria for promotion describe teaching. Lecturers demonstrate their abilities as teachers on the basis of discipline-appropriate work. As the memorandum on reappointment states, the main responsibility of full-time lecturers is "instruction ... suitable to discipline," which includes teaching in the classroom, student teacher supervision and clinical supervision. Lecturers in some departments are expected to participate in certain committees and to serve other departmental

functions, and such work may also be evaluated for advancement provided that the applicant demonstrates its relevance to teaching.

The memorandum also stipulates that scholarship and “committee work/service outside the department ... is not expected” and that “it may be considered for reappointment only at the lecturer’s request and as a form of faculty development appropriate to instruction and/or performance in the subject area.” In keeping with the memorandum, the process described below allows the applicant to demonstrate the relevance of any faculty development activities that have contributed to advancements in teaching, even if that work might otherwise be considered outside the criteria for evaluating full-time lecturers.

7. The process is nonprescriptive. It does not establish a set of conventions for lecturers to observe in demonstrating their effectiveness, because success in teaching often involves innovation and nontraditional forms.
8. The process is inclusive. Lecturers may include in their first application any relevant work within a three-year limit, whether they were teaching at SUNY Cortland part-time or full-time. Under special circumstances, to be negotiated with the department by the Peer Group Committee, an applicant may include exceptional work performed between four and five years previously.
9. The process is distinct from DSI. A lecturer who applies for promotion may also apply for DSI.

### **C. Application Process and Criteria**

A lecturer may apply for promotion during his/her current contract period, in accordance with the schedule for applications that the provost shall publish every year.

1. A lecturer who wishes to apply for promotion self-recommends to the department personnel committee. An application has three parts:
  - a. A brief cover letter summarizes a) the lecturer’s current status, b) the courses taught since the previous application, and c) the principal reason that promotion is now appropriate.
  - b. A reflective essay, one or two pages long, explores the lecturer’s accomplishments as a teacher. It draws specifically on the semesters under review, and it focuses on the quality of the lecturer’s engagement with students and vice versa. Any activities that define excellent teaching, in or out of the classroom, are relevant here provided that the lecturer demonstrates their significance for students. Such activities may include one or more of the following, but are not limited to them: a) accessibility, b) collaboration, c) contribution to professional organizations, d) curriculum development, e) expertise or scholarship, f) innovative teaching strategies, g) mentoring or supervision, h) promotion of diversity, i) uses of technology.
  - c. The lecturer presents documentation that he or she finds relevant to the application, either as evidence of continued excellence in teaching or as evidence of a significant innovation: for example, a) abstracts of presentations or articles, b) assignments, c) classroom observations, d) course-teacher evaluations, e) diskettes that show computer-mediated communications, such as PowerPoint presentations or exchanges on the Internet, f) lesson plans, g) recordings, audiotape and/or videotape, h) references by colleagues, i) reviews of publications or displays, j) special recognitions or honors, k) student work, with or without the lecturer’s comments, l) syllabi, m) unsolicited letters or notes from students. A reviewer may request additional materials but not of a specific type.

2. The department personnel committee makes a recommendation on the lecturer's application and forwards it, along with the application, to the department chair.

The department chair serves on the department personnel committee without a vote, to represent to voting members that lectureships are dedicated to teaching and that applications for promotion are to be evaluated solely on this basis.

3. The department chair makes an independent recommendation on the lecturer's application and forwards it, along with the application and the department personnel committee's recommendation, to the Peer Group Committee.
4. The Peer Group Committee makes an independent recommendation on the lecturer's application and forwards it, along with the application and the preceding recommendations, to the appropriate dean.

Since the Peer Group Committee is charged with helping to develop the institution of full-time lectureships, it has a particular interest in activities that demonstrate a commitment to professional growth.

A Peer Group Committee member from the lecturer's school presents the specific merits of the application to the committee. Having completed its review, the Peer Group Committee votes to support or not to support an application. In the event of a tie vote, an application is not supported. The committee's decision, not the vote by which it was established, is reported to the appropriate dean.

A Peer Group Committee member who is also a member of the personnel committee in the lecturer's department and who has voted at the department level of the promotion process is recused from the Peer Group Committee's vote.

5. The dean makes an independent recommendation on the lecturer's application and forwards it, along with the application and all preceding recommendations, to the provost.
6. The provost makes an independent recommendation on the lecturer's application and forwards it, along with the application and all preceding recommendations, to the president.
7. The president decides on the lecturer's application for promotion and notifies the lecturer that the application has been approved or declined, with copies to the department personnel committee, the department chair, the Peer Group Committee, the dean, and the provost.
8. With the same rights of due process as other full-time faculty, the lecturer shall be provided with a copy of every recommendation and decision at each stage of this review. The lecturer's chair shall also be provided with such copies.

(Approved by President Bitterbaum Aug. 12, 2004)

## **220.08 RESIGNATION FROM A COLLEGE POSITION**

Faculty members are expected to abide by the following policy:

1. Negotiations for the possible reappointment for the following fall of faculty members in active service or on leave-of-absence and not on terminal appointment should be begun and completed as early as possible in the academic year. A faculty member who has been approached with regard to another position should inform the appropriate officers of his/her institution when such negotiations are in progress. The conclusion of a binding agreement for the faculty member to accept an appointment elsewhere should always be followed by prompt notice to his/her present

employer.

2. UUP Contract 2007-2011, §32.2 "Employees who intend to leave the employ of the University shall give 30 days' notice to the president or designee."
3. Should a faculty member fail to follow the policy stated above, the administration of the College may be expected to express its concern in appropriate ways both to the hiring institution and to the faculty member involved.

## **220.09 EMERITUS FACULTY PRIVILEGES**

Members of the University faculty who retire in good standing shall be entitled to append the term "emeritus" to the title of their academic or administrative post after the time of retirement (Policies of the Board of Trustees, 1998, XV, Title D).

Upon retiring, faculty and professional staff continue to enjoy the following benefits and privileges:

1. Priority for teaching on a part-time basis for emeriti faculty depending on departmental needs and academic preparation;
2. Participation in emeriti social functions hosted by the president;
3. Participation in Commencement, Honors Convocation, Scholars' Day, the College's Opening Meeting, and other special events;
4. Continued use of the SUNY ID card;
5. Access to all facilities that are free to full-time employees;
6. Access to the library;
7. Membership in fee-based facilities (e.g., fitness centers), for the same amount paid by full-time employees;
8. Purchase of a campus parking permit for the same fee paid by full-time employees;
9. Participation in special travel programs available to the College;
10. Campus work space for emeriti faculty in an office, laboratory, or the library, as available;
11. Eligibility to apply for research grants;
12. Participation in computer and technology workshops as well as other faculty development workshops, on a space-available basis; and,
13. Eligibility to audit courses at the College.

## **220.10 CODE OF ETHICS**

1. The faculty member recognizes the special responsibilities which derive from a commitment to the advancement of knowledge and realizes that one's primary responsibility is to seek and state the truth as one sees it. To this end the faculty member devotes the energy to develop and improve scholarly competence and accepts the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. The faculty member practices intellectual honesty and works for an environment conducive to intellectual honesty. Although the faculty member may follow subsidiary interests, these interests must never hamper or compromise freedom of inquiry.
2. As a teacher, the faculty member encourages students to pursue learning freely, holding before



them the best scholarly standards of the discipline. The faculty member demonstrates respect for the student as an individual and adheres to the proper role as intellectual guide and counselor. The faculty member makes every reasonable effort to foster honest academic conduct and to evaluate students' performance fairly and equitably. The faculty member respects the nature of the relationship between educator and student. One avoids exploiting students for private advantage and freely acknowledges assistance from them. The faculty member works to promote and to protect the academic freedom of students.

3. As a colleague, the faculty member has obligations that derive from common membership in the community of scholars and educators. One respects and defends the free inquiry of those associates and works for an environment which stimulates free inquiry. In the exchange of criticism and ideas the faculty member shows due respect for the opinions of others, acknowledging academic debts and striving to be just in the professional judgment of colleagues. One accepts responsibility for the governance of the College.
4. As a member of the College faculty, the faculty member seeks above all to be an effective teacher and scholar. One works to make the College a community of learning. As a citizen engaged in a profession that depends upon freedom for its health and integrity, the faculty member works to promote conditions of free inquiry and to further public understanding of academic freedom. (Approved by President Clark, Sept. 30, 1981)
5. Family relationships and relationships of a romantic and/or sexual nature between a faculty member and a student can present conflict of interest in violation of the New York Public Officers Law. As there may be a perception of favoritism and as such relationships can undermine the trust upon which the educational process depends, ethical principles preclude individuals from evaluating the work or academic performance of those with whom they have these relationships. Since a conflict of interest may exist in such a relationship, the faculty member should notify his or her immediate supervisor so that arrangements can be made to eliminate the conflict.
6. Family relationships and relationships of a romantic and/or sexual nature between members of the College community other than students can also present a conflict of interest in violation of the New York Public Officers Law whenever one party has any position of power over, or professional responsibility for, the other. As there may be a perception of favoritism and as such relationships can undermine the trust upon which professional relationships are built, ethical principles preclude individuals from evaluating the work of those with whom they have these relationships. The party with the power or status advantage may not officially approve or recommend, or vote on such approval or recommendation of, the appointment, reappointment, promotion, or salary adjustment of the other, nor may that party evaluate the performance of the other. (Paragraphs 5 and 6 approved by President Clark, April 1, 1994)

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## **220.11 PUBLIC OFFICERS LAW, CONFLICT OF INTEREST**

An officer or employee of a state agency, member of the legislature or legislative employee should not by his conduct give reasonable basis for the impression that any person can improperly influence him or

unduly enjoy his favor in the performance of his official duties, or that he is affected by the kinship, rank, position or influence of any party or person.

(Public Officers Law, Section 74, 3g)

## **220.12 GIFTS**

### **A. Gifts to Individuals**

No state officer or employee shall, directly or indirectly, solicit, accept or receive any gift having a value of \$75 or more whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise, or in any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence, or could reasonably be expected to influence the employee, in the performance of official duties or was intended as a reward for any official action. No person shall, directly or indirectly, offer or make any such gift. . . .

(NYS Ethics Commission Opinion, August 1994)

### **B. Gifts to the College**

Gifts to the College valued at up to \$25,000 will be reviewed by the Office of the Vice Chancellor for Finance and Business, State University Plaza, Albany, NY 12246. The office of University Counsel will notify the campus when the gift acceptance has been approved. Acceptance of gifts in excess of \$25,000 require Board of Trustees approval and will be processed at the next available Board of Trustees' meeting. (Anslow memorandum, Feb. 15, 1994).

## **220.13 PLAN FOR DISCRETIONARY PERFORMANCE-BASED ADJUSTMENTS TO BASIC ANNUAL SALARY OF ACADEMIC FACULTY**

Nothing in this document shall conflict with the current Policies of the Board of Trustees, the current Agreement between the State of New York and UUP, the current Compilation of Codes, Rules, and Regulations of the State of New York, and current SUNY System guidelines and regulations.

### **I. GENERAL STATEMENT OF PHILOSOPHY**

#### **A. The Employee**

The basic premise of this document is that monetary recognition shall be awarded in the form of adjustments to the basic annual salary of academic faculty members consistent with an appropriate and objective appraisal of the extent and direction in which each academic employee has met his/her professional obligation as evaluated primarily by academic administration.

#### **B. The College**

The administration of SUNY Cortland shall take the opportunity to exercise its leadership through the rewarding of monetary recognition in the form of Discretionary Salary Increases (DSI) to the

basic annual salary of academic faculty members in a manner that will reflect both their individual professional accomplishments and their contributions toward fulfilling the stated educational mission of SUNY Cortland.

## II . ASSUMPTIONS

### A. Regarding Responsibility for DSI Decisions

1. Given the fact that the DSI plan is a management discretionary instrument, the task of decision making should rest primarily with those having administrative responsibility and accountability.
2. The initial DSI evaluation responsibility will rest with academic department chairs recommending to academic deans.

### B. Regarding Criteria for DSI Decisions

1. Criteria to be employed as the foundation for DSI recommendations College-wide must be stated as precisely as possible by the president.
2. Elaborations of criteria to receive special attention in other administrators' yearly evaluations should be known by concerned faculty.
3. The distribution scheme should not assume that professional excellence is equally distributed among departments at all times.
4. The scheme should not discriminate between smaller and larger departments, nor among departments with varying average faculty salaries.
5. DSI awards should not necessarily discriminate against long-term meritorious service in favor of yearlong activity, nor vice versa. Ordinarily, DSI nominations and recommendations for an individual should be based upon professional service in the last year (June 1-May 31). The date of eligibility for DSI shall not be determined by the date of any other discretionary salary increase such as inequity, disparity, or that which might accompany promotion.

### C. Regarding Procedures

1. DSI is a form of evaluation and should be subject to Article XII of the Policies of the Board of Trustees and to the relevant provisions of the Agreement.
2. The president will initiate the process for determining discretionary salary assignments sufficiently early so that adequate time is given at each level for deliberations.
3. Recommendations and principal reasons offered for them by chairs and deans shall be made available to the individual faculty member in a timely manner.
4. All discretionary money will be held in the President's Office pending final recommendations.
5. The president should inform the faculty of any prior allocation of funds from the pool of discretionary monies for inequity correction, affirmative action, or other special purpose.
6. Deans and the provost will recommend DSI awards with minimum attention to departmental quotas.
7. At the time the discretionary salary adjustment process is initiated, the president shall announce the categories to be used to classify candidates for different levels of DSI. These categories shall be used for ratings at each stage in the evaluation process.
8. Any elaborations of the weighing of criteria to receive special attention by administrators other than the president in yearly DSI evaluations will be published to concerned faculty a year in advance of the DSI decision process. The criteria that will be used in the forthcoming year shall be distributed by the department chair or director of libraries at the beginning of each academic year.

### III. CRITERIA

In conducting an evaluation pursuant to DSI salary adjustment, evaluators shall consider, but shall not be limited to, the following criteria:

- A. Mastery of Subject Matter — as demonstrated by such things as advanced degrees, licenses, honors, awards, and reputation in the subject matter field.
- B. Effectiveness in Teaching or Librarianship — as demonstrated by such things as judgment of colleagues, development of teaching materials or new courses, including materials and courses promoting pluralism and increasing sensitivity toward under-represented groups, and student reaction, as determined from surveys, interviews and classroom observation data from departmental course teacher evaluations (CTE's) and course dossier evaluations (CDE's).
- C. Scholarly Ability — as demonstrated by such things as success in developing and carrying out significant research work in the subject matter field, contribution to the arts, publications and reputation among colleagues.
- D. Effectiveness of University Service — as demonstrated by such things as college and university committee work, administrative work, quality contributions in the promotion of ethnic and gender issues and work with students or community in addition to formal teacher-student relationships.
- E. Continuing Growth — as demonstrated by such things as reading, research or other activities to keep abreast of current developments in his/her fields and being able to handle successfully increased responsibility.
- F. Academic Aid — as demonstrated by such things as the quality of advisement in assisting students in their development of educational, personal, and career goals, with appropriate course scheduling and post graduate directions and, increasing student awareness with regard to ethnic and gender issues.

### IV. PROCEDURES

- A. Persons who wish to be considered for DSI shall nominate themselves, providing appropriate supporting materials to their department chair. These materials may not exceed two typed pages. Librarians shall nominate themselves to the director of the college library. Faculty members whose responsibilities extend beyond the departmental or school level shall submit appropriate supporting material to, and receive due consideration at, the lowest administrative review level which encompasses both levels of their responsibilities.
- B. Chairs, following consultation as agreed within their departments, will rate nominees according to the categories announced by the president. They will then forward all application materials and ratings to their dean together with a summary recommendation not exceeding one page for each nominee. The director of the college library, shall follow analogous procedures, submitting application materials, ratings, and summary recommendations to the associate provost for information resources. The summary recommendation shall include specific reference(s) to the candidate's performance that is deemed meritorious. Chairs and the director of the college library will forward a copy of the summary recommendation and rating to the candidate at the same time they submit these materials to the dean or to the associate provost for information resources.
- C. Chairs who wish to be considered for DSI shall nominate themselves, providing appropriate

supporting materials, to their school dean.

- D. Each dean, following consultation with the Provost's Cabinet, prepares recommendations of faculty (including chairs) across the school using the categories announced by the president, and submits these recommendations to the provost. A copy of the dean's decision will be forwarded in writing to the candidate and chairs at the same time it is submitted to the provost. The associate provost for information resources does likewise for library faculty.
  - E. The faculty member shall have the opportunity to appeal the decision made by the dean or the associate provost for information resources. This appeal must be made in writing to the provost during the ten calendar days following receipt of the dean or associate provost for information resources' notification. Following this time period, the provost notifies each candidate for DSI in writing of the tentative DSI decision.
  - F. The president designates final DSI award recipients and amounts.
  - G. The president shall publish names of all academic faculty members who have received a DSI salary adjustment through these procedures, distinguishing between those who receive performance-based DSI and those who receive increases based on other factors (e.g., inequity corrections).
- (Approved by President Taylor, May 26, 1998)

## **V. INITIATION AND REVIEW OF PLAN**

### **A. Initiation**

These procedures shall become effective upon approval by the president. The procedures shall remain in effect until reviewed and revised as described immediately below.

### **B. Review**

During the 2004-05 academic year, the Cortland Faculty Senate shall establish an ad hoc committee to evaluate the effectiveness of the adopted plan and to recommend necessary modifications or termination.

The procedures shall remain in effect until reviewed and revised.

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## **220.14 PLAN FOR DISCRETIONARY PERFORMANCE-BASED ADJUSTMENTS TO BASIC ANNUAL SALARY OF PROFESSIONAL STAFF MEMBERS**

Nothing in this document shall conflict with the current Policies of the Board of Trustees, the current Agreement between the State of New York and UUP, the current Compilation of Codes, Rules and Regulations of the state of New York, and current SUNY System guidelines and regulations.

## **I. GENERAL STATEMENT OF PHILOSOPHY**

### **A. The Employee**

The premise of this document is that monetary recognition shall be awarded in the form of adjustments to the basic annual salary of professional staff members. This should be consistent with an appropriate and objective appraisal of the extent and direction in which each professional employee has met his/her professional obligation.

B. The College

The administration shall take the opportunity to exercise its leadership by rewarding monetary recognition in the form of Discretionary Salary Increases (DSI) to the basic annual salary of professional staff members. DSI funding is designed to promote excellence in professional service by recognizing and rewarding exceptional performance in individuals who have performed at the highest level within their identified duties and who have gone above and beyond those duties. It is understood that there is an institutional expectation that all employees will demonstrate excellence in the daily performance of their duties and responsibilities.

## II. ASSUMPTIONS

A. Regarding Responsibility for DSI Decisions

1. Given the fact that the DSI plan is a management discretionary instrument, the task of decision making should rest primarily with those having administrative responsibility and accountability.
2. The initial DSI evaluation responsibility will rest with direct supervisors recommending to the next level of supervision up through the appropriate vice president.

B. Regarding Criteria for DSI Decisions

1. Criteria to be employed as the foundation for DSI recommendations is the performance of duties weighted by the immediate supervisor on the individual's performance program to account for the relative importance that the College places on these responsibilities.
2. Individual vice presidents will be able to determine the number and monetary amount of awards granted for their division.
3. The plan will not assume that professional excellence is equally distributed among centers, departments or divisions. Additionally, the plan should neither discriminate between smaller and larger professional units, nor among professional units with varying average salaries.
4. Nominations and recommendations for an individual shall be based upon professional service from July 1 to June 30 of the designated year. The date of eligibility shall not be determined by the date of any other discretionary salary increase such as inequity, disparity, or one that may accompany promotion. Adjustments may favor both annual and long-term activity.

C. Regarding Procedures

1. DSI is a form of evaluation and shall be subject to Article XII of the Policies of the Board of Trustees and to the relevant provisions of the Agreement with the United University Professions.
2. The president will initiate and announce the process and timetable for determining DSI in a timely fashion so that adequate time is available at each level for deliberations.
3. All discretionary funds will be held in the President's Office pending final recommendations.
4. The president will inform the professional staff of any prior allocation of funds from the pool of

discretionary funds for inequity correction, affirmative action, or other special purpose.

5. At the time the DSI process is initiated, the president shall reiterate the criteria that will be used to rate candidates for DSI.

### III. CRITERIA

In conducting an evaluation pursuant to DSI salary adjustment, evaluators shall consider, but shall not be limited to the following criteria:

- A. Effectiveness in Performance - As demonstrated by success in carrying out assigned duties and responsibilities, efficiency, productivity, and relationship with colleagues.
- B. Professional Ability - As demonstrated by invention or innovation in professional, scientific, administrative, or technical areas.
- C. Effectiveness in University Service and Continuing Growth – As demonstrated by such things as successful committee work, participation in local campus and university governance, and involvement in campus or university-related student or community activities, continuing education, participation in professional organizations, enrollment in training programs, and research. Also as demonstrated by degrees, licenses, honors, awards, and reputation in professional field.

### IV. WEIGHTING OF CRITERIA

- A. Each criterion shall be weighted by the immediate supervisor consistent with the mission of the College and the individual's job.
- B. The most important criterion and primary purpose for any professional is "effectiveness in performance" which should receive the greatest weight.
- C. The remaining two areas will vary greatly per individual based on their daily responsibilities.
- D. The criterion shall be weighted consistent with the following weighting guidelines. This weighting should ultimately be agreed upon by the supervisor and professional employee at the time his/her performance program is developed annually:

Effectiveness in Performance	less than or equal to 60 percent
Professional Ability	less than 20 percent
Effectiveness in University Service and Continuing Growth	less than 20 percent
Total:	100 percent

The weighting of the criteria suggests that it would be highly unlikely that an employee would receive DSI unless they were rated very strongly in the "effectiveness in performance." With a weighting of at least three times the other two categories, it is believed that the completion of a strong performance of ones' position responsibilities is essential for DSI, however, it is also recognized that in order to distinguish between outstanding employees, to further the goals of the institution, and to complete the required

work of the College, the other criteria are important as well. It is the development of the correct balance of effort which is the true challenge for every professional and for the consideration of DSI.

## **V. PROCEDURES**

- A. The employee performance program and corresponding performance evaluation should be tied to the DSI process as much as possible. That is, when one is evaluated, the strength of the evaluation should, in part, determine the employee's eligibility for DSI. It is recognized that due to timing constraints of evaluations, there might be a significant gap in time from the period of the last completed evaluation to the awarding of DSI.
- B. All UUP professional employees will be required to prepare an individual annual report (IAR) of their specific accomplishments and contributions to their department, division, and to the College. This IAR shall not exceed two pages.
- C. IAR's due date will be announced on an annual basis but shall typically be due by June 1.
- D. The supervisor will then submit the employee's most recent evaluation, performance program and IAR with an addendum/clarification from the supervisor that will serve as an overall recommendation from the supervisor for DSI of his/her employee. Once an employee obtains permanent appointment and his/her evaluation cycle moves to July 1 through June 30, the addendum/clarification will no longer be required because the evaluation dates will coincide with the professional DSI award dates that are typically July 1.
- E. Individual vice presidents determine the awards granted for their division. Vice presidents will involve members of the management staff (associate vice presidents, etc.) in their divisions in any way they determine appropriate, given the organizational structure of the respective divisions.
- F. The President designates final DSI award recipients and amounts.
- G. Decisions of the vice presidents are final and not subject to any appeal.
- H. The president shall publish names of all professional staff members who have received a DSI salary adjustment through these procedures, distinguishing between those who receive performance-based DSI and those who receive increases based on other factors, such as inequity corrections.

## **V. INITIATION AND REVIEW OF PLAN**

### **A. Initiation**

These procedures shall become effective upon approval by the president.

### **B. Review**

The procedures shall remain in effect until reviewed and revised.

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## **CHAPTER 230: Criteria for Promotion of Academic Faculty**



### 230.01 College Guidelines for Promotion

### 230.02 Educational Qualifications for Promotion

### 230.03 Promotion Criteria

### 230.04 Application of Promotion Criteria

### 230.05 External Review Promotion Process

## **230.01 COLLEGE GUIDELINES FOR PROMOTION**

Promotion to any rank above that of instructor serves as a form of recognition of individual merit and thereby strengthens individual departments, the College and the University. With respect to individual merit, promotion should be regarded both as recognition that an individual has achieved and maintained a level and quality of professional excellence appropriate to the rank sought and as a judgment that the individual is capable of maintaining and improving that level of work in the future. Recommendations for promotion should, therefore, provide specific reasons why a colleague should be promoted rather than merely ask if reasons exist why s/he should not be promoted. In light of these considerations, not all faculty members should expect to receive promotion to senior ranks during the course of their career at the College.

## **230.02 EDUCATIONAL QUALIFICATIONS FOR PROMOTION**

As used in this document, the term “doctoral degree” shall refer to the conventionally defined Ph.D., Ed.D., D.P.E., or similar degree, including foreign degrees ruled equivalent by the appropriate SUNY agency. In addition, the term “doctoral degree” shall be understood in this document to include those degrees or other educational qualifications defined by the Faculty Affairs Committee as equivalent to the doctorate for the purpose of rank-to-rank promotion.

A faculty member must possess the doctoral degree or its equivalent as defined in paragraph 1 (of this section) in order to be eligible for promotion beyond the rank of instructor, except as provided in paragraph 3 or paragraph 4.

A faculty member lacking the doctoral degree may offer an equivalent body of independent scholarship or creative work in order to demonstrate a mastery of subject matter sufficient to be considered for promotion. Such a body of scholarship would ordinarily include a published monographic work or a series of articles or papers in scholarly journals. A faculty member in the performing or fine arts, or in a comparable discipline, may offer a body of creative work that has received independent College Guidelines for Faculty professional recognition. In all cases, the burden of proof that the body of work is truly equivalent rests with the faculty member and with the recommending department.

The educational qualifications set forth in paragraphs 3, 4 and 5 of **section 230.03** may be waived only for those faculty members who satisfy the requirements set forth in **section 230.03**, paragraph 8.

### **230.03 PROMOTION CRITERIA**

As used in this document, the term criteria shall mean the standards established for evaluating candidates for promotion.

Any instructor, assistant professor, or associate professor who meets the educational qualifications set forth above and who satisfies the criteria for the next higher rank shall be eligible for promotion.

Criteria for rank of assistant professor shall include:

- a. A demonstrated ability (i) to organize and carry out courses of instruction in a manner that is intellectually sound and effective in terms of student learning, and (ii) to assume a broad range of professional responsibilities for the educational development of students;
- b. A demonstrated ability to undertake a potentially productive program of intellectual inquiry, research, or creative work (The completion of the doctorate will normally satisfy this criterion.);
- c. A demonstrated willingness to accept and discharge service responsibilities within the department or the College.

Criteria for the rank of associate professor shall include:

- a. A demonstrated and continuing ability (i) to develop areas of instruction in a manner that is intellectually sound and effective in terms of students learning, and (ii) to discharge in an effective manner a broad range of professional responsibilities for the development of students;
- b. A demonstrated ability to undertake and successfully carry out a productive program of intellectual inquiry, research, or creative work and to do so with a degree of intellectual or creative excellence;
- c. A demonstrated and continuing service to the department and the College or the University in a manner that makes a significant contribution to the overall excellence of the institution.

Criteria for the rank of professor shall include:

- a. A demonstrated and continuing ability (i) to develop areas of instruction in a manner that is intellectually excellent and significantly effective in terms of student learning, and (ii) to make a substantial contribution to the educational development of students;
- b. A demonstrated and continuing ability to undertake and successfully carry out a serious and productive program of intellectual inquiry, research, or creative work and to do so in a way that makes a contribution to the intellectual, scholarly, or artistic community;
- c. A demonstrated and continuing service to the department and the College or the University in a manner that makes a significant contribution to the overall excellence of the institution.

The criteria contained in paragraphs 3-5 should not be interpreted to exclude any meritorious service not mentioned that contributes to the achievement or excellence in the areas of scholarly activity, teaching, and university service.

For disciplines to whose activities the above criteria cannot be reasonably adapted, equivalent criteria shall be determined by the discipline or department in question and approved by a properly designated

faculty body. In all cases, the burden of proof that the criteria are equivalent shall rest with the discipline or department in question.

A person who does not meet the criteria described above may be eligible for promotion if exceptional circumstances are judged to warrant advancement. Such circumstances could include an exceptional record of achievement in the areas of teaching and service, combined with evidence of a satisfactory record of scholarly activity. The burden of proof that such achievements are of truly exceptional quality rests with the faculty member and with the recommending department.

## **230.04 APPLICATION OF PROMOTION CRITERIA**

In this document the term recommendation shall refer to a written statement conveying (a) the recommender's decision or recommended decision concerning a personnel matter; (b) the specific reasons for the recommended decision or decisions; (c) the evidence and other pertinent data supporting the decision or recommended decision. Recommendations shall provide specific reasons and supporting evidence justifying why a colleague should be promoted. For purposes of this section "recommender" shall be defined as that person or committee obliged by the College policies and procedures to provide a personnel decision or recommendations.

Evidence of accomplishments in scholarship, teaching, and service, since the time of initial appointment or since the last promotion, whichever is more recent, shall be given primary consideration in all recommendations.

Recommenders shall take into consideration all supporting evidence presented by the candidate or by the recommending department. Examples of the types of evidence ordinarily considered appropriate in each area are listed below. (Note: activity via technology is legitimate activity within the scope of professional obligation, and it should be evaluated and entered under whichever category on the personnel action form is appropriate for the specific activity. Departments are requested to discuss the issue with a view of incorporating involvement in technology in their personnel policies.)

These lists should not be taken to exclude any evidence of meritorious accomplishment not specifically mentioned. While some types of evidence may be more important than others, it is the function of the recommender to judge the weight and quality of each item of evidence.

### **a. Teaching**

student evaluations of courses and field work
student recommendations
colleague observations
recognition by colleagues
independent student scholarship
curriculum development
off-campus recognition

academic advisement and counseling
contribution to institutional change
interdisciplinary instruction
honors and awards for teaching
course development
work with student organizations
developing instructional materials
postgraduate student performance
course outlines

### **b. Scholarly, Intellectual and Creative Achievements**

publication in scholarly and intellectual journals
presentations of papers and research reports
completion of unpublished work
work in progress including exploratory research
artistic achievements as demonstrated by recitals, shows, performances and exhibitions
editorial service for scholarly journals
editorial service for scholarly journals
reviews of manuscripts and books in the discipline
grant awards and fellowships
reputation among colleagues as demonstrated by letters, citations, reviews and other honors
participation in proceedings or learned societies
consultative work or institutional research enhancing one's scholarship
speeches, workshops, presentations, books, monographs
service to professional and learned societies

### **c. Service to the Department, College and University**

administrative work
faculty governance
service to off-campus populations
contribution to institutional change
institutional research

work with the community
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external reviews
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4. Using the criteria set forth above, all recommendations shall be based upon qualitative as well as quantitative considerations in the areas of scholarly activity, teaching, and university service. Primary but not exclusive weight shall be given to the areas of scholarly activity and teaching, except as provided in paragraph 230.03 (8). In evaluating a candidate's work to determine whether a favorable recommendation is warranted, all recommenders shall consider and all recommendations shall explicitly address the following questions and provide supporting evidence with respect to scholarly activity, teaching, and university service, unless promotion is sought under the exception established in paragraph 230.03 (8):

Has the candidate's past work achieved a level and quality of excellence appropriate to the rank sought?

Does the candidate demonstrate promise of continuing growth and continuing excellence in the future?

(Approved by President Jones, Feb. 6, 1978)

## **230.05 EXTERNAL REVIEW PROMOTION PROCESS**

### **1. Definitions and Statement of General Philosophy**

As used herein, External Review will refer to the solicitation of an evaluation of the scholarly, intellectual and creative achievement as outlined in Section 230.04 by qualified professionals from outside SUNY Cortland. Unless otherwise indicated, the term professor or librarian will refer to the rank beyond associate professor or associate librarian, that is, the rank of full professor or full librarian.

The External Review Promotion Process applies only to those individuals who have begun their tenure-track academic appointment at SUNY Cortland after Aug. 15, 2009 and are applying for promotion from associate professor or associate librarian to professor or librarian. This external review process will be evaluated by the Faculty Senate within six years of its first application.

Individuals in the review process are expected to bear in mind the broad mission of SUNY Cortland, the definition of professional obligation contained in the Policies of the Board of Trustees, the diversity of disciplines and of departmental practices, and the weight significance of past practices when including external review in their processes. Recommending bodies (i.e., departmental personnel committees, school personnel committees) and individuals (i.e., chairs of departments, the director of libraries, deans, provost and president) shall take care that undue weight is not given to letters from external reviewers. They shall not be regarded as determinative, but as providing additional data for the candidate's promotion application. The goal of the External Review Promotion Process is to provide another perspective on the candidate's promotion application for the benefit of the candidate, personnel review committees, and recommending individuals at the College.

### **2. External Review Promotion Process Requirements**

Each department is required to develop its own external review policies to include in their personnel

policies. The department policies will conform to these parameters:

The external review policies are required only for individuals applying for promotion from associate professor or associate librarian to professor or librarian.

The candidate will have the responsibility for selecting the reviewers and soliciting and receiving the external letter(s) of review, ability to review those letter(s), and responsibility for including them with the promotion application.

To provide context for their review, external evaluators shall be provided with a copy of Chapter 230: Criteria for Promotion of Academic Faculty (inclusive of sections 230.01-230.05).

No more than three letters shall be required under the provisions of this External Review policy. Departments may stipulate as few as one letter be required in their promotion policies.

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## **CHAPTER 235: Guidelines for Promotion of Professional Employees**

**[235.01 Promotion Defined](#)**

**[235.02 Procedures](#)**

**[235.03 College Review Panel](#)**

**[235.04 Appeals to the College Review Panel](#)**

### **235.01 PROMOTION DEFINED**

"Promotion" shall mean an increase in a professional employee's basic annual salary with a change in title and movement to a higher salary rank, resulting from a permanent significant increase or change in his or her duties and responsibilities as a consequence of movement from one position to another of greater scope and complexity of function at the same or different college." (**[Policies of the Board of Trustees](#)**, Article XII, Title C 2.a.)

### **235.02 PROCEDURES**

The systems for promotion and for certain salary increases for professional employees are outlined in the Memoranda of Understanding (MOU), between State University of New York and UUP, Revised 1989.

### **235.03 COLLEGE REVIEW PANEL**

"Each college president shall continue the procedure by which the professional employees shall elect a College Review Panel. Such panel shall consist of not less than five (5) nor more than seven (7) members elected at large by all professional employees in the negotiating unit." (MOU, 1989)

### **235.04 APPEALS TO THE COLLEGE REVIEW PANEL**

An employee who has met the criteria for promotion as defined in the MOU "provided that the employee first has requested a recommendation for such a promotion from the employee's immediate supervisor and the request has been denied at an organizational level below that of the college president" may appeal to the College Review Panel in accord with the procedure outlined in the MOU, Section III.

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## **CHAPTER 240: Faculty Consultation for Filling Administrative Positions**

### [240.01 Policies Statement](#)

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### **240.01 POLICIES STATEMENT**

The 2001 edition of the Policies of the Board of Trustees (see Article IX) specifies the following:

(a) "There shall be a chief administrative officer of each state-operated institution of the university who shall be designated president. Presidents shall be appointed by the board of trustees after receipt of recommendations of the campus councils (or of the trustees of the College of Environmental Science and Forestry) and of the chancellor and shall serve at the pleasure of the board of trustees. Before making its recommendations the campus council shall consult with a presidential search committee designated for such purposes by the chair of the council and comprised of members of the various campus constituencies, including faculty, students, professional employees, administration, alumni and members of the council. Reflecting the significance of the role that faculty are expected to play in

academic governance, the faculty should predominate among the non-council constituencies on the search committee. The chancellor, or designated representative, before making recommendations to the trustees, shall consult with the chair or other designated representative of the College Council."

(b) "At any time during the period of appointment, the board of trustees and the chancellor may evaluate the services of the chief administrative officer."

(c) "A chief administrative officer, upon appointment, shall be appointed by the chancellor to the faculty of the University in a position of academic rank with continuing appointment."

The faculty of SUNY Cortland believe that they should play a significant role in the selection of those filling administrative positions. Below are the guidelines for faculty consultation in this very important area.

## **240.02 STRUCTURE OF CONSULTATIVE COMMITTEES**

### **A. For the President of the College**

#### Legal Authority for Nomination and for Appointment

The legal authority to appoint the president or chief administrative officer of a State-operated institution of the State University is vested in the University Board of Trustees by Section 355(2)(g) and Section 6004(c) of the Education Law. The council of each such institution is given responsibility for recommending a candidate or candidates to the Board by Section 356(3)(a). The board of trustees may also appoint a president in the event that no council recommendation is made, or where a council recommendation fails to comply with the trustees' standards and procedures.

#### Procedures for Search and Nomination

The procedures below are intended to assist the councils of State-operated campuses in the search for, and nomination of, individuals to fill the position of president.

As soon as is practical after it is known that a presidential vacancy will occur, the council chair shall consult with the chancellor for advice in planning for the search and instructions in planning the search and the criteria to be used in the selection of a new president.

Unless otherwise agreed upon in advance by the chancellor and the council chair, the search committee shall consist of four members of the council (including the chair), six members of the full-time teaching faculty of the campus, one student, one alumni representative, one campus related foundation representative, one academic dean and one professional or support staff member.

The council chair shall appoint a chair of the search committee. Generally, the council chair also serves as the chair of the search committee. If the council chair is unwilling or unable to serve as chair of the search committee, the council chair shall appoint another member of the council to serve as chair of the search committee.



Taking care to assure that faculty representation on the search committee speaks for a broad spectrum of faculty opinion, the faculty shall elect their representatives to the search committee by secret ballot. The council chair shall invite the appropriate campus and community groups to submit recommendations for all other positions on the search committee and shall make the appointments to the remaining positions on the search committee from the recommendations submitted.

The chancellor shall designate a liaison representative to serve as a nonvoting member of the presidential search committee. That representative shall have full access to files of the committee and shall be responsible for reporting at regular intervals to the chancellor and the trustees regarding the progress of the search and the work of the search committee.

The council chair and the chancellor, or the chancellor's representative, shall agree on an expected timetable for the search and nomination process.

The chancellor's office shall provide a list of nationally recognized organizations with established expertise in academic recruitment and screening from which the council shall select one to assist in their search.

A campus staff liaison shall be appointed to assist the search committee and to coordinate the clerical work of the committee. A budget for the search should be determined in conjunction with the chief financial officer of the campus and arrangements made for a search office and support staff. The budget should be sufficient to cover the cost of hiring a professional search consultant, advertising the position, travel of candidates to interviews as well as the usual telephone, postage and duplicating expenses associated with a search.

At the first search committee meeting, the search chair, along with the chancellor's representative, should acquaint the committee members with the search procedures in general and with any specific instructions from the council, the chancellor and the trustees. The search committee should be advised that the council is required to send a list of no fewer than three names of acceptable candidates to the chancellor for consideration, and that the council may submit its opinion on the relative strengths and weaknesses of each candidate whose name is forwarded for consideration by the chancellor. The timetable for the search should be presented to the committee members and a commitment obtained from each member to attend all meetings and all interview.

At the first search committee meeting the importance of confidentiality shall be discussed. All members of the committee must agree to preserve the confidentiality of the search and the names of all candidates. If any time throughout the search, there is evidence that a member of the committee has breached the confidentiality of the search, that member may be dismissed from the committee by a majority vote of the committee. The decision of whether or not to replace the dismissed member shall be in the sole discretion of the committee.

In consultation with the chancellor's representative and the search consultant, the committee should assess the needs of the institution and the type and style of leadership desired in a new president. Combining the results of this assessment and the required criteria set forth by the chancellor, the search committee shall develop, and submit to the chancellor (or the chancellor's representative) for approval,

the material to be used in the advertisement of the vacancy and the recruitment of candidates for the position.

The vacancy shall be advertised nationally. The search consultant shall assist the search committee in recruiting and evaluating candidates.

The members of the search committee shall review all applications and nominations for the position. Rejection letters should be sent to those who do not meet the minimum qualifications for the position.

From the remaining pool of candidates, the committee shall select a group of approximately 20 names that the members feel on preliminary review, appear to be the strongest applicants. Reference checks shall be conducted on this group of candidates by the committee members. It is recommended that these reference checks be done by telephone. At this stage, only references named by the candidates shall be contacted so that the candidate's confidentiality can be preserved.

When reference checking has been completed, the committee shall meet to review the applications of all candidates and to discuss the information obtained during the reference calls. The committee will then select a group of approximately 12 candidates to be interviewed at a site convenient to the committee and to the candidates. The site selected for the interviews must be designed to assure that the confidentiality of the names of the candidates to be interviewed will be maintained. Prior to the interviews, the search consultant should conduct a thorough review of each candidate's credentials and provide the search committee with the results of that review.

All members of the search committee should attend the personal interviews. The chancellor's representative will also attend these interviews. The interview will last from between 60 and 90 minutes. The search consultant, in consultation with the chancellor's representative, will assist the search committee in developing a list of questions to be asked of all candidates. Time should also be allotted during this interview to allow each candidate to ask questions of the committee.

Following these interviews, the committee should meet to discuss and review the qualifications of the candidates interviewed. A group of approximately five candidates should then be selected to visit the campus. Where appropriate, the candidate's spouse, or other family members or associates, may also be invited to visit the campus. At this stage, candidates will be asked to allow the search committee to check references, other than those names provided by the candidates. Unsuccessful candidates should be notified prior to the release to the public of the names of candidates to be invited to the campus.

Up to this point in the search process, the names of the candidates have been kept strictly confidential by the committee. When the finalists are scheduled to visit campus, their names are released to the public, along with general information about their background and qualifications. Their names and curriculum vitae shall also be forwarded to the SUNY Board of Trustees at this stage, although trustees and the chancellor may - in strictest confidence - request access to search committee documents, including candidates' curriculum vitae, at any point in the process. However, all information regarding the reference checks, committee discussion and voting on the various applicants is still strictly confidential and may not be divulged at any time.

Campus visits are designed to allow a large number of campus and community members to meet and hear from each candidate. In planning these visits, the committee should remember that at this stage of the process they are recruiting the candidates as well as evaluating them.

All members of the council should actively participate in the interviews of the candidates who visit the campus.

The chancellor shall be given an opportunity to meet with and interview candidates, either at the semifinalist interview stage or at the campus visit stage. The timing of such interviews shall be at the discretion of the chancellor. The chancellor may, at this time, also require that the candidates be interviewed by the university provost or other members of the chancellor's senior staff.

Prior to any final vote being taken by the search committee or the council, the members of the State University Board of Trustees shall also be given an opportunity to meet with and interview all finalists.

The search committee meets and deliberates the merits of each candidate who visited the campus. It is recommended that all council members be invited to join the search committee at this meeting to hear the search committee's discussions regarding the relative merits of each candidate. The committee is strongly urged to forward as many acceptable names as possible to the council for consideration.

The committee shall forward to the council the list of all acceptable candidates, along with a short (one page) synopsis of the relative strengths and weaknesses of each candidate.

The council then meets and deliberates the relative merits of each of the candidates whose names have been forwarded to them by the search committee. While the recommendation of candidates to the chancellor and the State University Trustees is the prerogative of the council alone, consensus between the council and the search committee should be sought and encouraged. Serious disagreement about the final candidates recommended by the council, particularly any disagreement that clearly follows major constituency lines, suggests a potentially serious problem with the search process.

The council shall recommend three acceptable candidates to the chancellor for consideration. The council may submit its opinion on the relative strengths and weaknesses of each candidate whose name is forwarded for consideration by the chancellor.

The chancellor, in compliance with statute, shall provide to the Board of Trustees a copy of the recommendations made by the College Council. The chancellor shall then recommend a candidate to the board of trustees for its consideration. It is anticipated that the trustees, or a committee of the board, will meet with the candidate in executive session before a final presentation and vote. The board of trustees, by law, reserves the right to direct that the council reopen the search if no recommendation is made by the chancellor, or if such recommendation is made but does not comply with the rules and standards established by the board of trustees, then to make such appointment as is by them deemed necessary.

Should the chancellor or the board of trustees decide that the circumstances warrant the reopening of a search, it is within their discretion to require that the council chair appoint, in accordance with these

guidelines, an entirely new search committee.

Should anyone from inside the campus wish to apply for the presidency, that individual must do so by way of a formal application prior to the closing date for the receipt of nominations. Any internal candidate who does not formally apply for the position and participate in the entire search process will not be considered for the position. Interim or acting presidents may not be candidates for the presidency unless they have received the written permission of the chancellor to participate in the search process.

(Approved by the State University of New York Board of Trustees, Sept. 23, 1997)

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#### **B. For the Provost**

The eight-member consultative committee shall be composed as follows:

- a. Three members of the academic faculty, one member each elected by and from each of the three schools
- b. One member elected by and from the library
- c. One member elected by and from the professional staff reporting within the area of academic affairs
- d. One member elected by and from management/confidential
- e. One member elected by and from the classified staff reporting within the area of academic affairs
- f. One student member.

The Committee on Committees shall conduct all faculty elections.

#### **C. For the Vice President for Student Affairs**

The seven-member consultative committee shall be composed as follows:

- a. Two members elected by and from the professional staff reporting within the area of student affairs
- b. Two members elected by and from the academic faculty, including librarians
- c. One member elected by and from management/confidential
- d. One member elected by and from the classified staff reporting within the area student affairs
- e. One student member.

The Committee on Committees shall conduct all faculty elections.

#### **D. For the Vice President for Finance and Management**

The eight-member consultative committee shall be composed as follows:

- a. Two members elected by and from the professional staff reporting within the area of finance and management

- b. Two members elected by and from the academic faculty, including librarians
- c. One member elected by and from management/confidential
- d. Two members elected by and from the classified staff reporting within the area of finance and management
- e. One student member.

The Committee on Committees shall conduct all faculty elections.

#### **E. For the Vice President for Institutional Advancement**

The eight-member consultative committee shall be composed as follows:

- a. One member elected by and from the professional staff reporting within the area of institutional advancement
- b. Two members elected by and from the academic faculty, including librarians
- c. One member elected by and from management/confidential
- d. One member elected by and from the classified staff reporting within the area of institutional advancement
- e. One member selected by and from the Alumni Association
- f. One member selected by and from the Cortland College Foundation
- g. One student member.

The Committee on Committees shall conduct all faculty elections.

#### **F. For the Deans of Schools**

The eight-member committee shall be composed as follows:

- a. Four members elected by and from the academic faculty within the school
- b. One member elected by and from the academic faculty outside the school, including librarians
- c. One member elected by and from the professional staff reporting within the area of academic affairs
- d. One member elected by and from the classified staff reporting within the area of academic affairs
- e. One student member of the school.

The Committee on Committees shall conduct all faculty elections

#### **G. For the Director of Libraries**

The six-member committee shall be composed as follows:

- a. Two members elected by and from the librarians
- b. Two members elected by and from the academic faculty (schools)
- c. One member elected by and from the classified staff reporting within the library
- d. One student member.

The Committee on Committees shall conduct all faculty elections.

## **H. For the Associate Provost for Information Resources**

The seven-member committee shall be composed as follows:

- a. Two members elected by and from the academic faculty (schools)
- b. One member elected by and from the librarians
- c. Two members elected by and from the professional staff reporting within the area
- d. One member elected by and from the classified staff reporting within the area
- e. One student member.

The Committee on Committees shall conduct all faculty elections.

## **I. For Associate and Assistant Vice Presidents, Associate Provosts, Deans (other than deans of schools) and Directors**

The six-member committee shall be composed as follows:

- a. Four members elected by and from the faculty/professional staff (any combination of academic faculty including librarians, and/or professional staff including management/confidential)
- b. One member elected by and from the classified staff reporting within the area
- c. One student member
- d. In addition, the Senate shall appoint two additional members, with special consideration of the areas with a direct reporting relationship. The appointments are recommended to the Senate by the appropriate vice president.

The Committee on Committees may conduct all faculty elections.

## **J. For Associate Deans**

The six-member committee shall be composed as follows:

- a. Three members elected by and from the faculty within the school
- b. One member elected by and from the professional staff reporting within the area of academic affairs and/or librarians
- c. One member elected by and from the classified staff reporting within the area of academic affairs
- d. One student member.

The Committee on Committees shall conduct all faculty elections.

## **K. Additional Membership to all Consultative Committees**

The campus president shall have the prerogative to appoint one or two members to the consultative committee in order to satisfy affirmative action goals.

The campus president shall appoint a human resources representative to search committees as he or she deems appropriate.

Such action shall be reported to the Faculty Senate.

(Structures for B-K were approved by the Faculty Senate and President Bitterbaum on Feb. 14, 2006.)

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## **240.03 PROCESS FOR ELECTION AND GENERAL DUTIES AND OPERATING PROCEDURES OF CONSULTATIVE COMMITTEES**

The following material integrates processes approved by the Faculty Senate on Feb. 14, 2006, and President Bitterbaum on Feb. 14, 2006.

The president or appropriate vice president will notify the Faculty Senate that a search is beginning for a director-level or above vacancy. This notification will be directed to the Faculty Senate chair, or vice chair in his/her absence. It is presumed that the Faculty Senate will participate.

The Committee on Committees will issue an electronic call for nominations to the voting academic and professional faculty.

The call will include the position title, the composition of the committee, and a deadline by which nominees must respond. The call will also include the following statements: "Those seeking and accepting membership on a search committee must make the search committee a top priority and agree to an aggressive time line. The process must move forward expeditiously, and not be limited to times when classes are in session." The deadline for response will be three work days.

The Committee on Committees will send out ballots for any contested seats as soon as possible after the nomination deadline. The ballot deadline will be seven work days. A tie will be broken by random selection.

In the event there are insufficient nominees received by the published deadline, individuals will be appointed by the president or the appropriate vice president (or his/her designee) to fill the vacancies in accordance with the established committee composition.

The Committee on Committees will announce electronically to the campus the full slate of nominees, election results and any appointments that were made.

A consultative committee shall elect its own chair from among its members.

The search committee shall review and conform to the Search Committee Procedures Manual (see [www.cortland.edu/hr/aaction.html](http://www.cortland.edu/hr/aaction.html)). In accordance with the College's commitment to creating a more diversified campus, search committees, and the supervisors to whom they report, should take into consideration the added value candidates from a protected class bring to a position by contributing to intellectual and cultural diversity. Both faculty and students benefit from the richness inherent in difference. Specific questions of definition of protected classes and about hiring practices should be referred to the affirmative action officer, who is an ex officio member of all search committees.

Minutes of all meetings should be kept. Discussion of a candidate's file, however, is confidential and should not be reported in the minutes. The affirmative action officer will provide information on what the minutes should contain.

At the first meeting of the search committee, the affirmative action officer shall advise all committee members that confidentiality is to be maintained throughout the search process.

Committee chairs shall regularly report back to their constituencies on their committee's activities.

The supervisor is responsible for preparing the vacancy announcement and a carefully detailed job description and for sending the advertisement to all pertinent publications and other job outlets. The supervisor's final charge to the search committee will expand on the job description by outlining in more detail that can be provided in the advertisement or job description a set of criteria and expectations.

The chair of the search committee shall maintain a record of member attendance.

The committee shall conduct a thorough search and shall receive and screen all candidates. The committee shall present all candidates who visit this campus to appropriate faculty and student groups.

Supervisors may request progress reports from the search committee chair and may also meet with the committee to provide or seek information. Once the committee has identified candidates for telephone or on-campus interviews, supervisors have the option of contacting identified candidates, in consultation with the search committee chair and the affirmative action officer. Supervisors must give permission for the candidates to be invited to campus. Supervisors may, at that time, with rationale, veto one or more candidates and ask that the committee review the pool and present a modified slate. (The affirmative action officer's review at this point of invitation is for the purpose of verifying that the qualifications of the candidates are consistent with those that were advertised.) Supervisors should not expect to participate in search committee meetings except for the instances noted above. Supervisors may choose to meet with search committees at the end of the process for a final debriefing.

(Approved by President Bitterbaum, Spring 2004.)

The committee should only formulate recommendations when a quorum is present. Candidates shall be deemed acceptable by the committee by majority vote. The committee may, if it chooses, vote by secret ballot (by majority vote). The balloting method shall be determined early in the committee deliberations process and before any voting begins. The recommendation is submitted to the affirmative action officer. Upon approval by the affirmative action officer, the committee forwards the recommendation to the hiring manager. The committee should normally present the supervisor with two or three names. Candidates may be presented in the order in which they were interviewed or in alphabetical order. The recommendation should indicate whether or not each candidate is acceptable and outline the candidates' strengths and weaknesses. The committee should also include additional pertinent information about its deliberations or other explanations of its actions. Such statements shall be reviewed and approved by the committee before they are forwarded. The committee may meet with the supervisor at its request if it so decides.

(Approved by President Bitterbaum Fall 2005.)



All members of the campus community are urged to provide as receptive and cordial a welcome as possible to candidates interviewing for positions at the College.

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### **240.04 DEPARTMENT CHAIRS**

The department and the school dean shall meet well in advance of appointment or reappointment of a chair to discuss the department's needs and problems.

All full-time members of a department shall participate in the establishment of procedures for the selection of chair. Final procedures shall be consistent with the Policies of the Board of Trustees and shall be adopted by a majority vote of all full-time members. All departments shall obtain administrative approval of their procedures. Copies of such procedures shall be placed on file in the administrative offices concerned.

A department may consider candidates from outside the College as well as candidates within the College. The possibility of a candidate from outside the College is dependent upon the availability of a line.

The members of the department shall be kept informed of important stages in decision making and shall be involved in interviews with candidates.

A recommendation shall list all acceptable candidates and the department's preferences in priority order.

The recommendation of the department should be a major factor in the final decision. If there is disagreement between the department and members of the administration over the final decision, department members and members of the administration shall meet together and resolve their differences. At the time the candidate for department chair is officially offered the position, there should be substantial agreement between the administration and the department that the candidate is acceptable to both. When the department officially makes its recommendation known to the school dean, the dean will forward it with his or her recommendation for or against to the provost, who will forward it with his or her recommendation for or against to the president.

Candidates shall be informed of the statement in Article IX, Title C: Paragraph 2, Term, of the Policies of the Board of Trustees:

"Chairs of departments or divisions of colleges shall be designated and redesignated by the college chief administrative officer after consultation with appropriate faculty including the department or division concerned. Such designation shall be for any period up to three years and renewable; provided, however, that the college chief administrative officer may relieve a designee of duties as chair at any time."  
(Endorsed by Faculty Senate, April 3, 1979; approved by Acting President Gordon, April 24, 1979)

### **240.05 GUIDELINES FOR THE EVALUATION OF CAMPUS PRESIDENTS**

## **Purposes of Presidential Evaluation**

The basic purpose of presidential evaluations is to strengthen the role of the president and to offer to each president a more flexible approach to his or her duties, while emphasizing accountability in the leadership role. The presidents are responsible primarily to the chancellor and the trustees. Therefore, a continuing review process, as provided for in Article IX, Title A, Section 1b, of the Policies of the Trustees requires the full involvement of the chancellor who has responsibility for the review and evaluation of campus presidents. The process shall include two parts: (1) a short annual review of each president; and, (2) a full-scale formal evaluation on a periodic basis.

Because it is difficult to separate an assessment of a president from an assessment of his/her campus, each review conducted under these guidelines will look both at the overall health of the institution and the quality of the president's stewardship. Usually, the annual review will focus on issues and concerns earlier established by the president and the chancellor. Thus, each annual review format will reflect factors unique to a particular president and campus. The more formal periodic evaluation will focus on the performance of the president in advancing the mission of the campus within the framework established by the State University. The reviews will be performed throughout the year. Formal evaluations will be conducted according to a schedule that will be developed and announced in advance. All yearly reviews and periodic formal evaluations will be conducted as personnel matters and will be confidential.

## **Procedures for a Presidential Evaluation - Annual Review**

Every year each president of a state-operated campus shall send a short (three to five pages) report to the chancellor, with a copy to the chair of the local College Council for distribution to the Council assessing:

- a. The overall academic quality of the institution;
- b. The financial health of the institution;
- c. Progress made in achieving previously set goals;
- d. Any institutional or personal problems the president has encountered during the year; and,
- e. The president's goals for the coming year.

The chancellor shall review the president's report and he/she, or a senior staff member designated by the chancellor, shall consult with the College Council Chair, College Council, vice chancellors, or other sources as appropriate.

The president will meet with the chancellor to review his/her report and other relevant information regarding the president or the campus. The chancellor and the president will discuss the overall health of the campus and set appropriate goals for the institution and the president for the coming year.

The chancellor will report, in executive session, to the board of trustees on the overall health of the institution and on the progress the president has made in achieving institutional goals.

The yearly review will conclude with a short confidential letter from the chancellor to the president,

outlining the chancellor's assessment of progress in achieving prior goals and reiterating the goals set for the coming year. A copy of this letter will be given only to the board of trustees and the chair of the College Council for distribution to the council.

### **Procedures for a Presidential Evaluation – Formal Review**

Each president of a state-operated campus will be formally evaluated at regular intervals during his/her service. New presidents will be evaluated during their third year of service. It is anticipated that continuing presidents will be formally evaluated every five years, although the chancellor may institute such an evaluation at a different interval if circumstances deem it appropriate. The purpose of this periodic evaluation will be to assess the president's performance. A broad range of individuals who work closely with the president both on and off campus will be invited by the chancellor to participate in this evaluation.

The president shall submit a self-evaluation report to the chancellor assessing the state of the institution and his/her stewardship thereof. This report should address the following issues:

- a. The overall academic quality of the institution
- b. The financial health of the institution
- c. The institution's record of service to its local area and to the state
- d. The president's record representing the institution and articulating its goals to a variety of external constituencies and to internal constituencies
- e. The president's record of service to SUNY, the community in which the campus is located, and to regional and/or national educational associations
- f. The condition of the physical plant and plans for future building and/or renovations
- g. Special challenges that the institution or the president have faced since the last performance review
- h. Overall campus morale

The chancellor will appoint a team to conduct the formal evaluation and to make a confidential assessment of the president's performance. This team will consist of one external peer evaluator (a current or former president of a non-SUNY institution of similar size and character, or another recognized leader in public higher education), and may also include a senior academic administrator or senior faculty member, and a senior member of the System Administration. In appointing the team, the chancellor will consult with the president about potential evaluators in order to avoid any bias or conflicts of interest.

The chancellor will invite members of the College Council, the College Foundation Board, faculty governance leaders, student government leaders, as well as representatives of the alumni association and the professional and support staffs to submit written comments on the quality of the President's stewardship. These comments shall be considered confidential.

The chancellor may request comment from other interested parties, including the public, concerning the institution and their knowledge of matters concerning the institution.

After reviewing the president's report, background information about the institution and the written comments solicited from the individuals and groups described above, the evaluation team will visit the

campus to meet the president. The team may also meet with representatives of appropriate constituency groups, including members of the College Council, the campus Foundation, senior administrators, faculty, students and staff. At the end of their visit, the team will meet privately with the president to share their views on the overall health of the institution and the quality of the president's leadership.

After visiting the campus, the team will consult with the chancellor regarding its findings and prepare and submit a written report on the quality of the president's stewardship. The report may include suggested future goals for the president. This report is considered to be intra agency material, non-final and prepared to assist the chancellor and the board of trustees in its deliberative process of evaluating the job performance of the president. The report is considered a confidential, personnel matter, to be shared only with the board of trustees in executive session.

After consulting with the president regarding the contents of the report, the chancellor will report, in executive session, to the board of trustees on the conclusions of the evaluation team and offer his own assessment of the president's performance.

The evaluation will conclude with a short confidential letter of report from the chancellor to the president outlining the chancellor's assessment of the president's performance. A copy will be shared with the board of trustees and the College Council chair for distribution to the council.

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## **CHAPTER 250: Course and Curricular Change Policy**

**[250.01 Change Policy](#)**

**[250.02 College Curriculum Review Committee](#)**

**[250.03 Levels of Curricular Change](#)**

**[250.04 Changes in the Mission of the Department or College](#)**

**[250.05 Course Retirement Policy](#)**

### **250.01 CHANGE POLICY**

Procedures have been established for the development and approval of courses and curricula and the appropriate notification of all offices concerned. All changes, additions and deletions in courses and curricula should follow the prescribed pattern. Such changes, once approved, become effective with the

new catalog or as directed. The changes are processed throughout the academic year, and everyone concerned should be informed as they occur.

Courses that have not been offered over the last five years (full academic-year period) will be reviewed by each department on an annual basis. The department will then respond with a decision to: 1) maintain the course(s) in the course inventory with justification; or 2) retire and remove the course(s) from the active curriculum and College catalogs.

(Approved by President Bitterbaum on Nov. 20, 2006)

## **250.02 COLLEGE CURRICULUM REVIEW COMMITTEE**

Duties: It is the responsibility of the Curriculum Review Committee and the Graduate Faculty Executive Committee to consider curriculum changes that affect all schools of the College and to make recommendations to the provost in a timely and efficient manner. This committee also will make recommendations to the Educational Policy Committee on policy changes that may be necessary.

## **250.03 LEVELS OF CURRICULAR CHANGE**

### **Level I Curricular Change**

This is a curricular change at the department level, that does not affect a named requirement or an elective in another department or program. Level I changes do not require approval by the School Curriculum Committee, the College Curriculum Review Committee (CCRC), or the Graduate Faculty Executive Committee (GFEC) unless submitted as part of a Level II change (e.g. altering an existing program), in which case the path for change for the entire packet shall be that of Level II.

Examples of Level I change include:

- change to frequency code of course that is not part of a program (major, minor, concentration) from another department
- change to a course description that clarifies, but does not change the primary content of the course
- change in course title
- deletion of course prerequisite that does not affect another department
- adding or deleting an existing course to a group of acceptable elective courses within a program that does not affect another department
- change in course number at the same number level (e.g. 425 to 432)\*

\* The proposed course number cannot be an already existing number or a number used in the past. The College registrar should be contacted for course/number history.

Note: Errors of an editorial nature that appear in the College catalogs do not need to be corrected through the curricular process. However, documentation that the errors are, indeed, editorial in nature is necessary. To correct the error, a department chair or coordinator only has to inform the appropriate

associate dean. All proposal forms must be signed by a department chair, unless the program is outside the purview of an academic department, in which case all forms must be signed by the identified program coordinator. Examples of documentation are:

- a previous catalog showing the correct statement, or
- a copy of the provost-approved course or program.

## **Level II Curricular Change**

This is a substantial curricular change that impacts the originating department or area, and/or affects other programs, but does not require off-campus approval. Level II changes will be any curricular change that is not described in a Level I or Level III change.

Examples of Level II change include:

### 1. Alterations to the catalog listing of a course

- change that includes and affects named requirements or electives in other departments or programs
- change in course prefix
- change in course number to a different level,\* e.g., number with different level (100 to 200, 400 to 300), from graduate to undergraduate, or vice versa
- change in frequency code of course that is part of a program (major, minor, concentration) from another department. This change requires a memo from the department chair or coordinator whose program is affected.
- change in course description that alters the primary content of the course
- change in course prerequisite, or corequisite beyond a Level I change
- change in course restriction statement
- change in course grade mode
- change in course credit hours
- new course proposal initiating "shared resources" courses
- new course proposal not related to teacher education

### 2. New courses – use Form 1

### 3. Deletion of an existing course – use Form 3

### 4. Alterations to an existing program (major, minor, concentration) – use Form 5

- adding courses to or deleting courses from a program
- adding or deleting an existing course to a group of acceptable elective courses within a program that does affect another department
- developing a new minor or concentration

\* The proposed course number cannot be a previously used number. The College registrar should be

contacted for course and number history.

### **Level III Curricular Change**

This is comprised of alterations that will require off-campus approval. To ensure timely consideration, these changes should follow the timelines established for Level II Curricular Change. External review and approval from SUNY and NYSED may generally take anywhere from three months to a year for confirmation.

Examples of Level III change include:

- change of more than 15 hours of core courses in an existing major
- new majors
- new degree programs

### **Flow Plans for Undergraduate and Graduate Curriculum Changes**

(Approved by President Bitterbaum Oct. 21, 2009)

#### **250.04 CHANGES IN THE MISSION OF THE DEPARTMENT OR COLLEGE**

Where a "letter of intent" is required, proposals should be carefully reviewed by school committees and the Deans' Leadership Group whose recommendations will be forwarded to the provost for consideration. The provost prepares a recommendation to the president before the "letter of intent" is submitted to Albany.

When a "letter of intent" is approved in Albany, proposed changes should be submitted by the school to the Educational Policy Committee which will then submit its recommendations to the Faculty Senate. The Faculty Senate forwards its recommendations to the provost who will discuss the proposal with the Provost's Cabinet and forward their recommendation along with his or hers to the president for transmission to the appropriate authorities in Albany.

The following excerpt from Section 52.1, subsection a, of the Regulations of the Commissioner of Education is pertinent: "New programs must be registered and major changes in existing programs must be approved by the department before being offered."

#### **250.05 COURSE RETIREMENT POLICY**

Courses that have not been offered over the last five full academic-year periods will be reviewed by each department on an annual basis. The department will then respond with a decision to: 1) maintain the course(s) in the course inventory with justification, or 2) retire and remove the course(s) from the active curriculum and the College catalogs.

(Approved by President Bitterbaum July 30, 2007)

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**TOP****CHAPTER 260: Work-Related References****260.01 Faculty Research****260.02 Comprehensive Teaching Evaluation System****260.03 Patent and Copyright Policy****260.04 Salary of Faculty****260.05 Outside Activities of Faculty****260.06 Vacation Leaves for Faculty****260.07 Sick Leaves for Faculty****260.08 Sabbatical Leaves****260.09 Military Leaves****260.10 Volunteer Status****260.11 Liability of the College****260.01 FACULTY RESEARCH**

Faculty are encouraged to engage in research and publication or similar scholarly activity. The College supports, upon occasion, the granting by a department of a reduced teaching load for significant research projects. The Research Foundation of State University offers limited funds for research. The assistant vice president for research and sponsored programs coordinates all research activities and advises faculty in applying for grants from federal and state agencies.

The College Research Committee was established by the Faculty Senate in September 1974, to encourage, promote, and facilitate research activities of the faculty; to recommend policies to the Faculty Senate; to implement policies affecting research; and to be responsible for the Faculty Research Program.

**260.02 COMPREHENSIVE TEACHING EVALUATION SYSTEM**

Policies and Procedures (Approved by President Clark, Jan. 10, 1983)



The following sections I, III, and IV are from the complete manual published in Fall 1987 and updated in 2002, available in the **Provost's Office**.

## **I. General Recommendations**

1.1 All faculty and administrators should be evaluated on a regular basis. Part of the evaluation of faculty should be the regular systematic collection of information from colleagues and students as the basis for judgments about their teaching effectiveness. Part of the evaluation of administrators should include the regular, systematic collection of information from faculty and students as the basis for judgments about their administrative effectiveness. Information sought about administrators should concern their effectiveness of administration, leadership ability, responsiveness to relevant constituencies, innovative programs, competency and soundness of judgment.

1.2 The teaching evaluation system will consist of two components: (a) the administration of a Course Teacher Evaluation (CTE) form, and (b) materials and information submitted by the teacher. Note: If a teacher does not wish to use a CTE form, an alternate procedure of visitation is possible.

1.3 Teachers will be evaluated, at a minimum, at least once every third time they teach a particular course. Departments will be responsible for establishing a time schedule for evaluating teaching. (Under exceptional circumstances, the recommended time schedule may be inappropriate. In such cases the department in question should submit to the Teaching Effectiveness Committee for approval an alternative in keeping with the principle of regular, systematic, longitudinal evaluation of faculty.)

## **III. CTE Component of the Teaching Evaluation System**

3.1 There will be a standard CTE form approved by the Committee on Teaching Effectiveness and available for use by any department that so chooses. At present, the committee recommends the use of the Purdue Cafeteria System (Committee on Teaching Effectiveness, 1994-97).

3.2 The standard CTE form should not be excessively long. The items will include, at a minimum, the following topics:

- definition of and adherence to the announced course requirements and coverage of content;
- the teacher's effectiveness in presenting the course material (e.g., organization, structure, clarity, communication, teaching style, or lecturing ability);
- the teacher's availability to meet with students outside of class;
- workload or course difficulty;
- fairness in evaluating students;
- teacher-student interaction or rapport;
- impact on students or students' sense of accomplishment; and
- global, overall rating of the teacher.

3.3 The final decision on what CTE form is to be used by faculty members in a given department will be made by the department, with the following stipulations:

All members of the department will use a common form agreed upon by the department; and

The form used by the department must include the following statements from the Purdue Cafeteria System:

- i. "The stated goals of this course are consistently pursued."
- ii. "My instructor has an effective style of presentation."
- iii. "My instructor is readily available for consultation."
- iv. "Complexity and length of course assignments are reasonable."
- v. "Grades are assigned fairly and impartially."
- vi. "My instructor readily maintains rapport with this class."
- vii. "I am satisfied with my accomplishments in this course."
- viii. "Overall, this instructor has been effective."

(Approved by President Taylor, May 28, 2002)

Departments are free to add questions to the eight core questions listed above.

3.4 The detailed procedures for collection of CTE data will be determined by each department, approved by the "Committee on Teaching Effectiveness," and subject to the following guidelines:

Student CTE forms will be administered by someone other than the course teacher (e.g., a student proctor, department secretary, or other colleague).

The form will be administered sometime during the last three weeks of scheduled classes in a term.

All questionnaires using the Purdue items, including the required core items, will be processed by the Institutional Research and Assessment Office (approved by President Taylor, May 28, 2002). There must be adequate safeguards against misuse or tampering with whatever CTE data the department collects.

#### **IV. Course Materials**

4.1 The course materials to be submitted for evaluation should include the following:

course syllabus, including either a course outline or a list of course objectives; assignments, examinations, and other materials that are provided for the students; and any other materials the teacher wishes to submit (e.g., information on advisement, the teacher's role in involving students in research, attendance at professional meetings, the teacher's role in assisting students with career plans, or examples of graded papers and exams).

4.2 Optionally, the teacher may provide a written description of the course including observations about the students in the course. Such a description might include: a general description of the level of the course, the student composition in terms of class year and major, information as to whether the course is required or not, and a general comment on the teacher's perceptions of the motivation and general intellectual level of the students in the course.

#### **260.03 PATENT AND COPYRIGHT POLICY**

See Board of Trustees Policies, Article XI, Title J-2 for a complete discussion of patents, inventions and copyright policy. Also, the College's policy for copyright and fair use can be found in full at <http://www.cortland.edu/copyright/tofcontents.html>.

Minimal standards for the "fair use" of copyright material permit teachers, subject to some limitations, to make multiple copies of complete poems of fewer than 250 words, as well as of complete articles, stories, or essays of fewer than 2,500 words, without permission. They are also free to copy excerpts of 1,000 words or 10 percent of the total text, whichever is less of longer works.

Single copies of a book chapter, a periodical or newspaper article, a short story, short essay or short poem, a chart, graph, diagram, drawing, cartoon, or picture may be made for a teacher's use in scholarly research or teaching in class.

Multiple copies of the aforementioned materials may be made for classroom use, but not more than one copy per pupil in a course, provided that the copying meets detailed tests and definitions of brevity, spontaneity, cumulative effect, and that each copy includes a notice of copyright.

#### **260.04 SALARY OF FACULTY**

See latest negotiated agreement.

#### **260.05 OUTSIDE ACTIVITIES OF FACULTY**

See 435.03 - Extramural Activities.

#### **260.06 VACATION LEAVES FOR FACULTY**

See Policies, Article XIII, Title A; B.

#### **260.07 SICK LEAVES FOR FACULTY**

See Policies, Article XIII, Title C.

#### **260.08 SABBATICAL LEAVES**

(See 210.08 for procedures)

Article XIII, Title E, of the Policies of the Board of Trustees makes it clear that "The objective of (a sabbatical leave) is to increase an employee's value to the University and thereby improve and enrich its program. Such leave shall not be regarded as a reward for service nor as a vacation or rest period occurring automatically at stated intervals." See Policies Article XIII Title E for details.

(Approved by President Clark, Oct. 14, 1980)

#### **260.09 MILITARY LEAVES**

Campus personnel officers shall grant military leave according to the guidelines below:

A maximum of 22 work days or 30 calendar days (whichever is more) with pay may be granted annually.

A minimum of one day must be charged for a whole day or any fraction thereof.

All days served on military duty are to be charged to military leave including Saturdays and Sundays which may occur during the assignment.

Annual leave credits may be used for military leave beyond the paid days, subject to prior approval of the campus president.

The privileges granted under the military law must be protected from abuse at all times. It is the responsibility of each college to see that the law is uniformly applied. (Section 242 of the Military Law)

## **260.10 VOLUNTEER STATUS**

Persons providing a service to the University on a non-pay basis may be given workers' compensation and limited legal indemnification under the Public Officers Law if they are enrolled as "volunteers." Generally, these volunteers must be supervised by a state employee and provide services for a function that is supported by state purpose funds. Campus departments may enroll these service providers by writing to the Human Resources Office.

## **260.11 LIABILITY OF THE COLLEGE**

SUNY Cortland is an institution of the State of New York. The State of New York is protected against claims of civil liability under a self-insurance program. This program requires that any person or corporation that feels they have a legal claim against New York State must entertain a lawsuit through the New York State Court of Claims. The Office of the New York State Attorney General is responsible for representing New York State in these matters. If you have questions regarding this process, you should contact your attorney at law or call the Syracuse Office of the New York State Attorney General, located at 615 Erie Boulevard, West; Syracuse, N.Y.

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# **CHAPTER 270: Work-Related Policies and Procedures**

**[270.01 Hiring Policy - Student Employment](#)**

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## **270.01 HIRING POLICY - STUDENT EMPLOYMENT**

It is the policy of SUNY Cortland to hire employees as federal Work-Study employees (through the **Financial Aid Office**), as temporary service student assistants, or as casual labor workers under Civil Service noncompetitive classifications. These students are normally hired on an hourly basis, part time and full time, in College offices and academic departments.

Federal Work-Study employees and temporary service employees may work up to 20 hours per week while school is in session and work up to 40 hours per week during vacation periods. All hiring for Work-Study jobs must be arranged through the Financial Advisement Office.

Qualifications must be a factor for positions that are considered skilled or semi-skilled. On-the-job training must be provided where practical to offset job unfamiliarity. Education and prior experience could be important considerations for library, lab or some maintenance jobs. Students who have previously worked satisfactorily in campus assignments will be given preference within each designated category listed in item 4 of this section.

Not Working with Family Members:

The College strongly prohibits its student employees from being placed under the supervision of a member of his or her family or in the same office/department as a member of their family, regardless of a supervisory/evaluative relationship.

Priority: SUNY Cortland students who do not qualify for federal Work Study — eligibility may be determined by calling the Work-Study coordinator in the Financial Aid Office.

All hiring of non-Work-Study employees — also called temporary service student assistants — must be arranged through the Student Employment Services Office according to the College-wide policies below:

- a. Offices/departments will complete an On-Campus Job Posting Form and forward it to Student Employment Services for posting on the On-Campus Job Bulletin Board and JobConnect website.
- b. A member of the office/department doing the hiring will complete a "Student Appointment Form" for every new student hired with Student Temporary Service funds and forward that form to the Payroll Office. A new "Student Appointment Form" must be completed for every student at the beginning of each fall semester.
- c. Positions must be posted for a minimum of three weekdays on the On-Campus Job Bulletin Board before an office/department can hire a student, even if that student served the office in Work-Study capacity in the past; this is so that all students have reasonable access to the posted information.
- d. Exceptions to these policies must be submitted to the coordinator of student employment and the vice president for student affairs.

Civil Service noncompetitive classification hiring is handled in coordination with the **Human Resources Office**.

Questions regarding these policies should be forwarded to the Financial Aid Office (for Federal Work Study), Student Employment Services (for Temporary Service), or the Human Resources Office (for casual labor, noncompetitive Civil Service)

## **270.02 POLICY ON ENVIRONMENTAL HEALTH AND SAFETY AND REQUIRED TRAINING**

### **A. Policy**

SUNY Cortland is committed to providing a safe and healthful environment for its students, faculty, staff and visitors. Applicable environmental, health, and safety regulations promulgated by federal, state, and local regulatory agencies are observed in establishing safety programs and policies. Appropriate standards of nationally recognized professional organizations also serve as guidelines for establishing programs and policies. To promote the achievement of excellence, the SUNY Cortland safety program emphasizes continual improvement.

### **B. Responsibilities**

Safety excellence is the result of good management and sound program development. While safety is everyone's responsibility, the SUNY Cortland president is responsible for establishing a safe and healthful environment at the campus. The authority and responsibility for achieving health and safety objectives are delegated to the appropriate levels of management by the president.

Each department head is responsible for the health and safety of students, faculty, staff, and visitors in their area. The department head should become familiar with established safety policies and programs, and any unsafe conditions should be identified and corrected.

Supervisors are responsible for implementing effective safety programs within the department.

Employees should be well trained and work areas should be free of hazards. Any unsafe conditions should be identified and corrected. Moreover, supervisors must make sure that work-related injuries and illnesses are reported promptly.

All employees must become familiar with campus safety policies and standards. Additionally, employees must observe safe work practices, and reasonable precautions should be taken to prevent accidents and injuries. Unsafe conditions should be brought to the attention of supervisors, and work-related injuries and illnesses should be reported promptly.

The **Environmental Health and Safety Office** is responsible for providing counsel, guidance and services to the campus in order to attain policy objectives. These responsibilities include:

- Keeping current with environmental, health and safety regulatory developments and changes.
- Acting as a liaison with regulatory agencies for environmental, health and safety compliance.
- Developing and implementing effective programs for safety both on and off the job.
- Providing timely training.
- Performing regular safety inspections and timely incident/accident investigations.

### **270.03 ERGONOMICS POLICY**

SUNY Cortland is committed to health and safety in the workplace. As part of that commitment, ergonomic evaluations are available from the Environmental Health and Safety Office. Recommendations from ergonomic evaluations will be provided to both the employee and the employee's supervisor. Changes made based on the recommendations should be considered at the department level, and minor costs should come from department budgets. If resources are needed for changes, a request should be made through the appropriate vice president for funding consideration.

(Approved by President's Cabinet, Jan. 16, 2001)

### **270.04 SMOKING REGULATIONS**

#### **A. Policy:**

The State University of New York College at Cortland is a totally smoke-free work environment. Smoking is strictly prohibited in all campus buildings, including the Outdoor Education Center at Raquette Lake and in all motorized fleet vehicles. All building entrances are designated as smoke-free entrances, with the exception of one in each building, which has been designated as an approved smoking entrance. All entrances are identified with the appropriate signage. Outside of the designated smoking areas, smoking is not permitted within 50 feet of a building.

#### **B. Background:**

Health risks associated with smoking are well documented. Since 1989 when SUNY Cortland first restricted smoking on the campus, additional studies have indicated that exposure to secondary smoke is

a significant risk for the nonsmoker. As an employer, the College is responsible for providing a safe work environment and, consequently, it cannot ignore this evidence.

### **C. Support:**

Understanding the addictive nature of smoking and that breaking the habit is extremely difficult for many people, the College will make every effort to assist those employees who wish to stop smoking.

### **D. Compliance:**

This policy relies on the thoughtfulness, consideration and cooperation of smokers and non-smokers for its success. It is the responsibility of all members in the College community to observe this smoking policy.

### **E. Complaints:**

Complaints or concerns regarding this policy or disputes regarding its implementation should be referred to the immediate supervisor for resolution. If a resolution cannot be reached, the matter will be referred by the supervisor to the appropriate department/division head or vice president for mediation. Student violations may be referred to the **Judicial Affairs Office**.

### **F. Review and Revision:**

The provisions of this policy shall be subject to future review and revision to ensure that its objective is obtained and the College is in compliance with federal and state law.

(Revised May 2008)

## **270.05 RECYCLING POLICY**

As an important part of the College's commitment to good environmental citizenship, all faculty and staff have the responsibility to recycle when working in their offices and to empty their recycle bin at the appropriate location in the building in which they work. Faculty also should encourage students to recycle as much as possible in their on-campus activities.

## **270.06 FALSE ALARMS OF FIRE**

### **A. State Penal Law Section 240.55:**

Falsely Reporting an Incident in the Second Degree. A person is guilty of falsely reporting an incident in the second degree when, knowing the information reported, conveyed, or circulated to be false or baseless, he or she:

Initiates or circulates a false report or warning of an alleged occurrence or impending occurrence of a fire,



explosion or the release of a hazardous substance under circumstances in which it is not unlikely that public alarm or inconvenience will result;

Reports, by word or action, to any official or quasi-official agency or organization having the function of dealing with emergencies involving danger to life or property, an alleged occurrence or impending occurrence of a fire, explosion or the release of a hazardous substance which did not in fact occur or does not in fact exist; or

Knowing the information reported, conveyed or circulated to be false or baseless and under circumstances in which it is likely public alarm or inconvenience will result, he or she initiates or circulates a report or warning of an alleged occurrence or an impending occurrence of a fire, an explosion or the release of a hazardous substance upon any private premises. Falsely reporting an incident in the second degree is a class E felony.

### **270.07 TAMPERING WITH THE FIRE ALARM SYSTEM**

Anyone found tampering with the fire alarm system is subject to disciplinary action by the College, as well as the penalty in accordance with the State Penal Law regarding false alarms.

### **270.08 FIRE DRILLS**

In accordance with Education Law 807, "Fire Drills," Sections 3 and 4:

"It shall be the duty of the person in charge of every public or private college or university within the state, having more than 25 students, or maintained in a building two or more stories high to instruct and train the students by means of drills, so that they may in a sudden emergency be able to leave the college or university building in the shortest possible time and without confusion or panic.

"Such drills shall be held at least three times in each year, one of which required drills shall be held between Sept. 1 and Dec. 1 of each year. In buildings where summer sessions are conducted, one of such required drills shall be held during the first week of such summer session. At least one of such required drills shall be through use of the fire escapes on buildings where fire escapes are provided. At least one additional drill shall be held in each year during the hours after sunset and before sunrise in college or university buildings in which students are provided with sleeping accommodations.

"Neglect by any president or other person in charge of any public or private school or educational institution to comply with the provisions of this section shall be a misdemeanor punishable at the discretion of the court by a fine not exceeding fifty dollars; such fines to be paid to the pension fund of the local fire department where there is such a fund."

### **270.09 FIREARMS POLICY**

Possession of Firearms on Campus:

The possession of firearms, explosives and other dangerous weapons is expressly forbidden.

(Code of Student Conduct)

### Penalty for Violation of Firearms Policy

Failure to adhere strictly to this policy will necessitate disciplinary action for the guilty person and the possibility of arrest under Section 265.01 (3), (4), (5), (6) of the Penal Law of the State of New York.

Persons using firearms or other dangerous instruments for hunting or other recreational purposes must register and store them at the **University Police Department**. Pistols and revolvers will not be accepted for storage. They should not be brought to campus.

## **270.10 POLICY ON LOITERING ON CAMPUS**

A person is guilty of loitering when he/she loiters or remains in or about school grounds, a college or university building or grounds or a children's overnight camp or a summer day camp, or loiters, remains in or enters a school bus, not having any reason or relationship involving custody of or responsibility for a pupil or student, or any other specific, legitimate reason for being there, and does not have written permission from a granting authority. (NYS Penal Law Section 240.35(5))

## **270.11 COMPLAINTS AND GRIEVANCES INITIATED ON CORTLAND CAMPUS**

### I. General employee complaints and grievances

Complaints that a person makes concerning any conditions of employment or administrative procedures may be taken through the usual campus administrative channels, with ultimate decision, should it reach that far, by the president.

Formal grievances against violations of the union agreement may be directed through the employee's union.

See the appropriate union agreement for procedures.

### II. Employee grievance procedures for discrimination

SUNY Grievance Procedure; Grievance Procedures for Review of Allegations of Discrimination, (See Chapter 950).

#### Other Agencies

1. Department of Education, Office of Civil Rights
2. U.S. Department of Labor, Division of Wage and Hours
3. State of New York, Division of Human Rights
4. Equal Employment Opportunity Commission

Information and assistance are available in the Affirmative Action Office.

### III. Student academic complaints and grievances

Procedures shall follow the Academic Grievance System as outlined in **350.01**. When there are complaints concerning alleged discrimination in awarding grades, the affirmative action officer shall be

notified. That officer shall be present at all meetings of the Academic Grievance Tribunal in cases involving alleged discrimination and at the departmental and school levels should the complainant desire (see Complaint Procedure for the Review of Allegations of Discrimination, **Chapter 850**).

Details on processing many of these procedures may be obtained from the affirmative action officer.

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## **Part Three: College Guidelines for Students**

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### **310.01 MANNER IN WHICH THE REGULATIONS ARE DEVELOPED: ROLE OF THE COLLEGE COUNCIL**

In order to encourage, maintain, and assure adequate communication with and participation by the administration, faculty, and students at the respective campuses, the Council shall act after consultation with the chief administrative head of its campus and with representatives of faculty and students in promulgating or in reviewing and ratifying regulations on student conduct. In the regulations, the Council

may confer upon student groups, faculty committees, administrative officers, or combinations thereof appropriate responsibilities concerning student conduct and behavior. Authority for the administration of regulations at a campus shall rest with the campus' chief administrative officer.

### **310.02 RECOGNITION OF THE RIGHTS AND RESPONSIBILITIES OF STUDENTS**

The regulation shall recognize that students have, within the law, the right of free expression and advocacy and that the State University seeks to encourage and preserve freedom of expression and inquiry within the entire University. The regulation shall also recognize the obligation of all students to conduct themselves lawfully, maturely, and responsibly and shall take into account the responsibility of the University to maintain standards of student conduct in line with the University's function as an educational institution.

The ways in which students or student groups may use the name of the University or identify their association with it shall also be provided for in the regulations.

### **310.03 NEED FOR DUE PROCESS**

Where regulations govern student disciplinary proceedings, they should reflect the basic concepts of procedural fairness and should make certain that no student shall be expelled or suffer other major disciplinary action as defined by the Council for any offense, other than failure to meet required academic standing, without being first given appropriate advance notice of the charges against her/him and a hearing before an impartial body or officer as established by the Council or chief administrative officer at such campus. While a formal judicial hearing is not required, the hearing should be of such nature as to give the hearing body or officer, as the case may be, full opportunity to hear both sides of the issue in considerable detail. The student may waive in writing the requirements of a hearing.

### **310.04 AVAILABILITY OF THE RULES AND REGULATIONS**

The regulation established by a Council at a particular campus, in the manner described above, shall be published and made available to the whole academic community of that campus and shall be given full force and effect as rules and regulations of the State University applicable to that campus and shall be filed with the Office of the Secretary of State.

### **310.05 PERIODIC REVIEW BY THE CHANCELLOR**

The chancellor of the State University of New York shall, from time to time, cause to be reviewed the regulations established by the Councils for consistency with rules and policies of the State University Trustees and shall report thereon to the board of trustees at such time and in such manner as it shall direct. (Office of the Chancellor, May 31, 1967)

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# CHAPTER 320: College Council Policies for Student Rights

## 320.01 Basic Concepts Established by College Council

### 320.02 Declaration of Rights and Freedoms

#### **320.01 BASIC CONCEPTS ESTABLISHED BY COLLEGE COUNCIL**

On June 27, 1968, the College Council endorsed the Declaration of Rights and Freedoms with the following explicit understandings, as described in the Council's minutes:

- a. That the statement is in no way intended to abrogate the legal powers invested in the board of trustees or College Council under American corporate law;
- b. That interpretation of the statement's principles and procedures be understood as a continuing joint process, and that application be worked out according to the educational purposes of this particular institution.
- c. That the implementation of the statement's recommendations take place in the context of the total academic community with all responsible consideration for rights and freedoms of the other constituents of the academic community;
- d. That the concept of community itself implies the interdependence of faculty, students, administration and governing boards and that, therefore, the arrogation to itself of absolute autonomy or of absolute freedom by any one sector of the academic community contradicts the very concept of community;
- e. Finally, that the statement on rights and freedoms of students is welcomed as a thoughtful and significant contribution to the dialogue that is essential to the well-being of the academic community.

#### **320.02 DECLARATION OF RIGHTS AND FREEDOMS**

##### **Preamble**

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of the student and the general well-being of society. Students have become increasingly aware that learning is a broad process whose boundaries extend beyond the classroom and encompass all aspects of their lives. Thus, the academic community includes all those members of this College who promote the learning experience. Membership in the academic community should develop the capacity for critical judgment, for involvement in a sustained and independent search for truth and knowledge, and for participation in the decision-making processes that are inherent in the attainment of these goals. Realizing this, provisions for the recognition and protection of academic freedom are essential to the functioning of this community. Achievement of the established goal of this University, "To learn, to search, to serve," can come only with the acknowledgment of the continuing need for learning among all

members of the community and the realization that a sense of community is imperative for the creation of an atmosphere for individual growth.

It is impossible to separate the concept of student freedom and rights from the concept of student responsibility. Coincidental with any rights are corresponding responsibilities. Developed from this document and embedded in student social codes and constitutions will be the specific applications of the rights and responsibilities stated herein. These responsibilities will have meaning only with full cooperation and communication among all segments of the academic community. To this end it is imperative that students, desiring respect for their rights, must then accord to the other segments of the community the same respect. Student responsibility is the best deterrent to student irresponsibility. This document should be viewed not as one which gives freedom but rather as one which illustrates the willingness of students to accept a good measure of responsibility for their own actions.

This document recognizes all legal responsibilities mandated to the College and its members. It is meant to be operable within existing laws governing the College and its community.

### **1. Freedom of Government**

Students have the right to organize and maintain maximum democratic government in order to guarantee the rights and freedoms of the individual. Students also have the right to formulate within existing laws their own social rules and code of conduct.

### **2. Freedom of Access to Higher Education**

The admissions policies of each college and university are a matter of determination by the academic community provided that each college and university makes clear the standards that it considers relevant to success in the institution's program. Within the limits of its facilities, this College shall be open to all students who are qualified according to its admission standards. The facilities and services of this College shall be open to all of its enrolled students, and it shall use its influence to secure equal access for all students to public facilities in the local community.

### **3. Right to the Best Possible Education**

It is a basic right that students have a well-devised curriculum, adequate library and laboratory facilities, and competent teaching staff, operating in an environment of academic freedom that nourishes the education process. Students have a right to guidance, advisement and ancillary services that aid in education and/or career planning that help them progress toward their goals.

### **4. Right of Freedom of Thought in the Classroom**

Students should be informed of the standard of academic performance expected by each professor or department. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion. Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they

are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

## **5. Freedom of Expression**

Students and student organizations should be free to discuss, pass resolutions, distribute leaflets, circulate petitions and take other action by orderly means that do not disrupt the essential operation of the institution. They are free to examine and to express opinions publicly or privately.

## **6. Freedom of Communications Media**

All forms of student expression must enjoy full freedom of the press as guaranteed in the Bill of Rights of the United States Constitution. The communications media are free of censorship and advance approval of copy, and the editors and managers are free to develop their own editorial policies and news coverage. The editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism. At the same time, it should be made clear to the academic and larger community that in their public expressions or demonstrations students and student organizations speak only for themselves. Editors and managers of communications media are protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content.

## **7. Freedom of Association**

Students must be free to organize and join associations for educational, political, social, religious, or cultural purposes.

## **8. Freedom to Choose Speakers and Topics**

No area of investigation and no point of view shall be excluded from the precincts of the College. It is consonant with the principles of academic freedom, the traditions of free inquiry, and the educational purposes of the State University of New York to assert that the student body, acting responsibly in the spirit of free intellectual inquiry, is free to invite any person it chooses to address it on any topic.

## **9. Freedom from Disciplinary Action Without Due Process**

The student body must have clearly defined means to participate in the formulation and application of regulations affecting student affairs. No sanction or other disciplinary action shall be imposed on a student by or in the name of the State University of New York in an arbitrary manner.

## **10. Freedom from Improper Disclosure**

Protection against improper disclosure of information is a serious professional obligation of faculty members and administrative staff that must be balanced with their other obligations to the individual



student, the institution and society. (Judgments of ability and character may be provided under appropriate circumstances.) Information about student views, beliefs and political associations that professors and College staff acquire in the course of their work as instructors, advisors and counselors should be considered confidential. No information from records is available to prospective employers, graduate or professional schools, or government agencies, without the explicit consent of the student, and such information must be limited to their academic experiences only.

## **11. Freedom to Rights as a Private Citizen**

College students are citizens as well as members of the academic community. As citizens, students should enjoy the same freedom of speech, peaceful assembly and right of petition that other citizens enjoy; and as citizens they are subject to the obligations that accrue to them by virtue of this membership. Faculty members and administrative officials should ensure that institutional powers are not employed to inhibit such intellectual and personal development of students as is often promoted by their exercise of the rights of citizenship both on and off campus. Activities of students may upon occasion result in violation of the law. In such cases, institutional officials should be prepared to apprise students of sources of legal counsel. Students who violate the law may incur penalties prescribed by civil authorities, but institutional authority should never be used merely to duplicate the function of civil laws. Only where the institution's interests as an academic community are involved de facto, should procedures of the College judicial system be initiated. Institutional action should be independent of community pressure.

## **12. Right to Participate in Decision-making**

Provisions must be made for widest possible participation of the student body in the decisions that will affect their lives and future careers. This participation shall range from advisory to a full and voting membership of the group that is evaluating, recommending, planning, or deciding.

## **13. Right to Privacy**

Students must be protected from invasions of privacy and arbitrary and capricious searches of their residences, except where a civil search warrant has been legally obtained or where existing housing inspection laws and regulations permit or require.

## **14. Right to be Informed**

The College community, and the student government in particular, has the obligation to inform students of their rights and responsibilities upon appointment and throughout their college career.

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# CHAPTER 330: Student Judicial System

## Code of Student Conduct

SUNY Cortland's student nonacademic judicial system is described in the Code of Student Conduct. The definitions and procedures that follow are from the most recent edition of this document (2009-2010). Please see the Code of Student Conduct for a complete compilation of nonacademic student judicial policies.

### Preamble

The State University of New York College at Cortland strives to maintain a community that promotes and values the academic experience, institutional and personal integrity, justice, equality and diversity. The College, therefore, believes in values that foster an environment where people can work, study and recreate together as a community.

In establishing this community, it is necessary to state behavioral expectations for all students, which promote the values that the College has stated are necessary. The purpose of the Code of Student Conduct (also referred to as the Student Code or Code) is to outline these behavioral expectations and to provide an explanation of the process involved for responding to allegations of student misconduct, as well as detailing what actions the College shall take in dealing with policy violations.

A student attending SUNY Cortland agrees to be governed by this Student Code, as well as other College policies. The College, through the Judicial Affairs Office, maintains the exclusive authority to impose sanctions for behaviors that violate the Code of Student Conduct.

All students at SUNY Cortland have access to the Code of Student Conduct. Copies of the Student Code are available from each residence hall staff office, the Judicial Affairs Office, the Corey Union Information Desk and the Student Government Association (SGA). This document appears in its entirety in the College publication titled *Code of Student Conduct and Related Policies* and also is accessible online at: [www.cortland.edu/judaffairs](http://www.cortland.edu/judaffairs).

### Definitions (Section One of the Code)

- A. The term "College" means the State University of New York College at Cortland.
- B. The term "student" includes all persons taking courses at the College, both full-time and part-time, pursuing undergraduate or graduate studies, or those individuals who were students at the time of an alleged violation of the Student Code, as well as individuals on College premises for any purpose related to registration for enrollment. Persons who are not officially enrolled for a particular term but who have a continuing relationship as a student with the College are considered "students."
- C. The term "faculty member" means any person hired by the College to conduct classroom activities.

- D. The term “staff ” or “staff member” means any person employed by the College performing assigned administrative, professional or classified responsibilities. Note: Classified (non-exempt) employees may only serve as staff justices as volunteers outside normal working hours.
- E. The term “College official” includes any person employed by the College performing assigned administrative or professional responsibilities.
- F. The term “designated College official” means any person employed by the College and authorized by the College to act in a prescribed manner in accordance with the statutes found in the *Maintenance of Public Order* applying to the College and in accordance with the *Policies of the Board of Trustees of the State University of New York*.
- G. The term “member of the College community” includes any person who is a student, faculty member, College official, or any other person employed by or affiliated with the College. The vice president for student affairs shall determine a person's status in a particular situation.
- H. The term “College premises” includes all land, buildings, facilities, or other property in the possession of or owned, used or controlled by the College including adjacent streets and sidewalks.
- I. The term “College property” means all property owned, leased, or on loan to the College.
- J. The term “personal property” means anything of value to which a person has legal possession or title.
- K. The term “student organization” means any number of persons who have complied with the formal requirements for College recognition by the SGA and/or the Division of Student Affairs.
- L. The term “student publication” means written material including, but not limited to, brochures, newspapers and special interest magazines published by students and distributed to the College community.
- M. The terms “Student Code” and “Code” shall refer specifically to this Code of Student Conduct document.
- N. The term “judicial officer” means the director of judicial affairs and/or her/his designate.
- O. The term “judicial body” means any person or persons authorized by the director of judicial affairs to determine whether a student has violated the Code of Student Conduct and to impose sanctions when necessary.
- P. The term “judicial advisor” means any individual assigned to advise a judicial body.
- Q. The term “complainant” means any person or persons who have filed disciplinary charges against a student.
- R. The term “accused student” means any student who has had disciplinary charges filed against them.
- S. The term “mediation” means a voluntary process in which two or more parties are assisted by a neutral party in identifying and satisfying their interests relative to a dispute.
- T. The term “arbitration” means a process in which a dispute is heard by a neutral party who has the authority to make a decision after hearing arguments and reviewing evidence.
- U. The term “school day” means a week day when school is in session or non-holiday business day when school is not in session.
- V. The term “shall” is used in the imperative sense.
- W. The term “may” is used in the permissive sense.

## **Judicial Authority (Section Two of the Code)**

- A. The director of judicial affairs shall determine the composition of judicial bodies (see Section Nine) and the appellate boards and determine which judicial body, hearing officer and appellate board shall be authorized to hear each case.
- B. The director of judicial affairs shall develop policies for the administration of the judicial program and procedural rules for the conduct of hearings that are not inconsistent with the provisions of the Code of Student Conduct.
- C. Decisions made by a judicial body and/or administrative hearing officer shall be final, pending the normal appeal process (see Section 14).
- D. In some instances, the College may elect to serve as arbiter of disputes within the student community that do not involve a violation of the Code of Student Conduct. At these times, an administrative hearing officer shall be appointed by the judicial officer to serve as arbiter. All parties must agree to arbitration and to be bound by the decision of the arbiter with no right of appeal (see Arbitration Bylaws).

### **Jurisdiction (Section Three of the Code)**

Generally, College jurisdiction and discipline shall be limited to conduct that occurs on College property and/or at College-related events, or that adversely affects the College community and/or the pursuit of its objectives. The judicial officer, in conjunction with the vice president for student affairs, will determine when the College will take action for allegations of off-campus misconduct that also violate College policy and/or federal, state and/or local laws, statutes, or ordinances.

### **Violation of Law and College Discipline (Section Five of the Code)**

- A. College disciplinary proceedings may be instituted against a student charged with a violation of a law that is also a violation of the Student Code. For example, if both violations result from the same factual situation, without regard to the status of civil litigation in court or criminal arrest and prosecution, proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
- B. When a student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of her/his status as a student. If the alleged offense is also the subject of a proceeding before a judicial body under the Student Code, however, the College may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the College community. The College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

### **The Judicial Affairs Office (Section Six of the Code)**

- A. The Judicial Affairs Office has been delegated the responsibility to administer the student judicial system. The operations of the office shall be the responsibility of the director of judicial affairs.

Responsibilities of the office include but are not limited to:

1. Reviewing complaints and determining charges to be filed pursuant to the Code of Student Conduct.
  2. Investigating cases and conducting disciplinary conferences.
  3. Determining which judicial body shall hear each case.
  4. Interviewing and advising parties involved in disciplinary proceedings.
  5. Supervising the selection, training and advising of all judicial bodies.
  6. Reviewing the decisions of all judicial bodies.
  7. Resolving disputes and contested issues that arise out of alleged cases of student misconduct.
  8. Maintaining all student disciplinary records resulting from enforcement of the Code of Student Conduct.
  9. Collecting and disseminating data concerning student judicial system actions.
  10. Management and supervision of the College's mediation program.
- B. The Judicial Affairs Office shall function with a professional and student staff. This staff shall include but not be limited to:
1. Director of judicial affairs
  2. Assistant director of judicial affairs
  3. Clerical staff, including an administrative aide and keyboard specialist.
  4. Residence hall directors assigned to the Judicial Affairs Office as an outside assignment. The number of residence hall directors and their responsibilities shall be determined annually by the director of residence life and housing and the director of judicial affairs.
  5. Judicial advisors shall be appointed by the director of judicial affairs to supervise hearings conducted by the Judicial Review Board and the College Hearing Panel and may be appointed to supervise administrative proceedings. Judicial advisors will generally be residence hall directors assigned to the Judicial Affairs Office, graduate student interns and other professional staff members.

### **College Mediation Program (Section Seven of the Code)**

In order to promote understanding and the resolution of disputes without disciplinary implications, the Judicial Affairs Office shall implement and maintain the College Mediation Program. The director of judicial affairs, in consultation with the vice president for student affairs and the director of residence life and housing, shall outline the parameters of this program and determine how the program shall be operated and staffed. All mediations must be entered into voluntarily by all parties and must meet with the approval of the director of residence life and housing and the director of judicial affairs. (For more information on mediation, see the Judicial Bylaws, Section 16.)

### **Due Process Rights (Section Ten of the Code)**

Students should expect that disciplinary proceedings will be handled fairly. All SUNY Cortland students accused of violating the Student Code shall be granted the following due process rights:

- A. A student has the right to a hearing by an unbiased judicial body.
- B. A student has the right to have an advisor present at the hearing.

- C. A student has the right to written notice of the charges that indicates the time and place of the hearing. Proper written notification shall be defined as the delivery of mail to a student's on-campus mail box, hand delivery by campus staff or delivery by the U.S. Post Office to a student's local off-campus address. Students shall be held responsible for the contents of mail for which they have refused receipt.
- D. A student has the right to receive a copy of the written report(s) stating the circumstances and allegations involved. This information shall generally be given to the student at the time that they receive notification of the time and place of the hearing.
- E. A student has the right to object to a board/panel member or hearing officer who is serving in the capacity of judicial body. The judicial advisor will determine the validity of the objection.
- F. A student has the right not to present information against herself/himself.
- G. A student has the right to hear and respond to all information presented against her/him. This includes the right to question all parties through the judicial body.
- H. A student has the right to present information and witnesses in her/his own behalf.
- I. A student has the right to written notification of the results of a hearing no later than ten school days after the hearing.
- J. A student has the right to appeal the outcome of a hearing, except in cases of accepted residence hall director decisions. A student must be informed of her or his right to appeal and the process by which to do so.

### **Victim's Rights (Section Eleven of the Code)**

When a member of the SUNY Cortland community has been the victim of an alleged act of misconduct that violates the physical and/or mental welfare of an individual, the victim should expect that the judicial system shall respond in a caring, sensitive manner that allows the victim to utilize the judicial process unimpeded, while still maintaining the rights of the accused student. In cases including but not limited to sexual assault, physical assault, hazing and harassment, the Judicial Affairs Office will review each case for alleged victims and will inform individuals when victim status has been assigned. The following rights shall be provided to victims of alleged offenses:

- A. A victim has the right to be treated with dignity and compassion by the judicial body and by all persons involved in the disciplinary process.
- B. A victim has the right to information pertaining to the campus judicial process and appropriate referrals for information on the criminal process.
- C. A victim has the right to information pertaining to counseling assistance available to her/him.
- D. A victim has the right to assistance throughout the judicial process, including the right to have an advisor present at all proceedings.
- E. A victim has the right to due process protections, including the right to written notification of a hearing, the right to hear all information presented, the right to present information and witnesses, and the right to notification of the final results of a hearing (for victims of crimes of violence or nonforcible sexual offenses).
- F. A victim has the right to testify from another location as long as it does not infringe upon the rights of the accused student to have a fair hearing.
- G. A victim has the right to have any unrelated past behavior excluded from the hearing process. The

judicial body shall determine what constitutes unrelated behavior.

- H. A victim has the right to submit a written impact statement to the judicial body, which will be considered only in sanctioning, should there be a finding of violation against the accused student. The victim impact statement will remain a part of the record through all levels of appeal.
- I. A victim has the right to not have her or his identity released by the College throughout the judicial process in relation to campus and other media and from all other involved parties.
- J. A victim has the right to expect to be free from intimidation and harassment throughout the judicial process.
- K. A victim has the right to request that campus personnel take the necessary steps reasonably available to prevent unwanted contact or proximity with the alleged assailant(s). This could include modification of living arrangements and/or class schedules.

### **Interim Sanctions (Section Thirteen of the Code)**

- A. In certain circumstances, the vice president for student affairs or her/his designee, may impose a disciplinary suspension or other restrictions prior to the hearing before a judicial body. These circumstances shall relate directly to the institutional concerns outlined in Section Thirteen, C.
- B. In certain circumstances, the director of residence life and housing or her or his designee, may impose a residence hall suspension, mandated room reassignment or other restrictions prior to the hearing before a judicial body. These circumstances shall relate directly to the institutional concerns outlined in Section Thirteen, C.
- C. In all cases, interim sanctions will be imposed only:
  1. To ensure the safety and well-being of members of the community or preservation of College property; or
  2. To ensure the student's own physical or emotional safety and well-being; or
  3. If the student poses a definite threat of disruption of or interference with the normal operations of the College.
- D. During an interim suspension, students may be denied access to the residence halls and/or to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the vice president for student affairs or her/his designee may determine to be appropriate.
- E. Whenever an interim sanction is imposed, the Judicial Affairs Office shall convene a hearing at the earliest possible time, pending the normal due process requirements. The interim sanction may remain in effect until a final decision has been reached, including any appropriate appeals process, at the discretion of the vice president for student affairs or her/his designate.

### **Disciplinary Files and Records (Section Seventeen of the Code)**

- A. The Judicial Affairs Office shall maintain disciplinary records and a disciplinary tracking system that shall include, but not be limited to, the accused student's name and related information, description of the incident, parties involved, Code violations, sanctions and other data deemed relevant by the Judicial Affairs Office. Such information shall be maintained in accordance with the provisions of the Family Educational Rights and Privacy Act. Disciplinary records shall be made

available to judicial bodies and College officials designated in the Student Code as necessary.

- B. Students may arrange to review their own disciplinary records by contacting the Judicial Affairs Office. Except as provided in the Student Code or pursuant to a lawfully issued subpoena, the College shall not communicate a student's disciplinary record and related information to any person or agency without the prior written consent of the student.
- C. The Judicial Affairs Office may share disciplinary record information with institutions at which the student seeks or plans to enroll.
- D. Upon graduation, the student's confidential record may be expunged of disciplinary actions, upon application to the judicial officer, unless the record must be maintained for federal record-keeping requirements or unless the record involved disciplinary suspension or dismissal. Otherwise, the confidential record will be retained for a period of one year after the student's date of graduation. Cases involving disciplinary suspension will be retained permanently and only may be expunged upon successful application to the vice president for student affairs. Files for suspension for hazing or other serious violations will not be expunged. Case files involving permanent dismissal will be retained permanently

### **Notification of Parents of Disciplinary Action (Section Eighteen of the Code)**

- A. The Vice President for Student Affairs Office shall notify the parents of dependent students who have had disciplinary sanctions placed on them. This notification will occur once the imposed sanctions are final, at the expiration of any appeals process and will be limited to cases brought before the Judicial Review Board, College Hearing Panel and Administrative Hearings held at those levels as well disciplinary conferences that result in any type of probationary status. Cases handled by a residence hall director are normally excluded from the notification process, except for cases involving alcohol policy violations. Exceptions also may be made for repeated, minor offenses by a dependent student on any type of probation that could result in removal from the residence hall or other campus housing. In these cases, the residence hall director will consult with the judicial officer in making the decision to notify the parents.  
In disciplinary cases that involve a student who engages in behavior that poses a serious threat to one's physical or emotional safety or the physical or emotional safety of others, the director of judicial affairs or his/her designee shall notify the parents of dependent students.
- B. All students enrolled at SUNY Cortland will be considered by the College to be dependent unless they have approved independent status on file with the Financial Aid Office or are at least 25 years of age. Any student who is already emancipated but has not declared her/his emancipation to the College prior to a disciplinary hearing will be given five school days after the hearing to do so. For more information on dependency status and emancipation, contact the Financial Aid Office.
- C. Parental notification will consist of a copy of the decision letter sent to the student, a cover letter to the parents and, at the discretion of the vice president for student affairs, any other written materials deemed informative.

### **Interpretation and Revision (Section Nineteen of the Code)**

- A. Any question of interpretation regarding the Student Code shall be referred to the vice president



for student affairs or her/his designee for final determination.

B. The Student Code shall be reviewed annually under the direction of the director of judicial affairs.

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## **CHAPTER 340: Academic Integrity**

### **[340.01 Statement of Academic Integrity](#)**

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## **340.01 STATEMENT OF ACADEMIC INTEGRITY**

The College is an academic community whose mission is to promote scholarship through the acquisition, preservation and transmission of knowledge. Fundamental to this goal is the institution's dedication to academic integrity. Providing an atmosphere that promotes honesty and the free exchange of ideas is the essence of academic integrity. In this setting all members of the institution have an obligation to uphold high intellectual and ethical standards.

It is the responsibility of the faculty to impart not only knowledge but also respect for knowledge. It is also the professional responsibility of all faculty members to explain the importance of honesty and respect for knowledge in order to ensure an academic environment that encourages integrity. To establish such an environment, students must recognize that their role in their education is active; they are responsible for their own learning. Specifically, it is the responsibility of students to protect their own work from inappropriate use by others and to protect the work of other people by providing proper citation of ideas and research findings to the appropriate source. This includes the obligation to preserve all educational resources, thereby permitting full and equal access to knowledge.

This academic community takes seriously its responsibilities regarding academic honesty. Academic

integrity is absolutely essential to ensure the validity of the grading system and maintain high standards of academic excellence. In addition, all members of the academic community must exhibit behavior exemplifying academic honesty and encourage such behavior in others.

## **340.02 VIOLATION OF ACADEMIC INTEGRITY**

A violation of academic integrity as an instance of academic dishonesty can occur in many ways. At SUNY Cortland, instances of academic dishonesty are:

### **1. Plagiarism**

Students are expected to submit and present work that is their own with proper documentation and acknowledgment when the work of others is consulted and used. Plagiarism can be *intentional* by deliberately presenting the work of others as one's own, or *inadvertent* by accidentally omitting or erroneously citing sources. Examples of plagiarism that can occur in research papers, lab reports, written reports, oral presentations as well as other assignments are:

- A. Failure to use quotation marks: sources quoted directly must be shown with quotation marks in the body of the project and with the appropriate citation in the references, notes or footnotes
- B. Undocumented paraphrasing: sources "put into one's own words" must have the source cited properly in the body of the project and in references, notes or footnotes
- C. Creating false documentation: purposefully presenting wrong information in references or citations or manufacturing false information used in references, notes and footnotes

### **2. Cheating on examinations**

- A. Looking and/or copying from another student's paper during an examination or in-class assignment
- B. Allowing another student to look or copy from one's work during an examination or in-class assignment
- C. Possessing crib sheets, answer sheets and other information not authorized by the instructor during an examination or in-class assignment
- D. Writing an answer to an in-class examination or assignment and submitting it as written in class
- E. Taking an examination for another student
- F. Allowing or arranging for a second party to take an examination or other in-class assignment
- G. Allowing one's own work to be copied and submitted by another student
- H. Altering or falsifying examination or assignment results after they have been evaluated by the instructor and returned
- I. Possessing and using an electronic device such as a cell phone, personal digital assistant or Blackberry device not authorized by the instructor.

### **3. Other infractions**

- A. Possessing papers, assignments, examinations, reports, lab reports or other assignments that have

not formally been released by the instructor

- B. Obtaining a paper or assignment from an online source, paper mill, another student, or other source and submitting it, wholly or in part, as one's own work
  - C. Possessing work that is similar to another student's, wholly or in part, without permission; allowing one's own work to be copied and submitted by another student.
  - D. Writing or creating a research paper, written report, lab report or other work for another student
  - E. Submitting the same work for two different classes without the approval by both faculty members teaching both classes
  - F. Falsifying College documents
  - G. Presenting false documents or forged documents
  - H. Destroying, vandalizing, altering and/or removing library materials without authorization
  - I. Falsifying data
  - J. Altering or falsifying another student's data, laboratory work, research, assignments or written materials
- (updated 8/22/07)

### **340.03 PROCEDURES FOR HANDLING THE VIOLATION OF ACADEMIC INTEGRITY**

#### **Part One: Meeting, Discussion and Conclusion**

- A. The faculty member discovering the instance of academic dishonesty shall make every attempt to contact the student within five working days of discovery.
- B. The student will identify a faculty member to serve as a third party impartial witness to the discussion of the charge of academic dishonesty. Should the student not identify a third party witness, the faculty member will make the choice. (Amended Oct. 4, 2004)
- C. Within five days of contact with the student, a meeting is scheduled by the faculty member to discuss the alleged incident of academic dishonesty. The third party witness is to serve as an independent observer and may not address the charges.
- D. After the meeting, the faculty member will make a determination of guilty or not guilty. If guilt is decided, the faculty member will assign a penalty.
- E. Should the student fail to appear at the meeting, the faculty member will make a determination of guilty or not guilty.
- F. If guilt is decided, the faculty member shall fill out the "meeting and response form" identifying the specifics of the charge and the penalty imposed. The report will be forwarded, within five working days of the meeting, to the Academic Grievance Tribunal (AGT) chair.
- G. The AGT chair will send a copy of the report to the student who will have two working days to respond. The student response options will be: 1) accept the guilty finding and the penalty; 2) accept the guilty finding but deny the penalty; 3) deny both the guilty finding and the penalty. A student who fails to respond to the report will automatically be found guilty and the penalty will be imposed. No appeals will be given for a failure to respond to the report.
- H. The Academic Grievance Tribunal will file the student's response to the report with the faculty member and the third-party witness.

- I. Penalties assigned by the faculty may be amended by the Academic Grievance Tribunal (see Part Two of this section for relevant criteria in determining penalties). Notification of emendation must be made to the student and the faculty member within five working days.

## **Part Two: The Academic Grievance Tribunal**

- A. A denial of the guilty finding and/or the penalty automatically sets the appeal process in motion. Upon a receipt of the student appeal, the AGT chair shall convene a hearing of the Tribunal.
- B. The hearing must be scheduled within 20 working days of the receipt of the appeal by the AGT chair.
- C. The student shall receive written notice of the hearing at least five working days before the hearing. The notice will be sent by certified mail and e-mail unless that right is waived in writing by the student. The notice will include
  - 1) time and place of the hearing
  - 2) copy of the evidence and documentation in the file and
  - 3) notification of student rights and responsibilities during the grievance process.
- D. If guilt is established through the hearing, the AGT chair may increase the penalty. The AGT chair shall consider student academic and disciplinary records and consult with the faculty member to develop the additional penalty.
- E. The AGT chair will send official notification to the student within five working days of the hearing, with copies to the Provost, the faculty member filing the charge, the department chair and the associate dean for the student's respective department and school, and any other party mentioned in the notification letter. In addition, a copy of the official notification for those majoring in teacher education programs will be sent to the coordinators and TEC Committee on Teacher Education Application Review.
- F. The student may appeal the decision of the AGT to the Provost within five working days after official notification. Grounds for appeal are limited to claims of bias, procedural infractions and/or new evidence.
- G. The Provost will take final action on appeals within 10 working days of the AGT decision.
- H. If a student is found not guilty of the charges at any level of review, all records will be expunged.

Number of days shall be defined as working days, exclusive of College holidays, intersessions and summer.

(updated 8/22/07)

## **340.04 RESPONSIBILITIES OF THE ACADEMIC GRIEVANCE TRIBUNAL IN CASES INVOLVING VIOLATION OF ACADEMIC INTEGRITY**

The Academic Grievance Tribunal will hear the following types of cases: 1) cases of students not responding to charges of academic dishonesty 2) cases of students appealing the penalty in a case of academic dishonesty 3) cases of students appealing the guilty finding and the penalty in a case of academic dishonesty. At the conclusion of the hearing, the AGT has the responsibility for finding guilty or not guilty and reviewing the penalty. The AGT chair in consultation with the other faculty members on the Tribunal has the responsibility for reviewing the penalties imposed in cases of academic dishonesty

and making emendations as appropriate. It is the responsibility of the AGT chair to amend the procedure in exceptional circumstances.

## **Procedures**

1. A hearing must be held within 20 working days following receipt of the charge. In cases involving charges brought at the end of a semester, the hearing must be held within 20 working days after the beginning of the next semester. (Summer session is not considered a semester.) The AGT chair may under some circumstances postpone the timeline for hearing cases.
2. A student shall receive written notification including: a) the time and place of the hearing, b) supporting evidence, and c) information concerning his or her rights and responsibilities. This information must be received at least five working days in advance of the hearing. The student and third party may also have access to the case materials.
3. All members (or their alternates) must be present for the hearings of the Tribunal, deliberations and decision. (See section 350.02, C4 for composition of the Tribunal.)
4. The student has the right to object to a Tribunal member hearing the case if the reasons are valid (e.g., member is biased, close friend, hostile toward the alleged violator). The validity of the objection shall be determined by the other members of the Tribunal. In cases where a member of the Tribunal is the faculty member who referred the charges, he or she shall be automatically excused from hearing the case.
5. The student charged may choose not to appear at the hearing or may refuse to make a statement to the Tribunal. However, the Tribunal may make its findings in the absence of such appearance and/or statement.
6. The student has the right to respond to all oral and written testimony presented against him or her.
7. The student has the right to present witnesses and evidence to substantiate his or her case. The Tribunal may, at its discretion, reasonably limit the number of witnesses, provided that no individual having direct knowledge of factual issues in the dispute shall be excluded. The hearing is an administrative procedure that involves the College community. Parents and lawyers are therefore not allowed during a hearing.
8. The student must receive written notification of the results of any hearing no later than 10 working days after the hearing. The student must be informed of his or her right to appeal the decision and the deadline dates to appeal the decision. (See Section 340.03 for grounds for appeal).

## **Failure to Appear**

If the student fails to appear at a hearing scheduled in accordance with these procedures and the Tribunal believes the failure is without a justifiable excuse, the student may be considered guilty of the violation alleged against him or her if the available evidence would so indicate. An appropriate sanction may be imposed by the AGT chair. If the student fails to appear, but shows good cause, the Tribunal shall reschedule the hearing in accordance with the guidelines above.

## **Records of Proceedings**

1. A tape-recording shall be made of all AGT hearings (excluding the AGT's deliberations) and the tape-recording maintained for at least one year following the student's departure from the College if the charges are sustained. If the charges are dismissed, the tape can be destroyed before that time.
2. At said hearing, both parties shall be given the opportunity to make any oral arguments. Either party may have someone present to provide assistance. Choice of assistance of this type must be left to the individual parties involved, but the assistant must be a member of the SUNY Cortland community. The hearing is an administrative procedure that involves the College community. Parents and lawyers are therefore not allowed to attend a hearing. Provision shall be made for other regular hearing procedures, e.g., calling and cross-examining witnesses, as found necessary by this Tribunal in its operation.
3. A copy of the Tribunal's recommendation (i.e., guilt or innocence), along with voting results, is sent to both the student and faculty member within 10 days after the hearing. If the charges that were the subject of the hearing were, in the judgment of the Tribunal, not sustained, all records will be expunged and the faculty member shall assign an appropriate grade. If, however, the charges are sustained, the AGT, in consultation with the faculty member, will assign an appropriate sanction.
4. Potential sanctions for a violation of the College's policy on academic integrity include, but are not limited to: reduction of grade, elimination of grade, reduction of course grade, failure for the course, probation, suspension, counseling, expulsion from the College or any combination of these sanctions. In those cases where the decision of either the AGT or the provost is for suspension or dismissal, a notation that the student has violated the policy on academic dishonesty shall be made on the official academic record of the student. The student may appeal to the provost to have the notation removed after one year.
5. A student may appeal the decision and/or sanction of the AGT through the Provost and Vice President for Academic Affairs Office within five working days after receiving official notification.

(See Section 340.03 for grounds for appeal).

### **340.05 RESPONSIBILITY OF ADMINISTRATION**

Files of all adjudicated cases of academic dishonesty shall be established and maintained by the Provost and Vice President for Academic Affairs Office. Records of a first cheating incident that results in probation, suspension, or expulsion from the College and/or records for all subsequent offenses shall be placed in a student's official academic record. Files of adjudicated cases that were not placed in the student's official academic record shall be destroyed at the time of the student's graduation.

### **340.06 RESPONSIBILITIES OF FACULTY**

1. Faculty members should model academic integrity for their students and engage them in a discussion of academic integrity in their work as students and scholars. Instances of academic dishonesty should be discussed along with the College's policy on academic integrity
2. Faculty members should conduct all evaluative instruments in a manner that is conducive to maintaining academic integrity.

## **340.07 RESPONSIBILITIES OF STUDENTS**

1. Students are responsible for knowing the policy on academic integrity. Failure of a faculty member to remind a student of what constitutes academic integrity and academic dishonesty will not obviate this responsibility.
2. Students should not provide opportunities for others to obstruct academic integrity.
3. Students should inform a faculty member or member of the administration if any infringement of academic integrity takes place.

(Revised on May 7, 2004 and approved by President Bitterbaum on May 28, 2004)

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## **CHAPTER 350: Academic Grievance System**

**[350.01 Academic Grievance System](#)**

**[350.02 Academic Grievance Procedures](#)**

### **350.01 ACADEMIC GRIEVANCE SYSTEM**

- A. For the purpose of this procedure, a grievance shall be a complaint of the following:
  1. A violation, misinterpretation or inequitable application of an academic rule, regulation, or policy of the College, school or department.
  2. Unfair or inequitable treatment by reason of any act or condition that is contrary to established policy or practice governing or affecting a present or former student of this College.
  3. Prejudiced, capricious or manifestly unjust academic evaluation.
- B. To facilitate this procedure the following general guidelines are provided:
  1. A grievance complaint must be initially presented within 60 days of the alleged grievance excluding any intersession and/or vacation.\*
  2. A grievance complaint must be initiated by the individual affected.
  3. Any present or former student may present a grievance complaint, subject to these guidelines.
  4. If any grievance complaint originates at the department level or higher, an informal settlement is to be attempted at that level with subsequent appeals to be made in accordance with the procedures outlined below.

### **350.02 ACADEMIC GRIEVANCE PROCEDURES**

#### **A. The Department Level**

1. In the case of grievance a student has with an instructor, the student should attempt an informal settlement with the instructor. There may be instances when the student feels s/he needs to involve his or her advisor or department chair in a specific case.
2. If no mutually satisfactory informal settlement can be reached with the instructor, then the student may file a written statement of his or her grievance with the chair of the department in which the grievance occurred. The chair shall hold an informal meeting with the student and the instructor, and make a decision within one week after that meeting.
3. If either party is dissatisfied with the decision made by the department chair, it is the responsibility of the department chair to inform both parties of the next possible recourse, namely to appeal the decision to the dean of the school in which the department is located. Intent to appeal is to be filed, in writing, in the office of the school dean within 10 days after receipt of the department chair's decision.
4. If the grievance is initially with a department chair, then the student is to attempt an informal settlement with the chair. If no mutually satisfactory decision can be reached, then the grievance is to be filed with the school dean as outlined above.

## **B. The School Level**

1. If either party is dissatisfied with the decision made at the departmental level, a written grievance may be brought to the office of the dean of the school in which the grievance occurred within 10 days after receipt of the department chair's decision. The department chair will make available all information relating to the case, his or her decision regarding the case and reasons for his or her decision, and forward statements, arguments, etc. from parties involved in the case.  
\*In each case where the number of days is specified for a certain step in the procedure, it is understood that this shall mean working days, exclusive of local college vacations, intersession and summers.
2. The dean shall convene a special hearing for the case with all involved parties present, within 10 days of the written presentation of the grievance subject to the availability of the parties involved. There may be cases when it is mutually agreeable to both parties involved to have a less formalized settlement than a hearing such as this. If this is the case, the grievance will be handled in some other mutually acceptable manner. It shall be the responsibility of the dean to make these alternatives known to all parties involved in the case.
3. Either party involved in a grievance case may have someone (such as a student's advisor or a faculty member's colleague) present to provide him or her with assistance. Choice of assistance of this type is left to the individual parties involved, but the person chosen must be a member of the SUNY Cortland community.
4. After hearing all facts and opinions relevant to the case, the school dean shall make a decision regarding the specific grievance. S/he shall notify, in writing, all parties involved within one week.
5. A copy of the decision and all pertinent materials shall be kept on file in the respective dean's office for at least one year after the student has graduated or left school.
6. It is the responsibility of the dean to inform all parties involved of the next step (should either of them be unhappy with the decision). In this case, the next step is to appeal to the Academic Grievance Tribunal.



### C. The Academic Grievance Tribunal (AGT)

1. Should either party be dissatisfied with the decision at the school level, the grievance shall next come before the Academic Grievance Tribunal.
2. Notice of intent to appeal will be filed in the office of the AGT chair, within one calendar week after receipt of the decision of the school dean.
3. In cases where an academic grievance does not fall within the scope of traditional departmental and/or school lines, the AGT shall have original jurisdiction.
4. Composition
  - a. Faculty: there shall be one faculty member and one alternate from each school. The method of selecting these members shall be determined by the Faculty Senate. Faculty members will serve staggered three-year terms.
  - b. Students: one undergraduate and one graduate student selected from students enrolled in each of the academic schools. These students will be selected by the Student Senate. In cases where the accused is a graduate student, at least one of the two students serving on the AGT must be a graduate student.
  - c. Administrator: The provost's designee shall be the administrative representative on the Tribunal, shall also serve as chair of the Tribunal, and shall have the tie-breaking vote.
  - d. In the event that a member of the Tribunal is directly involved in a grievance s/he shall relieve himself or herself of his or her vote.
5. Procedures
  - a. In all cases arising from an appeal, the grievant shall submit written arguments within 10 days of the filing of his or her notice to appeal.
  - b. Upon being notified by the chair of the Tribunal of a pending appeal, the school dean shall forward all records of his or her findings and recommendations, and the reasons for the decisions, to the Tribunal.
  - c. A copy of said arguments shall be filed with the Tribunal and a copy sent to the respondent. These materials are available in the office of the AGT chair to the Tribunal members and to the designated assistants.
  - d. The respondent then may file written arguments within 10 days of receipt of the grievant's arguments, one copy of which is to be submitted to the Tribunal, and one copy to the grievant.
  - e. Within two weeks after the receipt of any written arguments and of the records above, the Tribunal shall notify the parties of the time and place of the hearing.
  - f. At said hearing, both the grievant and the respondent shall be given the opportunity to make oral arguments expanding on their written arguments. Either party may again have someone present to provide assistance, as described above in Section B (3). The grievant and the respondent may each communicate with his/her respective assistant throughout the hearing. Provision shall be made for other regular hearing procedures and other provisions as found necessary by this Tribunal in its operations. A tape-recording shall be made of all AGT hearings (establishing facts, but not of the AGT's deliberations) and the tape-recordings maintained for at least one year following the student's departure from the College if the charges are sustained. If the charges are dismissed, the tapes can be destroyed before that time.
  - g. The Tribunal shall then render its decision that the grievance will be upheld or denied to the provost and vice president for academic affairs. All members of the AGT will sign the

recommendation to the provost. Copies of the Tribunal's recommendation and reasons shall be sent to the grievant, the respondent and the provost and vice president for academic affairs, who shall also receive all other pertinent materials gathered by the Tribunal. Should the final decision of the provost and vice president for academic affairs be different from the Tribunal's recommendation, copies of the provost and vice president's justification shall be sent to the grievant, the respondent and the Tribunal within 10 days of the receipt of the Tribunal's recommendation. The Provost and Vice President for Academic Affairs Office is responsible for seeing that the decision is carried out.

h. A copy of the provost's decision plus all pertinent materials from the Tribunal shall be kept on file in the Provost and Vice President for Academic Affairs Office for at least one year after the student has graduated or left the College.

i. A student may appeal the decision and/or sanction through the President's Office within five working days after receiving official notification. Grounds for appeal are limited to claims of bias, procedural infractions and/or new evidence. Final action on appeals will be taken by the president within 10 working days.

(Policy approved Feb. 5, 1973; amended Nov. 16, 1977. Revised and approved by the Faculty Senate, Jan. 26, 1993 and approved by President Clark, Jan. 29, 1993; Chapter 350.02C amended May 7, 2004 and approved by President Bitterbaum on May 28, 2004)

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## **CHAPTER 360: SUNY Cortland Alcohol and Other Drug Policies**

### **360.01 General Philosophy Regarding Alcohol Use**

### **360.02 Policies and Procedures**

### **360.03 Drug and Alcohol Abuse Prevention**

### **360.04 Problem Drinking**

### **360.05 Other Drugs**

### **360.01 GENERAL PHILOSOPHY REGARDING ALCOHOL USE**

SUNY Cortland strives to create an academic and psychosocial environment conducive to the intellectual and personal development of its students and to the safety and well-being of all members of the College and surrounding community. This goal is reflected in the alcohol policies and procedures that follow. SUNY Cortland permits the use of alcoholic beverages on campus by those who are in

compliance with the State law and who adhere to the guidelines established by the College. More than three-quarters of the student body are under the age of twenty-one, and the College prefers that they not be excluded from activities at which alcoholic beverages are available. Approved precautionary measures are to be taken to prevent alcoholic beverages from being dispensed to such persons.

The College maintains that choosing not to drink is as acceptable as choosing to drink. The College expects its citizens who drink to do so responsibly. When excessive drinking or drunkenness occurs, it will be met with disapproval and appropriate sanctions will be imposed for misconduct. Intoxication does not excuse misconduct or infringement upon the rights and property of others.

## **360.02 POLICIES AND PROCEDURES**

1. The use of alcoholic beverages must be consistent with the laws of the State of New York. The Alcoholic Beverage Control Law, Section 65, as amended 1989:

- prohibits the sale of alcoholic beverages to any person under the age of 21;
- prohibits anyone from inducing the sale of alcoholic beverages for any person under the age of 21 by misrepresenting such person's age;
- prohibits the provision of and possession with intent to consume of alcoholic beverages to any person under the age of 21;
- prohibits anyone under the age of 21 from purchasing or attempting to purchase alcoholic beverages by fraudulent means. Attempting to obtain alcohol illegally by using a New York State driver's license risks suspension of said license.
- classifies as a Grade B misdemeanor subject to arrest and fine the act of any person, other than parent or guardian, who gives or sells alcoholic beverages to anyone under the age of 21.

2. The following actions constitute violations of College policy:

- a. Behavior by an intoxicated person such that he or she becomes a public nuisance.
- b. Consumption of alcoholic beverages:
  - 1. during intercollegiate athletic, intramural and sport club events.
  - 2. in any building or area of campus unless approved by the Alcohol Advisory Committee except as provided in 3a below.
- c. Failure to take reasonable measures to identify underage persons and to ensure that alcoholic beverages are not served to such persons.
- d. Failure to provide equally accessible nonalcoholic beverages whenever alcoholic beverages are available.
- e. Serving of alcoholic beverages to individuals who are or appear to be intoxicated.

3. Guidelines pertaining to the use of alcoholic beverages on campus and at College events.

- A. Individuals: Students living in College residence halls who are 21 years or older shall be allowed to possess and consume alcoholic beverages in their rooms, in compliance with New York State law and consistent with other college regulations pertaining to possession and consumption.
 

**Students under the age of 21 shall not be allowed to possess, consume, distribute or**

**be in the presence of alcoholic beverages.**

No alcoholic beverages shall be permitted in rooms of students where all residents are under the age of 21, even if a student 21 years of age or older is present. Only quantities and containers appropriate to individual consumption are permitted for private use by students of legal age. Although students are permitted to entertain friends in their rooms, residence halls are primarily intended for study and sleep and are not designed for loud, crowded parties. Students are responsible for behavior that occurs in their rooms. It will be assumed that the alcohol is contributing to the disorderly behavior and all alcoholic beverages will be immediately confiscated by the College staff to be returned at some future date if the student is in compliance with State Law, but to be legally destroyed if the student is under the age of 21. Refusal to comply with a request to hand over alcoholic beverages under these conditions is a violation of College policy.

**The individual(s) hosting the disruptive or disorderly gathering in a room will be held responsible for the event and will be subject to appropriate disciplinary action.**

B. College-wide:

1. The College president will appoint an Alcohol Advisory Committee representing the entire College community. Campus events involving the serving of alcohol will be registered with the Alcohol Advisory Committee before the event occurs. Requests to hold on- or off-campus events that involve the serving of alcohol and include underage persons must be filed at least 30 days prior to the event and must receive written approval from the Alcohol Advisory Committee before the event occurs. The Alcohol Advisory Committee will monitor alcohol use at official College events and evaluate compliance with the alcohol policy.
2. Registration should include the following information:
  - (a) A description of the nature of the event.
  - (b) The date, time and place and expected duration.
  - (c) A description of the kinds and amounts of alcoholic drinks, food and nonalcoholic beverages to be provided.
  - (d) A mechanism for ensuring that underage persons will not be served or given alcoholic beverages.
  - (e) The name of the person with primary responsibility during the event.
3. Publicity and promotion of College activities will exclude mention of alcoholic beverages.
4. Events at which alcoholic beverages are being served may be terminated if the building administrator (or the designee), University Police, or the person having primary responsibility has reason to believe that the College policy is not being observed or that the situation is becoming uncontrollable.
5. Prohibited alcoholic beverages may be confiscated and destroyed.

C. In Corey Union:

1. Corey Union is a "fully licensed premise." The building must conform to all laws and regulations mandated by the State of New York Liquor Authorities. The licensee is the Auxiliary Services Corporation (ASC). ASC has sole rights to the purchase and sale of alcohol on the premises. Under state law, no one except ASC may sell or redistribute alcohol in Corey Union. Prices for alcoholic beverages in Corey Union will approximate the prices elsewhere in the City of Cortland.
2. Alcoholic beverages for private or closed parties must be purchased from ASC for consumption in areas approved by the building administrator and the Alcohol Advisory Committee. All requests for the use of alcohol in Corey Union must be accompanied by the appropriate facilities request

form (available in the Corey Union Business Office), and an alcohol use request form (available from the ASC Office). Events at which alcohol is being served may be terminated if the building administrator (or the designee), University Police, or the individual responsible for the event has reason to believe that the situation is becoming uncontrollable.

### **360.03 DRUG AND ALCOHOL ABUSE PREVENTION**

The Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-226)

Title XII of the Higher Education Act of 1965 (20 U.S.C. 1001 et. seq.) is amended by adding at the end a new section 1213 to read as follows:

#### **Drug and Alcohol Abuse Prevention**

Sec. 1213.

(a) Notwithstanding any other provision of law, no institution of higher education shall be eligible to receive funds or any other form of financial assistance under any federal program, including participation in any federally funded or guaranteed student loan program, unless it certifies to the secretary that it has adopted and has implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees that, at a minimum, includes

(1) the annual distribution to each student and employee of

(A) standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities;

(B) a description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;

(C) a description of the health risks associated with the use of illicit drugs and the abuse of alcohol;

(D) a description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students; and

(E) a clear statement that the institution will impose sanctions on students and employees (consistent with local, state and federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct required by paragraph (1)(A); and

(2) a biennial review by the institution of its program to

(A) determine its effectiveness and implement changes to the program if they are needed; and

(B) ensure that the sanctions required by paragraph (1)(E) are consistently enforced.

(b) Each institution of higher education that provides the certification required by subsection (a) shall, upon request, make available to the secretary and to the public a copy of each item required by subsection (a)(1) as well as the results of the biennial review required by subsection (a)(2).

(c) (1) The Secretary shall publish regulations to implement and enforce the provisions of this section, including regulations that provide for

(A) the periodic review of a representative sample of programs required by subsection (a); and

(B) a range of responses and sanctions for institutions of higher education that fail to implement their programs or to consistently enforce their sanctions, including information and technical assistance, the development of a compliance agreement, and the termination of any form of Federal financial assistance.

(2) The sanctions required by subsection (a)(1)(E) may include the completion of an appropriate rehabilitation program.

(d) Upon determination by the Secretary to terminate financial assistance to any institution of higher education under this section, the institution may file an appeal with an administrative law judge before the expiration of the 30-day period beginning on the date such institution is notified of the decision to terminate financial assistance under this section. Such judge shall hold a hearing with respect to such termination of assistance before the expiration of the 45-day period beginning on the date that such appeal is filed. Such judge may extend such 45-day period upon a motion by the institution concerned. The decision of the judge with respect to such termination shall be considered to be a final agency action.

## **EFFECTIVE DATE**

(A) Except as provided in subparagraph (B), the amendment made by paragraph (1) shall take effect on Oct. 1, 1990.

(B) The Secretary of Education may allow any institution of higher education until not later than April 1, 1991, to comply with section 1213 of the Higher Education Act of 1965 (as added by paragraph (1)) if such institution demonstrates

- (i) that it is in the process of developing and implementing its plan under such section; and
- (ii) it has a legitimate need for more time to develop and implement such plan.

The College commits itself to educating its constituencies regarding alcohol consumption and its physiological, psychosocial and behavioral effects. Efforts will be made to identify the intrapersonal and interpersonal conditions that foster abusive drinking, and skill development workshops will be offered to assist students in coping with the academic, emotional and social pressures they face.

It is important to recognize that many college students have "negative" role models regarding the consumption of alcoholic beverages. The misuse and abuse of alcohol is prevalent in the U.S. On those occasions when alcohol is consumed by persons on campus, it is important that distinctions be made between "acceptable" and "unacceptable" alcohol-related behavior. Therefore, in addition to the regulatory policies and procedures, the College will conduct educational experiences designed to foster an environment in which people understand and respect the power of alcohol as an intoxicant and learn to use it with care and responsibility.

## **360.04 PROBLEM DRINKING**

SUNY Cortland offers and supports individual or group counseling for all members of the College community whose alcohol consumption impairs their academic and/or job performance, creates significant interpersonal conflict, or contributes to damaging school or private property. The College's

students receive services through student affairs programs and the faculty/staff are served through employee assistance programs.

### **360.05 OTHER DRUGS**

1. The illegal possession and/or use of marijuana, barbiturates, amphetamines, hallucinogenic compounds, narcotics and other controlled substances is in violation of federal and state law. The College will not protect members of the College community from prosecution under the law. Providing information (about the possession, sale, or use of controlled substances) to law enforcement agencies is left completely to the discretion of the individual student, faculty, staff member or administrator. Decisions of this nature are a matter of conscience and individuals making the decision to provide such information can do so with the assurance that they will be supported by the College. In the event that an official investigation occurs, the persons involved will be advised of their rights under the law. Legal counsel will not be provided by the College. The College expects that individuals who choose to possess, sell or use controlled substances must be prepared to accept complete responsibility for their actions.
2. The College has an obligation to provide its members with information on the medical, psychological and legal consequences of the use of controlled substances. In addition to formal presentations and informal discussions, audiovisual and printed material will be utilized to accomplish this task.
3. Persons with drug problems or dependencies will be encouraged to seek professional assistance through the College Counseling Service, the College Health Service, approved rehabilitation programs, or private sources. The College shall consider conferences with resource persons privileged and confidential, subject to the standards established by the medical and psychological professions within the limits of state and federal laws.

(Approved by the College Council, May 14, 1983; revised May 1986 and again in May 1990)

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## **CHAPTER 370: Policy on Students with HIV Disease**

### **370.01 STATEMENT OF POLICY**

The campus response to persons with HIV disease or HIV disease related conditions will be determined on a case-by-case basis. College officials will analyze and respond to each case as required by its own particular facts.

There will be no additional information requested on the medical history/physical examination form required of students before enrollment.

Consideration of the existence of HIV disease, ARC or a positive HIV-III antibody test will not be part of

the initial admission decision for those applying to attend this institution.

Decisions about residential housing of students with HIV disease, ARC or a positive HIV-III antibody test will be made on a case-by-case basis using the best currently available medical information.

Guidelines concerning the handling of confidential medical information about students with HIV disease, ARC or positive HIV-III antibody test will follow the general standards established by the New York State Department of Health and the general standards included in the American College Health Association's Recommended Standards and Practices for a College Health Program.

Additional information on this policy is available from the Vice President for Student Affairs' Office and the Human Resources Office.

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## **CHAPTER 380: State University Housing Policies**

**380.01 Rules and Regulations**

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**380.07 Limitations on Separate Programs for Ethnic Minority Group Students**

**380.08 Guest Room Use Policy**

**380.09 Current Local Address, Local Phone Number and Valid E-mail Address**

### **380.01 RULES AND REGULATIONS**

Failure to comply with the following policy statements is a violation of College policy and any student who is guilty of violating any of these regulations or who fails to pay any fee or assessment as required shall be subject to such appropriate disciplinary action as may be deemed necessary by the chief administrative officer of the unit at which the student is in attendance.



- A. The housing of any student in any College-operated building is conditioned upon his/her continued attendance in good standing as a student of the College, the payment of all tuition, fees, charges and assessments that are imposed, as well as compliance with the rules and regulations of this code. It is also understood that students must comply with any and all published housing and residence regulations.
- B. Each student assigned housing in College-operated buildings will be held responsible for any damage to his/her assigned room or quarters; to the furniture, fixtures, equipment and effects contained therein; and for any damage caused by him/her to any other part of the premises or attendant facilities.
- C. In the event that two or more students occupy the same room or quarters, and it cannot be determined which student is responsible for damages, assessments will be made against both or all equally.
- D. Each student has the responsibility to report immediately the need for repairs to his/her room or quarters, furniture, fixtures, equipment and effects contained therein.
- E. All students when on College property and residential premises shall conduct themselves in an orderly manner and shall take care to see that no damage, defacement or other injury is caused to such property; ordinary wear and tear excepted.

(NOTE: Please refer to the room and board license and Key to Residence Hall Living for specific information regarding violations of residence life and housing policies.)

### **380.02 RESPONSIBILITY FOR ROOM AND CONTENTS**

- A. When students commence residence in a room or quarters in College-operated housing, inspection of the existing condition will be noted on a Room Condition Report and the students shall be required to sign this form.
- B. The Room Condition Report shall include items that have been assigned to an individual and for which she or he will be held responsible as an individual. It will also include suite lounges and other public areas that have been assigned to roommates or suitemates and for which they are collectively responsible.
- C. Upon termination of the students' residency, a second inspection of the room or quarters will be made and all items of damage not previously noted will be recorded, evaluated and assessed against the students who occupy the room or quarters accordingly.

### **380.03 ADMINISTRATION OF HOUSING**

The chief administrative officer of each institution shall have the power and duty of administering these rules and regulations and is hereby authorized to adopt such additional rules and regulations as in his/her opinion may be necessary for such purpose, not inconsistent herewith, subject to the prior approval thereof by, and the filing of such regulations with, the chancellor of the State University.

### **380.04 CHIEF ADMINISTRATIVE OFFICERS AUTHORIZED TO MAKE RULES AND REGULATIONS FOR STUDENT HOUSING**

- A. Subject to these regulations the chief administrative officer of each state-operated unit of the University is hereby authorized to make and administer rules and regulations for student housing that may:
1. Prescribe the extent to which students in full-time attendance, other than married students or students residing with a parent or parents, shall be required to live in College-operated housing operated by such unit, and
  2. Provide the procedure for obtaining the permission of such chief administrative officer or such other officer or officers as s/he may designate to live off-campus.
- B. In making such rules and regulations each chief administrative officer shall give consideration to the extent to which housing is available and utilized in College-operated housing, to the availability and suitability, with respect to health, safety, and supervision, of off-campus housing and to provide for individual cases under special circumstances.

### **380.05 RESIDENCE IN COLLEGE-OPERATED HOUSING OR APPROVED HOUSING**

Every student in full-time attendance at a state-operated unit of the University, other than married students or students residing with a parent or parents, shall be required to live in College-operated housing maintained and operated by such unit or to have permission under such provisions as may be made therefore by the chief administrative officer of such unit to live off-campus.

### **380.06 APPROVAL OF OFF-CAMPUS HOUSING**

The College does not inspect or supervise private off-campus housing facilities. The College is not a party to any lease or contract between a student and an operator of private housing facilities.

### **380.07 LIMITATIONS ON SEPARATE PROGRAMS FOR ETHNIC MINORITY GROUP STUDENTS**

Compliance requirements of Title VI and the Civil Rights Act of 1964:

#### **A. Separate Housing for Students Based on Race**

All housing that is owned, operated or supported by the institution or a public agency must be available to all students without regard to race, ethnicity or national origin and assignment to such housing must be made in a nondiscriminatory manner.

#### **B. Separate Social Activity Space**

Where the institution donates or otherwise makes available institution-owned facilities or land for student use or activities or where it provides funds or other financial assistance to acquire or operate facilities for such activities, it must be assured that the activities are to be operated without discrimination based on race, ethnicity or national origin.

### **C. Separate Colleges, Schools or Institutions**

Every service and benefit offered by the institution to students must be open and available to all students without regard to race, ethnicity or national origin. (Dept. HEW, March 1969)

### **380.08 GUEST ROOM USE POLICY**

The College provides limited guest accommodations for official guests of College departments, student clubs, the student activities board, the Student Government Association, the Auxiliary Services Corporation and Greek field representatives. College associates who have retired, transferred or resigned from service are also permitted to use the guest accommodations for one to two nights provided a current member of the faculty/staff assumes the role of host/hostess.

Accommodations are also available for parents or immediate family of students involved in emergency or crisis situations and for campus personnel during a time of campus or community emergency.

#### **Long-term use of guest accommodations is subject to approval:**

Four to six days — director of residence life and housing

Seven to 14 days — vice president for student affairs

More than 14 days — President's Cabinet

Information regarding charges and reservations can be secured through the Residence Life and Housing Office.

(Approved by President Clark, Jan. 30, 1990)

### **380.09 CURRENT LOCAL ADDRESS, LOCAL PHONE NUMBER AND VALID E-MAIL ADDRESS**

In order to effectively communicate with all members of the College community, the College requires students to register a current local address, local phone number and valid e-mail address. This information is required in order for students to complete any registration functions. Any changes in local directory information must be submitted within two weeks. Directory changes may be submitted directly to the Registrar's Office.

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## **CHAPTER 390: SUNY Cortland Recognition of Fraternities and Sororities**

**390.01 Recognition of Fraternities and Sororities****390.02 GPA Requirements****390.03 Transfer Pledge Policy****390.04 Affiliation with Banned Greek Organizations****390.01 RECOGNITION OF FRATERNITIES AND SORORITIES**

Fraternity and sorority colonies/chapters of a national or local organization will be held responsible for positive contributions to the primary educational mission of the College, and therefore, are under an obligation to encourage the most complete personal development of their members, intellectually and socially.

Effective May 1, 1988, only nationally affiliated sororities/fraternities may colonize at SUNY Cortland. Recognition information, procedures and guidance can be obtained through the Campus Activities and Corey Union Office. The vice president for student affairs has the right to revoke university recognition if the fraternity or sorority fails to comply with any of the recognition guidelines.

(Approved by College Council, May 14, 1988)

**390.02 GPA REQUIREMENTS**

No non-transfer student shall rush for a Greek social organization until that student has earned at least 12 credit hours at Cortland, and earned a grade point average of 2.0 or better, with this verification to occur by the Student Affairs Office after Greek organizations have submitted lists of proposed members to the Campus Activities and Corey Union Office. Any Greek organization failing to comply with the above stipulation shall be suspended for a minimum of one year, and any Greek organization failing to submit full required information on this matter shall also be suspended for one year.

(Approved by College Council, May 1991)

**390.03 TRANSFER PLEDGE POLICY**

Transfer students who wish to join recognized Greek organizations during their first semester here are required to have a minimum of 24 post high school credit hours and have a minimum grade point average of 2.5 for those credit hours. It is the responsibility of each Greek organization to submit a roster to the Campus Activities and Corey Union Office with the names of each first-semester transfer student wishing to join that organization. This roster will include each student's post high school credit hours and his/her grade point average that will be verified by the Campus Activities and Corey Union Office prior to the student beginning the new member/pledging process. The Campus Activities and Corey Union

Office will maintain records of this process. At the end of a two-year period, the Faculty Senate will review these records and make a recommendation regarding the continuation of this policy.

(Approved by President Taylor, July 2000)

### **390.04 AFFILIATION WITH BANNED GREEK ORGANIZATIONS**

SUNY Cortland students are prohibited from joining or affiliating with any groups that have been permanently banned by the College. For this purpose, affiliation is defined as joining, rushing, pledging or being involved in any activity that would normally be associated with being a member of an organization. In addition, residing in facilities that are owned or controlled by these organizations is considered affiliation. This policy is effective May 3, 2000, meaning that any students who were affiliated with groups banned by the College prior to that date will not be considered in violation of this policy.

(Approved by College Council, May 3, 2000)

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# CHAPTER 410: Admission and Registrar's Office Policies

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## 410.15 Registration

### **410.01 ADMISSION POLICY**

SUNY Cortland, as a public institution, welcomes applications from all persons who meet the College's admissions standards. A competitive selection process is necessary because the number of students to be accepted must be limited by the College's teaching and physical resources.

With the help of admissions information, including Web information, potential applicants can determine whether or not SUNY Cortland has the programs that meet their needs. SUNY Cortland offers a broad range of major programs for undergraduate students as well as a variety of graduate programs in teacher education, professional studies, English and history. Approximately 21 percent of

the College's entering undergraduate students have not decided upon a major at the time they enroll, and ordinarily it is not necessary to decide upon a major until the end of the sophomore year.

## **410.02 NON-DEGREE STUDENTS**

On occasion, individuals who have not applied for degree status at SUNY Cortland enroll in course work, at both the undergraduate and graduate levels. The College accommodates such individuals by allowing them, on a course-available basis, to register as non-degree students. Undergraduate non-degree students are not permitted to register until the first day of classes each semester. Non-degree students are directed to the Register's Office at the opening of the semester for additional information. Those students who have been academically dismissed from SUNY Cortland are ineligible for non-degree status. Those students who have applied for and have been denied regular admission to SUNY Cortland are ineligible to enroll at the College during the semester in which they applied for admission.

Non-degree students may enroll only on a part-time basis (11.5 credit hours or less for undergraduates, nine credit hours or less for graduate students). Once undergraduate students have attempted 15 credit hours at SUNY Cortland and once graduate students have completed nine credit hours at SUNY Cortland, they must apply through the Admissions Office for matriculated status (degree status) or discontinue course work at the College. No more than nine credit hours may be taken as a non-matriculated student at the graduate level.

## **410.03 EDUCATIONAL OPPORTUNITY PROGRAM STUDENTS**

In 1968 SUNY Cortland inaugurated a program then called "Project Opportunity," designed to admit students who demonstrate an academic potential despite a background of economic and educational disadvantage. These students should be able to offer evidence of their ability to achieve in college.

Financial assistance through outright grants and loans is available to those who qualify economically and who are admitted to the program. Tutorial help and counseling are provided, if needed, during special summer programs and during the academic year.

## **410.04 ADVANCED PLACEMENT AND CREDIT FOR EQUIVALENCY EXAMINATIONS**

SUNY Cortland will accept a maximum of 30 credit hours earned through such sources as Advanced Placement, College Level Examination Program, or College Proficiency and/or the International Baccalaureate. This maximum applies to all of these courses combined, not individually.

### **Challenge Examinations**

At the discretion of individual departments, students may arrange challenge examinations to demonstrate proficiency in the content areas of specific courses for academic credit. Faculty may arrange written, oral or performance exercises to establish competency and the appropriate number of credit hours will be awarded for satisfactory performance with a grade of P. Interested students



should contact the department chair responsible for the content area that they wish to challenge. If the department agrees to supervise the challenge, the student is referred to the office of the school dean to complete the appropriate form and pay a fee, if appropriate.

### **Credit for International Baccalaureate Courses**

Students enrolling at SUNY Cortland who have completed International Baccalaureate course work will receive advanced standing credit toward their baccalaureate degree at the College as follows:

1. Students who have completed the International Baccalaureate diploma will receive up to 30 credit hours (one year's advanced standing).
2. Students who have not completed the International Baccalaureate diploma will receive equivalent credit for up to two introductory courses for each higher level examination in which a grade of four or better has been earned.
3. Subsidiary level subjects will be evaluated on an individual basis.

### **Credit for Courses Taken in Military Service**

Credit for and/or waiver of courses or programs taken while in the military service may be granted by the dean of the school in which the student majors with the consultation of the appropriate department chair if these courses or programs are parallel to courses offered at SUNY Cortland. Graduate students may receive such credits or waivers from the transfer credit coordinator in consultation with the appropriate graduate coordinator.

### **Credit for Equivalency Examinations**

Under State University of New York policy, credit will be granted for published examinations from the following test series provided that the specified minimum performance levels are met and that the examinations are in areas that normally receive transfer credit at SUNY Cortland.

SUNY Cortland students are not eligible to receive credit by equivalency examinations when they are enrolled in or have completed a higher level course within the same discipline.

A maximum of 30 credit hours may be earned through these published examinations:

#### **College-Level Examination Program**

(Subject Examinations)

Credit is granted for a mean score obtained by persons from the standardization group who have earned a grade of C in a formal course.

#### **College Proficiency Examinations**

Credit granted for performance at a grade level of C.

#### **Advanced Placement Program**

Credit granted for a score of three or higher within the scale of five points used for this program.

### **Programs Sponsored by Non-collegiate Organizations and the Armed Forces**

SUNY Cortland observes the recommendations of the American Council on Education's Office on Educational Credit and of the University of the State of New York's Program in Non-collegiate Sponsored Instruction in the evaluation of educational experiences sponsored by Non-collegiate organizations and the military when the content is considered appropriate as transfer credit.

Credit for and/or waiver of courses or programs taken under the auspices of a Non-collegiate organization or the armed forces may be granted by the school dean of the student's major with the consultation of the appropriate department chair.

## **410.05 GENERAL EDUCATION**

### **SUNY Cortland General Education**

The purpose of General Education is to provide students with an intellectual and cultural basis for their development as informed individuals in our society. This requires that they understand the ideas that have formed our own civilization, that they appreciate other cultures and that they have knowledge of the fundamental principles that govern the physical universe. All students must complete the Cortland General Education Program requirements by taking one course in each of the categories listed below, with the exception of the natural sciences category in which they must take two courses.

#### **Identifying courses that meet requirements**

Students should refer to the General Education section of the registrar's website for a current and full listing of SUNY Cortland's courses that fulfill General Education categories. Students should refer to the search-by-attribute feature of the online Course Schedule for a listing of General Education courses offered within a particular semester.

#### **Cortland General Education**

The Cortland General Education Program fulfills all SUNY General Education requirements and includes additional elements specific to the Cortland degree. Students will take one course in each of the categories listed below with the exception of:

- a) natural sciences in which they must take two courses,
- b) foreign language where the requirement depends on the degree program, and
- c) basic communication in which they must complete both academic writing and presentation skills areas.

Double counting, or the use of a single course to satisfy more than one category, is allowed but is subject to the following limitations:

- a) no course used by an individual student to satisfy the humanities category may be used to satisfy another subject category, and
- b) no single course may in any case be used to satisfy more than two General Education categories. Students may not take more than two courses in any one discipline to satisfy the requirements of the Cortland General Education Program. Students should refer to the registrar's website under All-College Requirements for detailed information regarding Cortland General Education Program. A full list of General Education requirements across SUNY is available at [www.suny.edu/provost/generaleducation/courselist/mastercampuslist.cfm](http://www.suny.edu/provost/generaleducation/courselist/mastercampuslist.cfm) .

### **Cortland General Education Learning Outcome Categories**

1. Quantitative Skills
2. Natural Sciences (two courses, see Category 13)
3. Social Science
4. United States History and Society
5. Western Civilization
6. Contrasting Cultures
7. Humanities
8. The Arts
9. Foreign Language (refer to degree program)
10. Basic Communication  
Academic Writing and  
Presentation Skills
11. Prejudice and Discrimination
12. Science, Technology, Values and Society
13. Natural Sciences (second of two courses)

### **Transfer Courses**

Any approved SUNY General Education course taken at another institution will be accepted into the related Cortland General Education category. Courses from non-SUNY institutions and courses for Cortland Category 11, Prejudice and Discrimination, and Category 12, Science, Technology, Values and Society, also may be transferred, providing they meet the learning outcomes of these categories. Natural sciences courses that provide a survey of a traditional discipline with a laboratory will be accepted into Category 2A; all others will be accepted into Category 2B.

At the time of initial entry to SUNY Cortland, transfer students will be granted up to three waivers that can be applied toward meeting the requirements in Category 11, Category 12 and one of the Natural Science course requirements reflected in Category 13. Waivers will be granted based only on transfer credit posted. Transfer students criteria:

1. Students entering Cortland with 20-34.5 credit hours will be eligible for one waiver.
2. Students entering Cortland with 35-49.5 credit hours will be eligible for two waivers.
3. Students entering Cortland with 50 or more credit hours will be eligible for three waivers.

## **410.06 COLLEGE CREDIT HOUR SYSTEM**

The basic unit of credit in college courses is the credit hour, one hour of credit for a 16-week semester. Students are expected to study a minimum of three hours outside of class for each credit hour. Thus a student should plan on a 45-hour study week for an academic load of 15 credit hours.

The full-time undergraduate student semester credit hour load varies from 12 to 18 hours a semester, depending on the program. Credit workloads in excess of 18 credit hours must be approved by the associate dean of the school of the student's major.

## **410.07 CHANGE OF UNDERGRADUATE MAJOR**

### **Change of Major**

Qualified students who meet the academic criteria published in the College Catalog may apply for a new major. In addition to establishing academic criteria, such as grade point averages and standards to be met in prerequisite courses, some departments limit acceptances. Students who do not meet the criteria or who are not accepted due to a limited number of openings must select another major. Caution: Students remaining on a waiting list or as pre-majors after their sophomore year will jeopardize their eligibility for financial aid and potentially their time to degree completion.

Undergraduate Change of Major forms are available on the Web or in department offices and require the signed approval of the accepting department chair. Students should file all change of major forms in the department of the new major before the established deadline each semester — October and March — to ensure the ability to register for courses in the new major during the registration period.

### **Changes in Degree Requirements**

While the curriculum at Cortland undergoes frequent review and new courses are established, students are assured that requirements for graduation at the time of initial enrollment will remain unchanged for those who complete their undergraduate programs within the same major without interruption. A change of major, the addition of a new minor or concentration may result in a change of catalog term and additional required course work for the new major and/or the need to meet certain grade point criteria as determined by the new department's published requirements at the time of the change of major. An official leave of absence is not considered an interruption of enrollment.

The College reserves the right to change the College calendar, fees and requirements other than those for degrees. Such changes become effective when adopted.

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## **410.08 ELIGIBILITY FOR STUDENT TEACHING AND FIELDWORK**

To be eligible for student teaching, fieldwork, cooperative programs, internships or recreation education practica, undergraduate students must have at least a 2.5 minimum cumulative quality

point average for most programs, have no incompletes on their record and not be on any form of probation. Graduate students must have at least a 3.0 cumulative quality point average, have no incompletes and not be on any form of probation. Certain programs (in the School of Professional Studies, School of Education, adolescence English, adolescence foreign language, adolescence mathematics, adolescence sciences and adolescence social studies) have additional eligibility requirements, which are fully explained under appropriate department sections of the Undergraduate Catalog or the Graduate Catalog.

Students may not be enrolled in any course work (at Cortland or any other institution) nor participate in any College-related activities while engaged in student teaching or fieldwork.

## **410.09 AUDITING COURSES**

Auditing of courses is subject to the following conditions:

- A. Auditors shall be accepted into classes only with the consent of the instructor of record and will be denied admission to classes that have reached the maximum number of students.
- B. Course auditors normally will not be charged any tuition, but will pay all laboratory and course-related fees and any other charges connected with a course.
- C. Course auditors will not be enrolled or listed on an official class roster. They will attend without credit or formal recognition. They do not need to meet the requirements of the course.
- D. Course auditors may not subsequently request credit for the course even if they complete the course requirements.

Effective Sept. 1, 1974, Chapter 1002 of the Session Laws of New York 1974 amends sections 355 and 6303 of the Education Law to permit persons 60 years of age and older to enroll in courses at colleges in State University of New York without tuition, examination, grading, or credit. The permission to enroll is on a space available basis as determined by the president of the College involved and provided that such audit attendance will not interfere with the attendance of otherwise qualified students.

## **410.10 ACADEMIC CREDIT FROM OTHER COLLEGES**

### **A. Advanced Standing**

Only course work satisfactorily completed at regionally accredited collegiate institutions will be accepted. Usually credit is allowed only for those courses in which a grade of "C-" or better has been earned. However, credit may be granted for "D" grades if the student has received an Associate of Arts (A.A.), Associate of Science (A.S.) or any bachelor's degree at the time of first admission to SUNY Cortland. Grades of Pass "P" and Satisfactory "S" awarded at another institution may be accepted at the discretion of the associate dean of the school of the student's major at the initial point of matriculation. The associate deans will have the opportunity to:

decline to accept the course,  
waive a requirement on the basis of a Pass "P" and Satisfactory "S" grade without granting course credit,

allow the course to count as its equivalent at Cortland in the case of activity/participation courses,  
award credit under the General Elective (GEN) or Liberal Arts (LASR) labels.

All credits accepted for transfer must have been earned at institutions granted regional accreditation by the Council for Higher Education Accreditation (CHEA), e.g., the Middle States Association, Southern Association, North Central Association, New England Association, Northwest Association, or Western Association of Secondary Schools and Colleges.

While credits are transferable, grades earned at other colleges are not calculated in the Cortland grade point average. Grade point averages that qualify students for honors and recognition at Commencement are based exclusively upon institutional course work at Cortland.

Students entering SUNY Cortland with an A.A. or A.S. will, in most instances, be able to complete requirements for a bachelor's degree with an additional 60 to 64 credit hours of course work. Students pursuing professional degree programs, such as those leading to teacher certification, may need additional courses to fulfill requirements over and above the minimum needed to earn a Cortland bachelor's degree. Requirements for the bachelor's degree are listed in the Degree Requirements section of the undergraduate catalog.

## **B. Credit From Other Colleges**

SUNY Cortland students must complete at least 45 credit hours for the degree at SUNY Cortland to meet the College's residency requirement. In addition, one half the credit hours for the major, minor and/or concentration must be completed at SUNY Cortland. Students matriculated at the College can receive credit for course work taken at other colleges if they receive prior approval from the appropriate associate dean. Cortland transfer students may receive up to 64 credit hours of transfer credit from two-year colleges. This maximum credit hour total includes any 100- or 200- level courses, Advanced Placement, College Level Examination Program, College Proficiency or International Baccalaureate credits.

Only course work satisfactorily completed at regionally accredited collegiate institutions will be accepted. Usually credit is allowed only for those courses in which a grade of C- or better has been earned. However, credit may be granted for D grades if the student has received an associate of arts (A.A.), associate of science (A.S.) or any bachelor's degree at the time of first admission to SUNY Cortland. Transfer students from four-year colleges or universities may receive additional credit hours toward degree requirements at Cortland. The maximum number of credit hours accepted ranges from 75-83, depending on the number required for graduation in the chosen program.

Grades of Pass (P) and Satisfactory S awarded at another institution may be accepted at the discretion of the associate dean of the school of the student's major at the initial point of matriculation. The associate dean will have the opportunity to:

decline to accept the course,  
waive a requirement on the basis of a Pass (P) and Satisfactory (S) grade without granting course credit,  
allow the course to count as its equivalent at Cortland in the case of activity/participation courses,

award credit under the General Elective (GEN) or Liberal Arts (LAS) labels.

All credit hours accepted for transfer must have been earned at institutions granted regional accreditation by the Council for Higher Education Accreditation (CHEA), e.g., the Middle States Association, Southern Association, North Central Association, New England Association, Northwest Association, or Western Association of Secondary Schools and Colleges.

While credit hours are transferable, grades earned at other colleges are not calculated in the Cortland grade point average. Grade point averages that qualify students for honors and recognition at Commencement are based exclusively on course work at Cortland.

Students entering SUNY Cortland with an A.A. or A.S. will, in most instances, be able to complete requirements for a bachelor's degree with an additional 60-64 credit hours of course work. Students pursuing professional degree programs, such as those leading to teacher certification, may need additional courses to fulfill requirements over and above the minimum needed to earn a Cortland bachelor's degree. Requirements for the bachelor's degree are listed in the Degree Requirements section of the College catalog.

Any school of the College may designate special requirements that may not be taken elsewhere.

## **410.11 CLASS ATTENDANCE FOR STUDENTS AND FACULTY**

**A. Students** (Endorsed by the Faculty Senate, Feb. 27, 1990 and approved by President Clark, March 28, 1990)

It is the policy of the College that regular class attendance is a basic requirement in all courses. However, as long as absences are not excessive, it shall be the students' performance and not their attendance record that shall determine their course grades. Penalties for excessive absences, as determined by the instructor's policy, shall not exceed one-third of a letter grade per class hour of absence.

Students are responsible for all work missed. Instructors shall establish procedures to allow students who have been absent for valid reasons to make up missed class work. If students anticipate having to miss class, it is their responsibility to inform the instructor ahead of time. Undergraduate students who miss a final examination will receive an E for that course unless they obtain an excuse for their absence from their dean.

New York's State Education Law, as amended, provides that "no person shall be expelled from or be refused admission as a student to an institution of higher education for the reason that he is unable, because of religious beliefs, to attend classes or participate in any examination, study or work requirements on a particular day or days."

Classes and examinations are scheduled according to the academic calendar that is adopted by the College each year. The fall semester usually begins late in August and ends in the third week of December. The spring semester usually begins in mid-to-late January and ends in the third or fourth week of May.

Students who drop out of college without officially withdrawing are severing ties to the College and

must accept the academic penalties for their actions. If there is an intent to return to the College, a student must go through the readmission process.

## **B. Faculty**

Faculty members are required to meet their classes as scheduled by their department unless permission to change meeting times has been granted by the school dean, after consultation with the department chair and with the Registrar's Office. Approval of a request to change a course meeting time requires that:

1. Students enrolled in the course have no conflicts with any other scheduled course including laboratory or performance courses.
2. Students are not subjected to extreme inconvenience by the time change.

## **C. Class Attendance**

It is the policy of the College that regular class attendance is a basic requirement of all courses. However, as long as absences are not excessive, it shall be the student performance and not attendance which shall determine the course grades. The policy does not exclude class participation and/or performance as a factor in determining course grades.

Other than the restrictions stated in this policy, the taking of attendance and attendance requirements are at the discretion of the individual instructor. In determining the student's grade, the instructor may consider excessive absences. Instructors shall state in the course syllabus, and emphasize to the class at the first meeting, the attendance requirement for the course. Instructors should make clear to their classes what they consider to be valid reasons for missing class, and what penalties will be assessed for excessive absences.

Penalties for excessive absences, as determined by the instructor's policy, shall not exceed one-third of a letter grade per class hour of absence.

Students are responsible for all work missed. Instructors shall establish procedures to allow students who have been absent for valid reasons to make up missed class work. If students anticipate having to miss class, it is their responsibility to inform the instructor ahead of time.

**Students who miss a final examination will receive a grade of E for that course unless they have obtained an excuse for their absence from the associate dean of their school.**

Absences due to participation in approved College activities shall be considered valid absences. The provost and vice president for academic affairs shall determine what College activities are approved as valid for students to be absent from classes.

**Nonattendance does not mean a student has dropped a course. Students who have not attended class and have not officially dropped or withdrawn from the course will receive a grade of E.**

## **410.12 REPORTING ABSENCES AND ILLNESS**

If students are not in Cortland and are going to be absent from campus because of emergencies



such as surgery, accidents involving lengthy absences from campus, or extenuating circumstances, they should notify the associate dean of the school in which they are majoring. The associate dean will notify instructors.

Classes and examinations are scheduled according to the academic calendar that is adopted by the College each year. The fall semester usually begins late in August or early in September and ends in the third week of December. The spring semester usually begins in mid- to late-January and ends in the third or fourth week of May.

## **Religious Beliefs and Class Attendance**

Section 224-a of the New York State Education Law reads as follows:

1. No person shall be expelled from or be refused admission as a student to an institution of higher education for the reason that he is unable, because of his or her religious beliefs, to register or attend classes or to participate in any examination, study or work requirements on a particular day or days.
2. Any student in an institution of higher education who is unable, because of his or her religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from any examination or any study or work requirements.
3. It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school, because of his or her religious beliefs, an equivalent opportunity to register for classes or make up any examination, study or work requirements which he or she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to the said student such equivalent opportunity.
4. If registration, classes, examinations, study or work requirements are held on Friday after four o'clock post meridian or on Saturday, similar or makeup classes, examinations, study or work requirements or opportunity to register shall be made available on other days, where it is possible and practicable to do so. No special fees shall be charged to the student for these classes, examinations, study or work requirements or registration held on other days.
5. In effectuating the provisions of this section, it shall be the duty of the faculty and of the administrative officials of each institution of higher education to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student because of his or her availing himself or herself of the provisions of this section.
6. Any student, who is aggrieved by the alleged failure of any faculty or administrative officials to comply in good faith with the provisions of this section, shall be entitled to maintain an action or proceeding in the supreme court of the county in which such institution of higher education is located for the enforcement of his or her rights under this section.
  - 6-a. It shall be the responsibility of the administrative officials of each institution of higher education to give written notice to students of their rights under this section, informing them that each student who is absent from school, because of his or her religious beliefs, must be given an equivalent opportunity to register for classes or make up any examination, study or work requirements which he or she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to such student such equivalent opportunity.
7. As used in this section, the term "institution of higher education" shall mean any institution of higher education, recognized and approved by the regents of the university of the state of New

York, which provides a course of study leading to the granting of a post-secondary degree or diploma. Such term shall not include any institution which is operated, supervised or controlled by a church or by a religious or denominational organization whose educational programs are principally designed for the purpose of training ministers or other religious functionaries or for the purpose of propagating religious doctrines. As used in this section, the term "religious belief" shall mean beliefs associated with any corporation organized and operated exclusively for religious purposes, which is not disqualified for tax exemption under section 501 of the United States Code.

### **410.13 REPORTING A DEATH OF A STUDENT OR OF A PARENT**

When notified of the death of a student or a student's parent, the vice president for student affairs will take the responsibility for notifying the president, the provost and vice president for academic affairs, and the school dean as appropriate.

### **410.14 COURSE SCHEDULE CHANGES**

Students wishing to make adjustments to their academic class schedule may do so during the official College drop/add period, the first full week of each semester. Classes may be dropped and added without penalty during this period only. Second- and fourth-quarter courses have a designated two-day drop/add period in October and March, respectively. Refer to the College calendar and the registrar's dates and deadlines for specific dates.

Students who do not attend a class are not dropped automatically and will receive a grade of E.

All drop/add transactions made after the official drop/add period are subject to late fees. After the official drop/add period, students must withdraw from a class and file an Official Withdrawal from Course Form that must have the approval of the respective associate dean.

### **410.15 REGISTRATION**

Information about the procedures to be followed for registration are made available each semester by the registrar, Advisement and Transition and the Graduate Admissions Office.

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## **CHAPTER 415: General Academic Policies and Regulations**

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## **415.01 GRADING SYSTEM**

### **A. Letter Grading**

SUNY Cortland employs the plus and minus grading system with the following basic classifications: A indicates superior performance, B indicates good performance, C indicates fair performance, D indicates minimally acceptable performance, and E indicates failure of a course. The grade D- is the lowest grade for which College undergraduate credit is awarded.

A letter grade of A+ through E is employed when both of the following criteria are met:

- a. the performance of each student is monitored and evaluated by the instructor with some specific measure of each student's cognitive achievement;
- b. the nature of the course and the measure(s) of student achievement employed lend themselves to the full range of grades (A+ through E).

### **B. Alternative Grading System**

1. SUNY Cortland has an alternative grading system, S for Satisfactory and U for Unsatisfactory. Satisfactory indicates meeting minimum criteria for passing the course, while Unsatisfactory indicates failure to meet minimum criteria for passing the course. Normally, grades S and U will constitute the alternative grading system. However, additionally with approval from appropriate curriculum committees, departments may use an H for Honors to indicate an exceptional level of achievement in designated courses. This H, S, and U alternative grading system is used for courses that do not satisfy both criteria 'a' and 'b' above. Honors, Satisfactory and Unsatisfactory grades are entered on the student's transcript but are not used in computing grade point averages. Each department will designate, subject to approval of the school curriculum committee and the school dean, which courses are appropriate for Satisfactory, Unsatisfactory and, where appropriate, the Honors designation. Such designations will appear in the College Catalog and the Graduate Catalog.  
(Approved by the Faculty Senate, April 8, 1986 and by President Clark, April 21, 1986)
2. Incomplete (INC)  
INC indicates that the student has not completed the course and that a grade is being withheld until the work is performed and approved. The INC automatically will change to an E for

undergraduate students unless the incomplete is converted to regular letter grade by the end of the last day of classes of the following semester. Graduate students have one calendar year to convert an INC to a regular letter grade. It is the student's responsibility to complete the required work. Exceptions may be granted only upon written petition to the instructor and the dean of the school in which the course is offered. On setting time periods for finishing the incomplete, the instructor must give the student adequate time for finishing the course. Factors to be considered should include deadlines for making up other incompletes and the student's schedule in the semester the incomplete is to be made up. The associate dean should consult with the instructor involved before granting an extension of an incomplete. (Please see the academic policies sections of the undergraduate and graduate catalogs for more information.)

### 3. Withdrawal from a Course After Official Change of Schedule Period

College policy: The letter X indicates official withdrawal from a College course without academic penalty. Grades of X will not be awarded for courses that are dropped during the official drop and add period, the first three days of the semester for semester courses or before the second class meeting of modular or quarter courses.

Students are not allowed to withdraw from classes the last three weeks of semester courses (after Nov. 15 in the fall and April 15 in the spring) or the last week of quarter or modular courses. Due to fluctuating dates, withdrawal deadlines for Summer and Winter Sessions will be established prior to the term.

Note: A student who has been found in violation of the academic dishonesty code loses the opportunity to withdraw from the course in which the violation occurred.

Impact of X Grades on Financial Aid: Grades of X are considered attempted but not completed for the purpose of calculating Satisfactory Academic Progress (SAP) for Financial Aid Eligibility. The policies regarding SAP for State and Federal Financial Aid are detailed in this catalog. The most common financial aid impact from course withdrawal in a single semester is a loss of TAP eligibility for the following semester. However, a pattern of withdrawal and/or failure across more than one semester may result in the loss of ALL future aid eligibility, including student loans. It is strongly recommended that students consult with their financial aid advisor if withdrawal will reduce their total completed credit hours for the current semester to less than 12.

## C. Pass/No Credit Option

**Undergraduate Students:** Juniors and seniors in good academic standing may elect to take certain courses on a Pass/No Credit basis with the approval of the student's department chair under the following conditions:

Courses shall be outside the student's major and minor requirements and concentration.

Courses for General Education requirements or all-college requirements cannot be taken for Pass/No Credit (P/NC).

Language requirements for the B.A. or B.S. degree cannot be met with courses taken for Pass/No Credit.

No 500-level course taken for graduate credit or may be taken with the Pass/No Credit.

The student may take no more than one course per semester under the option without special approval from the student's dean.

The student's advisor shall discuss the option with the student and make a recommendation to the department chair as to whether or not the request meets the rationale for the option.

1. A written request for approval of the option must be submitted to the student's department chair before the end of the formal drop and add period.
2. Students must renew their requests each semester to be eligible.
3. If approved, the program is binding on the student and cannot be reversed after the end of the drop and add period.
4. The approved request is sent to the registrar. Instructors are not informed that a student has been granted the option.
5. Upon receipt of the formal grade sheets, the registrar will convert the grade to P or NC. This notation is placed on the student's official transcript. No other record is kept by the registrar.
6. No quality points will be awarded for courses completed under the option.
7. Pass/No Credit courses shall enter in no way into evaluation of academic probation or dismissal or readmission.
8. Departments may set limits in addition to those listed heretofore but they cannot waive existing limitations.

**Graduate Students:** Courses taken on a Pass/No Credit basis may not be applied to a SUNY Cortland graduate degree or certificate program. Non-matriculated students may take graduate courses for which they are qualified on a Pass/No Credit basis. However, courses taken on a Pass/No Credit basis may not be applied later toward a SUNY Cortland degree or certificate program. Matriculated students may not undertake any course applicable to a Cortland degree or certificate program on a Pass/No Credit basis. Only work of C quality or better qualifies as a passing grade and students must complete all required work for the course.

## 415.02 QUALITY POINTS/GRADE POINT AVERAGE

A student's level of scholarship is determined by the following system of quality points per semester hour of credit:

A+ = 4.3	A = 4.0	A- = 3.7
B+ = 3.3	B = 3.0	B- = 2.7
C+ = 2.3	C = 2.0	C- = 1.7
D+ = 1.3	D = 1.0	D- = .7
E = 0.0		

Grade point averages are determined by dividing the total number of quality points by the total number of credit hours for which a student has been graded. For example, a grade of C in a three-credit-hour course is equivalent to six quality points. If a student completes 17 credit hours of course work and accumulates 38 quality points, the grade point average will be 2.235. Although it is possible to attain a 4.3 grade point average, the College considers the method a 4.0 grading system.

In courses where grades are listed as Satisfactory/Unsatisfactory or Pass/No Credit neither grade is used in determining the student's grade point average. A Satisfactory or Pass grade is credited toward graduation, however.

## 415.03 EXAMINATION POLICIES

Final examinations are required. An instructor may request exception to this policy from the department chair. The chair may grant such request if: (1) the nature of the course makes such action desirable; or (2) an adequate series of other evaluation procedures is substituted. An instructor may have a policy of exempting students who meet specified criteria from final examinations: the policy and criteria shall be stated and placed on file with the department chair.

Final examinations or last examinations of the course are given during final examination week (except for examinations in quarter courses, which end in the middle of the semester.) No examinations, quizzes, or tests of any type should be given during the last week of classes prior to the published final examination week. Any deviation from this policy must be approved in advance by the appropriate department chair and school dean.

(Approved by the Faculty Senate, Feb. 11, 1977; subsequently approved by Vice President Corey)

A copy of all final examinations shall be kept on file in the department chair's office for a period of three years. After three years the examinations shall be returned to the appropriate staff members.

Each instructor, after receiving approval of his/her examination policy from his/her chair, shall inform each class of the course requirements and grading procedures by the end of the first full week of classes. Persons in the class shall be informed of policies on:

1. examinations and other evaluation procedures
2. exemption from examinations
3. make-up of examinations

All such policies shall reflect current college policy.

A student may request an adjustment in his/her final examination schedule if

- there is a conflict in his/her examination schedule
- the student is scheduled for more than two examinations in any one day
- the student has a verified illness or other emergency.

Requests for adjustment shall follow procedures established and published by the Registrar. No make-ups for final exams shall be given except for students who are officially excused or who have been verifiably excused by a physician.

The student shall have the right to appeal decisions resulting from these policies to the chair of the department, the associate dean of the school or the provost.

(Approved by the Executive Council, April 11, 1972)

#### **415.04 MISSED FINAL EXAMINATION, MAKE-UP EXAMINATION**

Students who miss a final examination will receive a grade of E for that course unless they obtain excuses for their absence from their school deans. It is the student's responsibility to arrange with the instructor for a make-up examination. Such a make-up examination must be taken after the regularly

scheduled examination and will be given at the convenience of the instructor.

## **415.05 REPORTING OF GRADES**

- A. At both the mid-semester point and again at the end of the semester, students may access and review their estimates and/or final grades on the Web. Students are also notified when they are placed on academic probation.
- B. A change of grade due to instructor error or student appeal must be submitted by the end of the following semester. Grade changes submitted a semester after the initial semester in which the grade was issued will not be accepted. Once a student's degree is conferred, the academic record cannot be altered and no further grade adjustments will be made.

## **415.06 RETAKING OF COURSES**

When a student retakes a course all grades will remain on his/her official transcript but his/her cumulative average will reflect only the last grade received.

(Approved by President Clark, May 13, 1980)

## **415.07 PROCEDURES CONCERNING GRADE INFLATION**

1. Grade point averages by faculty member, course and department shall be regularly computed. These data shall be collected each semester and shall be made available as soon as possible to the faculty member involved, to the department chairperson involved, to the appropriate school dean and to the provost and vice president for academic affairs.
2. Each department chairperson shall be responsible for encouraging departmental seminars on grading, opening opportunities to peruse grading patterns in the department, and promoting the development of common grading standards for multiple sections of courses — where feasible.
3. The department chair shall be responsible for reviewing grading patterns of faculty members in the department; unusual grading practices shall be justified on the basis of academic considerations, e.g., mastery learning, competency-based education, etc. The chair shall remind faculty members periodically of the way grades are defined in the current catalog and that average performance is equivalent to the letter grade of C.
4. The school deans and the provost and vice president for academic affairs shall be responsible for monitoring grading patterns within schools and across the College.

## **415.08 DEAN'S LIST**

Dean's List, the highest ranking for undergraduate students in their respective academic areas of the College, is earned with a 3.3 semester grade point average. In addition to the 3.3 grade point average, students must meet the following criteria:

- a. be enrolled in a full-time 12 credit hour course load;
- b. at least eight of the 12 credit hours must be taken for standard letter grade,
- c. receive no incomplete grades for the semester. Dean's List designees are named at the end of each semester.



## 415.09 PRESIDENT'S LIST

- a. President's List is a College-wide honor given to students based on their academic performance for each semester. Students who achieve grades of A - or better in each of their courses for a given semester will be designated a member of the President's List. In addition to achieving the stipulated grades, students must meet the following criteria:
- b. be enrolled as a full-time student with a minimum of 12 credit hours;
- c. at least eight of the 12 credit hours must be taken for a standard letter grade;
- d. have no grades lower than "Satisfactory" in courses being taken for other than a standard letter grade;
- e. receive no "Incomplete" grades for the semester. President's List designees are named at the end of each semester.

(Approved by President Bitterbaum, Dec. 30, 2003)

## 415.10 PART-TIME STUDENT AWARD FOR ACADEMIC ACHIEVEMENT

The Part-time Student Award for Academic Achievement recognizes academic excellence among part-time undergraduate students. To earn this award, students must meet the following criteria:

- a. have earned at least 12 credit hours of cumulative standard grade course work at SUNY Cortland;
- b. have a 3.3 cumulative grade point average;
- c. have a 3.3 semester grade point average;
- d. be enrolled at part-time status throughout the semester, with a minimum of three credits of standard letter grade;
- e. receive no "Incomplete" grades for the semester. Part-time Student Award for Academic Achievement designees are named at the end of each semester.

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## 415.11 ACADEMIC STANDARDS, GOOD ACADEMIC STANDING, PROBATION AND DISMISSAL

### 1. Statement of "Good Academic Standing"

"Good Academic Standing" for academic considerations means that the student is meeting the academic standards as defined by grade point average and is making satisfactory progress toward the degree. The mechanism of academic probation, including any accompanying constraints upon a student's activities, is intended merely as an educational device designed to encourage greater effort on the part of students who appear to be having difficulty in meeting certain academic standards. Placement on academic probation may precede denial of the right to register for academic course work if certain conditions are not met.

Any question concerning whether or not an individual student is in good academic standing will be determined by the school associate dean.

## **2. Financial Aid “Good Academic Standing”**

Both the State of New York and U.S. Department of Education require periodic measurement of a student’s academic progress to determine eligibility for future financial aid. Since the state and federal criteria differ from each other, and since these two sets of criteria also differ from the College's definition of “good academic standing,” it is necessary to have separate and distinct academic standards for continued eligibility for financial aid. These standards are listed in some detail in the undergraduate catalog and the graduate Catalog.

Because these sets of standards are fundamentally different and because the financial aid standards are applicable only to aid recipients, the Financial Aid Office is responsible for calculation, notification and enforcement of the financial aid academic standards. The Financial Aid Office also recruits and maintains a committee to hear appeals from students with exceptional or unusual mitigating circumstances. Members of the Financial Aid Office professional staff shall represent a minority of that committee.

The actions of the Financial Aid Office and the Appeals Committee on Academic Eligibility for Financial Aid are independent of any actions taken by the academic offices, the deans and the associate deans. Financial aid recipients should always be advised to consult with the Financial Aid Office prior to taking actions (such as withdrawals or course incompletes) which may have an effect on their aid eligibility.

## **3. The College Policy on Academic Standards**

SUNY Cortland’s academic standards policy is dependent upon the student’s grade point average achievement in each semester – semester by semester – rather than a cumulative grade point average. The same standards apply to all undergraduates except those designated as Education Opportunity Program (EOP) students.

### **Levels of academic standing**

**A. Academic Probation:** All SUNY Cortland students with a cumulative grade point average between 1.01 and 1.99 will be placed on academic probation. They will receive a notice of academic probation from the associate dean of their school along with an academic contract notifying them of the semester grade point average needed to regain good academic standing of 2.00 cumulative grade point average, limiting their course load to no more than 15 credit hours and providing other recommendations.

Students on academic probation will be advised to curtail any activity that is detrimental to regaining good academic standing (e.g. on and off-campus employment, fraternity/sorority, resident assistant activities).

SUNY Cortland students whose semester grade point average is less than 1.01 but whose cumulative grade point average is greater than 2.00 will be placed on academic warning and advised to improve their academic performance.

**B. Academic Suspension:** Students who fail to meet their academic contract will be subject to academic suspension. Suspension mandates a minimum of two semesters away from campus (summer course work may be counted toward meeting one semester of the two-semester requirement). During that time, students are required to take full-time course work at another accredited college earning an overall 2.75 or higher grade point average, or be employed full time with an excellent employment record, or have an honorable record of military service.

Students whose semester grade point average is less than 1.01 will be automatically suspended. Students placed on academic suspension have the right of appeal to the Academic Standing Committee. Students who are reinstated after appeal or upon return from suspension will be placed on academic probation with an academic contract.

First-semester freshmen and first-semester transfer students with a cumulative grade point average of less than 1.01 will be automatically suspended but will be eligible for expedited appeal through their respective associate dean. Those students reinstated following expedited appeal of suspension will be placed on academic probation with an academic contract. They must meet expectations outlined above for students on probation.

**C. Academic Dismissal:** Students who are reinstated following academic suspension and fail to meet their academic contract will be subject to academic dismissal, with the right of appeal to the Academic Standing Committee. Students who are academically dismissed are ineligible to apply for readmission for a minimum of three years.

Note: Any academic contract, whether signed by the student or not, will be in effect for the term in question and will supersede other probation and suspension policies. Grounds for appeal will be mitigating circumstances such as death in the family, injury or illness requiring hospitalization and other special circumstances.

Academic contracts are targeted for students to achieve good academic standing (2.00 cumulative grade point average). Attaining this grade point average, however, may not be sufficient to allow entry into some majors. Students should check with their department for specific cumulative grade point average entry requirements.

Full-time students are permitted a maximum of one and one half times the normal length of time to complete their degree for financial aid purposes. For students attending on less than a full-time basis, the scale will be adjusted accordingly. Any student who is not in good academic standing should always check with the Financial Aid Office to determine their individual financial status. (See the financial aid section of the the College Catalog for an explanation of financial aid implications.)

An Academic Standing Committee will consider student appeals to academic suspension and dismissal. Since granting of an appeal is not automatic, it is intended only to accommodate extraordinary or unusual situations. The committee will convene in January, May and August of each academic year to consider student appeals and review pertinent documentation of mitigating circumstances provided by the student. The student must also provide the committee with a written plan for achieving academic success.

Decisions of the Academic Standing Committee are final. If the Academic Standing Committee grants the appeal, the student will be allowed to return for the next semester on academic probation. Students are only eligible for one appeal as an undergraduate student.

**Graduate Students:** For graduate students, SUNY Cortland's probation-dismissal policy is dependent upon the student's cumulative grade point average (GPA). The same probation-dismissal standards apply to all graduate students, regardless of their financial aid status:

Students enrolled in a master's degree or certificate of advanced study program are required to maintain a minimum 2.80 cumulative grade point average in graduate work. Students whose cumulative grade point average remains below 2.80 for two consecutive terms of enrollment may be dismissed from the College.

A graduate student subject to academic dismissal may appeal to the school associate dean if there are mitigating circumstances. A further appeal may be directed to the provost and vice president for academic affairs.

## 415.12 ACADEMIC PROBATION POLICY

Although scholarship is the primary obligation for the College and the student, the SUNY Cortland faculty recognizes and endorses the enriching experience gained through participation in campus organizations and activities. These are universally accepted as part of higher education. Thus the College does not deny students placed on academic probation the educational and vocational benefits derived from non-classroom activities.

Students on probation are urged to improve their standing through tutorial help, remedial reading programs, study and writing courses, and student-sponsored living center programs for intellectual advancement.

## 415.13 CLASS YEAR DETERMINATION

Undergraduate students are identified by class year in accordance with the number of semester hours of credit earned toward graduation as follows:

Freshman	0-25.5 credit hours
Sophomore	26-56 credit hours
Junior	56.5 - 89.5 credit hours
Senior	90 or more credit hour

Students are reminded, however, that ordinarily they are expected to register for a full load of courses each semester and that normal semester loads differ from one curriculum to another.

## 415.14 READMISSION

Candidates matriculated for undergraduate degrees who interrupt their education at SUNY Cortland and later wish to return must formally apply to be readmitted. An official leave of absence is not considered an interruption in enrollment. A student who has applied to graduate and has not

completed degree requirements, and fails to register for a full calendar year from the end of the last semester of enrollment, must seek readmission before returning to classes at Cortland, or seeking graduation from Cortland.

Readmitted students re-enter SUNY Cortland under the catalog at the time of readmission and are, therefore, responsible for all College requirements, including the Cortland General Education requirements, SUNY and NYSED requirements, and all other major requirements in effect at the time of readmission. Students readmitted to Cortland are not eligible to waive additional general education requirements. Appeals concerning readmission questions can be made to the appropriate dean.

Students who have been dismissed for academic reasons ordinarily will not be eligible for readmission until at least three years have passed since their dismissal. Previous academic achievement at the College, grades received for college work completed elsewhere, and the circumstances under which the student left Cortland are all considered in the readmissions process. Also considered may be length of time away from Cortland, military service, and/or employment experience.

A condition of readmission may be “successful academic performance” — 2.75 cumulative grade point average — at another regionally accredited institution. Transcripts from other institutions attended must be included with the readmission application.

#### **415.15 ACADEMIC STANDARDS FOR EDUCATIONAL OPPORTUNITY PROGRAM (EOP) STUDENTS**

##### **Grade Point Requirements**

	<b>Automatically on Probation</b>	<b>Subject to Dismissal</b>
<b>Semester I</b>	<b>Below 1.50</b>	<b>Below 1.00</b>
<b>Semester II</b>	<b>Below 1.75</b>	<b>Below 1.50</b>
<b>Semester III</b>	<b>Below 2.00</b>	<b>Below 1.75</b>
<b>Semester IV</b>		<b>Below 2.00</b>
<b>Semester V</b>		

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## Services Available to EOP Students

The Educational Opportunity Program (EOP) makes available academic and personal counseling to students. The program provides an intensive and comprehensive tutorial program utilizing peer and professional tutors. The above services are in addition to services available through the College Counseling Center, the ASAP Program and other offices.

### Advisement

EOP students will be advised by program counselors for their first registration at the College. All subsequent advisement and registration will be conducted by (a) departmental advisors for students who have declared a major or (b) EOP counselors for students who have not declared a major.

### Probation and Dismissal Procedure

1. Progress reports are presented to the director throughout the semester from:
  - a. Tutorial Services (includes class attendance and other relevant information)
  - b. Educational Opportunity Program Counselors
  - c. Midterm grade assessments
2. Director of Programs
  - a. Will compile and assess reports regarding student progress
  - b. Provide appropriate associate dean with pertinent information prior to probation or dismissal decisions.
3. Appeals

Students who are dismissed for academic ineligibility or who are required to attend summer school may appeal such decisions to the dean of their school.

## 415.16 WITHDRAWAL FROM COLLEGE

Students withdrawing from the College will be assigned a grade of W in all courses in which students are enrolled. It is the student's responsibility to officially clear all records and obligations to receive official separation. The official withdrawal form and procedures for filing may be obtained from the associate dean in the school of the student's major.

Students who decide not to return to Cortland are responsible for notifying the Registrar's Office in writing to avoid tuition and fee liability problems and to release seats to fellow students. Students who withdraw from the College, or who fail to register, will be required to readmit before being allowed to register. If the College is in session, the withdrawal form should be completed with the associate dean. Failure to do so will delay any refunds the student may be eligible to receive

Students who have withdrawn after midterm or failed to register ordinarily will not be considered for readmission until a minimum of one full semester (fall, spring, summer) has passed.

## 415.17 EMERGENCY ADMINISTRATIVE WITHDRAWAL Policy (Medical)

Occasionally, a student's physical or emotional condition may interfere with his or her educational progress and may be disruptive to classroom or out-of-class environments. The College maintains a Health Service and Counseling Center to attend to the short-term medical and psychological needs of students. Students whose needs extend beyond the response capabilities of these campus services will be referred to off-campus facilities when appropriate and available. However, a student who cannot adequately be helped by available resources and whose medical or psychological condition, in the judgement of the College's professional staff, renders him or her unable to function at the College, may be required to withdraw from the College. The vice president for student affairs will inform the president of such occurrences. The procedures are on file in the Vice President for Student Affairs Office.

## **Procedure**

A College faculty or staff member who encounters a student having physical or emotional difficulties beyond the ability of the staff member to handle shall normally refer the student to the College's Student Health Service or the Counseling Center as appropriate. The staff member may also inform the Vice President for Student Affairs' Office of the referral. Referral means suggesting to the student that he or she visit the appropriate referral center for assistance and may include a telephone call to that resource to provide appropriate background information.

1. If the student accepts the referral, and in the judgment of the director of student development or designee, the student is unable to be adequately helped by either the Student Health or Counseling centers or by other available facilities and whose condition renders him or her unable to adequately function as a member of the campus community, the director shall notify the vice president for student affairs.
2. If the student rejects the referral, and the physical or emotional difficulties continue to manifest themselves, the College staff member shall notify the appropriate Student Health Service or Counseling Center staff, University Police and the vice president for student affairs.
3. If an extreme emergency exists such that the student places himself or herself or others in immediate threat or harm and, therefore, a referral would be appropriate, the College staff member shall immediately notify Public Safety and the vice president for student affairs.

When the vice president for student affairs receives notification in any of these three instances from the Student Development Center, the vice president may seek other professional opinions as deemed appropriate. Opinions sought may include, but are not limited to, those of an academic advisor or residence hall director or, in the case of graduate students, the graduate coordinator. If possible, the vice president will then confer with the student. The vice president, or designee, may consult with the student's parent, spouse, or guardian as needed. If, in the judgment of the vice president for student affairs, the student is unable to adequately function as a member of the College community and/or the student is seriously disrupting others' ability to function as members of this community, the vice president for student affairs may recommend to the student that he or she withdraw from the College for a specified period of time. If the student declines to withdraw from the College, the vice president may effect the initiation of disciplinary action against the student and may also invoke an interim suspension pending a formal hearing.

(Approved by President Clark, Feb. 23, 1994)

## **415.18 TRANSCRIPTS OF RECORD**

Grades are reported to the Registrar's Office, from which the official College transcript is issued. Effective Fall 2008, all enrolled students (undergraduate and graduate) will be charged a \$5 per semester transcript fee. Any student enrolled at SUNY Cortland prior to Fall 2008 will be "grandfathered" as a former student and receive unlimited official transcripts as a "lifetime service." Refer to the [Registrar's website](#) for detailed information on how to request an official College transcript. Following degree conferral, all students receive an official College transcript that is mailed with the diploma after graduation. The College reserves the right to deny transcripts to any student who is delinquent in an obligation to the College.

## **415.19 STUDENT LEAVE OF ABSENCE**

Leave of absence for a specific period of time may be granted to a student in good academic standing — not subject to academic suspension, dismissal or probation. A student applying for leave of absence must give a definite date for return to the College and must register within one academic year of the date of leaving the College.

A student not returning to register within a specific time will be classified as an official withdrawal.

Application for leave of absence must be made to the dean of the school in which the student is enrolled. To affect the current semester, the application must be made by the last day of classes.

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## **415.20 VOLUNTARY MEDICAL AND PSYCHOLOGICAL LEAVES**

All students requesting a medical leave of absence or a medical withdrawal for documented medical reasons will have their paperwork processed through the Student Health Service. This process can be initiated by any Student Health Service clinician, but must be approved by the Student Health Service physician.

Students requesting a medical leave of absence or a medical withdrawal for psychological reasons may have their paperwork processed through the Counseling Center. This process can be initiated by any counselor, but must be approved by the director of counseling.

All students receiving a medical leave or a medical withdrawal will have the differences between these two options explained to them and will have a chance to ask questions regarding these options. Once a decision is made, students will be asked to sign a statement agreeing to the conditions, if any, of their leave or withdrawal.

(Approved by President's Cabinet, October 2010)

## **415.21 REQUIREMENTS FOR GRADUATION**



While the curriculum at SUNY Cortland undergoes frequent review and new courses are established, undergraduate students are assured that requirements for graduation will remain unchanged for those who enroll in the College and complete their undergraduate programs without interruption. Graduate students are assured that requirements for graduation will remain unchanged for those who enroll in the College and complete their graduate program within five years of the first course completed. An official leave of absence is not considered an interruption of enrollment. A change of major or program may result in additional required course work for the new major or program and, for undergraduate students, the need to meet certain grade point criteria as determined by the new department's published requirements at the time of the change in major.

The College, of course, reserves the right to change the College calendar, fees and requirements, other than those for degrees. Such changes become effective when adopted.

All candidates for the bachelor's degree must complete a degree order card.

Degree/diploma order cards and other information are mailed to potential bachelor degree recipients with at least 75 credit hours toward the degree for the ensuing year in October. All candidates for the bachelor's degree should file their completed cards with the registrar by March 1 of the year in which the degree will be received. This applies to May, August, and December candidates. Those filing after the deadline may not be listed in the Commencement program and may experience other delays in receiving certificates, diplomas and verifications of graduation. Those completing Teacher Certification Programs must complete a New York State Certificate Application and pay all mandated fees.

All candidates for the master's degree or certificates of advanced study must complete a graduation application. Graduation applications and other information are mailed to potential master's degree recipients with at least 18 hours toward the degree for the ensuing year in October. All candidates for the master's degree should file their completed applications with the Registrar's Office by March 1 of the year in which the degree will be received. This applies to May, August and December candidates. Those filing after the deadline may not be listed in the Commencement program and may experience other delays in receiving certificates, diplomas and verifications of graduation. Those completing Teacher Certification Programs must complete a New York State Certificate Application and pay all mandated fees.

## **415.22 GRADUATION WITH HONORS**

Honors at graduation are awarded students whose quality point average meets the following standards: summa cum laude, 3.75 and above; magna cum laude, 3.5 to 3.749; cum laude, 3.2 to 3.499. All such awards of honors must have the approval of the faculty. Transfer students must complete either the equivalent of two full academic years, including at least 40 quality point credit hours, or 45 quality point credit hours at SUNY Cortland to be eligible for honors at graduation.

## **415.23 HONORS CONVOCATION AWARDS**

SUNY Cortland's annual Honors Convocation is held for the express purpose of honoring academic excellence. Therefore, awards presented at the convocation should be limited to the most academically prestigious awards recognized by the College. The following guidelines should be

followed in determining which awards to present at the convocation and in selecting student awardees:

- A. All awardees must have a minimum 3.0 overall GPA.
- B. All awards presented at the Honors Convocation must have academic excellence as their primary criterion.
- C. Co-winners will not be allowed, unless the award description/endowment currently stipulates that co-winners are permitted. The committee chair or co-chair should be contacted with questions.
- D. Departments and interdisciplinary programs with fewer than 200 majors are limited to a maximum of three awards (in addition to any awards for which a donor has stipulated that the award must be given at the Honors Convocation).
- E. Larger departments and interdisciplinary programs may present up to five awards (in addition to any awards for which a donor has stipulated that the award must be given at the Honors Convocation).
- F. Departments and interdisciplinary programs with more than one major that wish to present more awards than allowed according to the above enrollment guidelines may present a total number of awards equal to the number of majors they house.

(Approved by President Bitterbaum, Nov. 23, 2004)

## **415.24 RESIDENCE REQUIREMENT FOR GRADUATION**

The minimum requirements for a degree from this College will be 45 credit hours at Cortland. Special requirements within the 45 semester hours may be designated by each school of the College.

(Executive Council, Oct. 7, 1971)

## **415.25 HONORARY DEGREES**

State University of New York Board of Trustees

(Issued June 1999)

The honorary doctorate degree is the highest form of recognition offered by the State University of New York to persons of exceptional distinction.

### **A. The Purposes of Honorary Degrees Awarded by the State University of New York**

To recognize excellence in the fields of public affairs, the sciences, humanities and the arts, scholarship and education, business and philanthropy, and social services that exemplify the mission and purposes of the State University of New York;

To honor meritorious and outstanding service to the University, the State of New York, the United States or to humanity at large;

To recognize persons whose lives serve as examples of the University's aspirations for its students.

### **B. The Nature of the Honorary Degree**

The Board of Trustees shall award all honorary degrees in the name of the State University of New York. As authorized by law and in accordance with the Rules of the Board of Regents, the State University Board of Trustees has selected to offer the following registered honorary degrees: Doctor of Fine Arts (D.F.A.), Doctor of Humane Letters (L.H.D.), Doctor of Laws (LL.D), Doctor of Letters (Litt.D), Doctor of Music (Mus.D.) and Doctor of Science (Sc.D.).

The specific honorary degree awarded shall be appropriate to the nature of the attainment that is being recognized.

#### C. Criteria for Selection of Degree Recipients

The basis for the selection of a degree recipient shall be consistent with the Purposes of Honorary Degrees stated above.

The nominee must be distinguished, and the person's achievements must be both relevant and appropriate to the nominating campus. Eligibility for nomination is restricted to persons of state, national or international stature. Nominees who have made extraordinary contributions to the nominating campus can also be considered, but must have made significant contributions beyond that single institution and their local region. Service to the University is not sufficient justification for the awarding of an honorary degree.

#### D. Time, Place and Method of Awarding Degrees

Honorary degrees shall be conferred at University ceremonies authorized by the Board of Trustees, including commencement exercises. The presentation of honorary degrees may also be permitted outside the normal procedures in unusual circumstances, such as to recognize visiting dignitaries and, in other special cases, as recommended to the Board by the chancellor.

Honorary degrees may be awarded in absentia, but only upon recommendation to the Board by the chancellor in the case of extraordinary and compelling circumstances. In the event of unexpected inability to appear at the scheduled time, the conferral may be postponed to the next appropriate ceremony, provided that the degree is conferred within one year after being authorized. A degree may be awarded posthumously if a recipient dies after notification of selection but before the ceremony.

#### E. Number of Degrees to be Awarded

The Board of Trustees shall determine the number of honorary degrees to be awarded in any academic year, with a maximum of 75. Subject to this authority, the chancellor may issue additional guidelines on numbers of degrees to be awarded.

#### F. Number of Nominations per Campus

Because the proliferation of honorary degrees may tend to diminish the prestige the University attaches to these awards, campuses should limit the number of nominations to as few as possible. In no case shall a campus submit more than five nominations. It should be remembered that the total number of honorary degrees to be awarded statewide is limited to 75.

#### G. Limitations on Eligibility

1. Except under unique and unusual circumstances, honorary degrees shall not be awarded to:

- a. Members of the Board of Trustees of the State University of New York, the Councils at the State-operated campuses, the Board of Trustees of the State University College of Environmental Science and Forestry, and the Board of Trustees of the Community Colleges during their terms of service to the University.
  - b. Members of the teaching or administrative staff, or any other employee in the University system while employed by the University.
  - c. Current holders of New York elective public office or active candidates for elective public office.
2. Since honorary degrees are conferred by the Board of Trustees for the State University and not individual campuses, no one already holding an honorary degree from the State University shall be eligible to receive a second honorary degree.

## H. Procedures for Selection of Degree Recipients

Coordination of the selection and nomination process for honorary degree recipients is the responsibility of the campus president who shall empanel an advisory committee and review thoroughly that committee's recommendations. Throughout the procedure, the utmost care should be taken to ensure confidentiality. To verify the qualifications of nominees, campus nominating committees should consult confidentially with appropriate academic departments for review of proposed candidates.

1. Nominations for degree recipients shall be encouraged from any member of the University community, including students, faculty, administrative staff, alumni and alumnae, members of Councils, Trustees, and friends of the University.
2. Nominations originating on a campus should be submitted to the President of the institution with a detailed curriculum vitae, Who's Who entries, reviews or articles about the nominee's work and a list of major awards. The nomination submission must also include a clear and convincing statement regarding the relevance and/or appropriateness of the nominee to the nominating campus.
3. Nominations from other sources within the University community should be made directly to the chancellor with the same documentation as above.
4. Campus presidents shall empanel an advisory committee that includes representatives from faculty and staff, and which may also include representatives from other constituencies such as College Councils and the community. Small enough to ensure confidentiality, the committee shall gather the materials to support the nominations. This committee shall conduct a rigorous review of the qualification of the nominee(s), consulting as necessary with appropriate academic departments. The president shall make the final selection and forward the name(s) to the chancellor for consideration.
5. The chancellor shall submit all nominations to the University-wide Committee on Honorary Degrees at a time determined by the chancellor.
6. The Committee on Honorary Degrees, chaired by the provost, will review the nominees to ensure that they meet the qualifications established by the Board of Trustees. The provost will forward a list to the chancellor and the Board for final selection. The committee shall consist of 15 persons: 10 eminent faculty members in the University system appointed by the chancellor for three-year staggered terms, two senior administrators, two members of the Board of Trustees and the provost. The Committee shall follow these guidelines in its deliberations and shall submit the list of qualified nominees to the chancellor. In those rare cases where the

request to award the degree is submitted outside the established timetable for such submissions, the Honorary Degree Committee chair will not reconvene the University-wide committee for review, but will, instead, discuss the nomination with three or four committee members and then inform the entire Committee of the recommendation.

7. The chancellor shall submit the list of qualified nominees, with appropriate recommendations, to the Board of Trustees, which shall make the final selection of degree recipients.
8. The chancellor shall notify campus presidents regarding the Board's selection of degree recipients. Upon receipt of the Board's approval to proceed, presidents shall issue invitations to nominees directly, on behalf of the chancellor, the Board of Trustees and themselves. Copies of these invitations must be provided to the chancellor and the provost.
9. Nominees' responses to campus presidents must then be forwarded to the chancellor and the provost in a timely manner, so that Board resolutions can be prepared for those who accept the University's invitation.
10. The Board wishes to re-emphasize that confidentiality must be maintained throughout the procedure to avoid potential embarrassment to all concerned.

## 415.26 ACADEMIC NOMENCLATURE

1. A semester is a period of attendance in which the academic year is customarily divided into two equal sessions.
2. A quarter is a period of attendance in which the academic year is customarily divided into four equal sessions.
3. A student at a college operating on a semester basis is any undergraduate student registered for 12 or more credit hours of work in a regular program whether on campus or at another location, or any graduate student registered for nine or more credit hours.

## 415.27 OFFICIAL COLLEGE TRANSCRIPT POLICY – NONACADEMIC DISCIPLINARY ACTION

**A. Dismissal:** When a student has been dismissed for behavioral reasons, upon notification by the vice president for student affairs, the registrar will automatically place the notation "dismissed, disciplinary reasons" on the academic transcript. This notation will remain on the academic transcript permanently.

**B. Suspension:** When a student has been suspended for behavioral reasons, upon notification by the vice president for student affairs, the registrar will automatically place the notation "suspension, disciplinary reasons" on the academic transcript. This notation will remain on the academic transcript at least for the period of suspension. Suspension for hazing or other serious violations will permanently remain on the transcript. Others can petition to have the notation removed as follows:

1. If the student is readmitted to SUNY Cortland: Upon completion of one academic year free of further disciplinary action, the student may ask the vice president for student affairs to have the transcript notation removed. The vice president for student affairs will notify the student in writing of his or her decision.
2. If the student does not return to SUNY Cortland: Upon conclusion of the period of suspension plus one full year, the student may make a written request to the vice president for student affairs to have the transcript notation removed. The vice president will respond affirmatively or

negatively in writing. The vice president for student affairs may have the notation restored if the individual becomes involved in any disciplinary incident on campus or in any criminal action in connection with the College.

**C. Notification:** This information will be communicated to the student at the time of the initial notification of suspension/dismissal.

(Revised Aug. 31, 1999)

## **415.28 DISCIPLINE ACTION PENDING**

For more serious alleged policy violations, the director of judicial affairs can recommend to the vice president for student affairs that a Banner hold be implemented for students who may leave SUNY Cortland prior to disposition of the alleged violation. At the request of the student, arrangements can be made to dispose of the violations during his or her separation. If not, appropriate action will be taken upon the student's return to Cortland. The notation will remain on the transcript until appropriate disposition of the violation has been made.

(Approved Aug. 31, 1999)

## **415.29 GUIDELINES FOR SUBMITTING PROPOSALS TO CHANGE EXISTING POLICY OR INTRODUCE NEW ALL-COLLEGE EDUCATION POLICY**

### **A. Scope:**

The Education Policy Committee's (EPC) jurisdiction shall extend to what is identified as All-College Education Policy, both in the College Handbook and the College catalogs. It shall also extend to procedures governing change of academic programs and curricula, as per the College Handbook (Chapter 150.03, Article VII, Section C, 3a, 1 and 2).

### **B. Definitions:**

**All-College Education Policy:** All-College Education Policies are those delineated in the Academic Policies section of the College catalogs or in the College Handbook, Chapter 415. Educational policy that does not appear to impact other departments shall be set at the departmental level, in accordance with educational by-laws, and is not within the scope of EPC. Departmental educational and curricular policy set at the departmental level must be reviewed by the appropriate dean and only forwarded to EPC or the College Curriculum Committee if deemed appropriate by the school dean.

### **C. Procedure for Undergraduate Policy Change that is All College:**

1. The department, school, administrative office (director level or above), Faculty Senate, and its components, or EPC can develop a proposal to change existing educational policy or introduce a new educational policy.

a. If the policy originates at the departmental level or the school director level, the proposal is forwarded to the school dean and then to the EPC. If the policy proposal is not endorsed at the school level, a department may appeal to the EPC. The appeal must be made to the EPC within two weeks of the decision at the dean's level.

b. If the policy originates at the school dean level, the proposal is forwarded by the dean to the EPC.

- c. If the policy originates from an administrative office outside of a school, director level or above, the proposal is forwarded by that office to the EPC.
  - d. If the policy originates from the Faculty Senate, or a component of the Senate such as a Senate committee, the proposal is forwarded to the EPC.
2. When a policy proposal is forwarded to the EPC, or if the EPC originates a policy proposal, the EPC sends copies of the proposal (can be via e-mail listservs) to deans, department chairs, the College Curriculum Review Committee chair, the Graduate Faculty Executive Committee chair, the Writing Committee chair, the General Education Committee chair, and the Teacher Education Council chair.
- a. Deans will address the policy proposal at their chairs' councils. Committee chairs will disseminate the policy proposal to committee members.
  - b. Any policy proposal that the EPC considers to be a General Education issue will be forwarded to the General Education Committee for a recommendation to the EPC.
3. Faculty have two weeks to comment on the proposal in writing to the EPC. After the two-week comment period, and based on the feedback provided, the EPC will act on the proposal. The developer of the policy proposal can attend the EPC meeting and answer questions about the proposal when it is being considered. Other stakeholders may attend the meeting as well. The EPC will then take one of the following actions:
- a. Disseminate the policy proposal for further campus review (see distribution list in number 2 above, or
  - b. Approve the policy proposal and forward a recommendation to the Faculty Senate, or
  - c. Not approve the policy proposal, report the action to the Faculty Senate and return it to the policy developer with feedback regarding reasons for nonapproval.
4. If the policy proposal is forwarded to the Faculty Senate, through the Faculty Senate Steering Committee, the policy proposal will be introduced, in writing, at one Faculty Senate meeting and voted on at the next meeting.
5. After the Faculty Senate Meeting:
- a. If the educational policy proposal is approved by the Faculty Senate, the Faculty Senate Chair forwards the policy proposal to the provost, who then makes a recommendation to the president.
  - b. If the policy proposal is not approved by the Faculty Senate, the Faculty Senate chair returns the proposal to the EPC and to the policy developer, with reasons for nonapproval.
6. When an approved policy is forwarded to the provost and president, the president makes a decision on the educational policy proposal and notifies the Faculty Senate in writing. If the policy is not approved, the EPC requests that the president provide reasons for nonapproval.

(Approved by President Bitterbaum May 22, 2006)

## **415.30 POSTHUMOUS DEGREE**

SUNY Cortland may award a degree posthumously when a student has completed a substantial

portion of the requirements for the degree and was in good academic standing at the time of death, as determined by the student's major department and at the discretion of the president of the College. The degree would be awarded in recognition of the student's work and as a source of solace to the student's family.

(Approved by EPC: April 9, 2010)

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## **CHAPTER 425: Policies of Established Fees, Fines and Charges**

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### **425.01 AUTHORIZATION TO ESTABLISH CHARGES**

The president is authorized with University approval to establish a schedule of reasonable fines, fees,



deposits and charges for violation of institutional regulations, late registrations, damage and breakage and special services. (Trustees, Jan. 22, 1963)

The College reserves the right to charge a nominal service fee in cases when students, through negligence, fail to meet certain administrative appointments important to the conduct of College business or to abide by publicly announced College deadlines.

## **425.02 FEE PAYMENT AND DEFERMENT**

The payment of all fees and assessments is as directed by College officials. Fees and assessments are due as indicated on billing statements. Students who register for the fall semester during the official registration period are billed in July with payment due in early August. Advance registrants for the spring semester will be billed in mid-December with payment due in early January. Summer advance registrants will be billed in late April with payment due in early May. Winter term registrants' bills will be mailed in late November with payment due in early December.

Students may register in person after Web registration closes. They must be prepared to make payment arrangements or show proof of financial aid sufficient to cover their charges at that time.

Bills for semester charges are mailed to the student's permanent address on record. Students are responsible for ensuring the accuracy of their billing (permanent) address, telephone number and e-mail address. Any special arrangements for billing to any address other than the permanent address must be made in writing in advance of the semester and approved by the Student Accounts Office.

Semester bills reflect charge and financial aid information as of print date. Actual approved financial aid awards, except for College Work-Study, may be used to defer college charges. Deferral of billed charges against financial aid is dependent upon meeting all academic requirements, completion of all necessary paperwork and confirmation on documentation from funding sources. The student remains fully liable for payment of all charges. Students are responsible for account balances and late fees if aid awards do not become actual, are reduced, or removed for any reason.

Confirmation of attendance is required of all advance registered students via mail or online on or before bill due date. Failure to confirm attendance and submit valid deferral or payment could result in the deletion of your class schedule. Postmark on or after the due date of the bill constitutes late payment. Students are responsible for ensuring payments are received prior to the required due date. Late payment fees are assessed on a per bill basis at the rate approved by the SUNY Board of Trustees up to \$50, or the amount of outstanding obligation, whichever is less depending on the amount of the outstanding obligation.

Students registering at the start of the semester — open registration — or during add/drop are required to make payment arrangements at that time. Students registering at this time will be assuming financial responsibility for their courses. Failure to confirm attendance or attend classes will not result in removal of liability for charges.

Payments may be made in person, via mail or online using BannerWeb for students. We accept cash, checks, Master Card, Visa and Discover. Students may create permission for parents to pay all or part of their bills online. However, the student is responsible for ensuring that financial responsibility is accepted with either online confirmation or attendance or return of the

confirmation/remittance portion of the semester billing statement with signature.

To assist students and parents in meeting financial obligations, SUNY Cortland offers a monthly payment plan. The plan consists of dividing the net balance due on the semester bill into five equal installments. This option may be selected when the initial semester bills are due. The nonrefundable enrollment fee is \$35 per semester and must be included with the first payment. Subsequent payments are due the 15th of each following month. If the 15th falls on a weekend or holiday, payments are due the next immediate business day. Due to their short duration, there is no monthly plan available for Winter or Summer term.

Payments not received by the due date are subject to the assessment of a late fee. Payment plan enrollment is for the current semester only. Students who fail to enroll during the first month of the plan will be required to make up any missed payments. All payment plans end the last month of the semester and must be paid in full. The College reserves the right to deny future participation to students who fail to remain current or complete their payment plans.

Fees and assessments are due as indicated on billing statements. Other accrued debts owed to the College, or any agency thereof, must be paid prior to registration. If the registration occurs in error, the College reserves the right to cancel current registrations for prior unpaid obligations. The College is required to withhold all information regarding the records of students in arrears for the payment of fees or other charges. This will include withholding of transcripts, prohibiting future registration, recognition of completion of course work, or granting of degrees.

State law requires SUNY Cortland to engage in collection activity on delinquent accounts. Accounts remaining unpaid at the end of the term may be referred to outside collection agencies, the New York State Attorney General, or to the New York State Department of Taxation and Finance. These agencies may add interest, collection fees, court and other costs to the outstanding obligation. Interest may be assessed by collection agencies or the attorney general at the corporate underpayment rate set by the Commissioner of Taxation and Finance, compounded daily on the outstanding principal balance. In addition, collection fees of up to 22 percent of the debt, including interest, may be added.

### **425.03 ADMISSION DEPOSIT**

The student admission deposit of \$50, billed at the time of acceptance, is credited toward the payment of tuition.

### **425.04 ROOM DEPOSIT (CAMPUS-ADMINISTERED HOUSING)**

A room deposit of \$150 is required, and new students are billed at the same time as the admission deposit. Returning students are required to pay a \$150 room deposit prior to on-campus housing room selection.

### **425.05 TUITION**

State University of New York tuition for full-time undergraduates who are legal residents of New York state is currently \$4,350 for the academic year (fall and spring semesters). Tuition for out-of-state

undergraduates is currently \$10,610. Under State University of New York policy, students must have resided in New York state for one year before entering college and satisfy other residency requirements as determined by the State University of New York to qualify for in-state tuition rates.

Graduate-level tuition is currently \$288 per credit hour for New York state residents and \$455 per credit hour for out-of-state residents.

## **425.06 COLLEGE FEE**

The College Fee is \$25 per year or \$12.50 per semester. The fee is required under administrative policy of State University of New York and is not refundable.

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## **425.07 STUDENT HEALTH INSURANCE FEE**

Effective with the Fall 2007 semester, all full-time SUNY Cortland undergraduate students — defined as registered for 12 or more credit hours — will have a charge for Student Health Insurance added to their semester bill. This charge may be waived if students have their own coverage or are covered by a parent's plan.

Waiver of the campus-based insurance is done by submitting a completed health insurance waiver online on or before the due date. Failure to waive by the required due date will result in the student being held responsible for the cost of health insurance added to his/her bill.

Waivers are for the academic year. Undergraduate students enrolled for the fall semester who are eligible to waive insurance and who will continue on for spring semester must process their waiver during the fall waiver period.

The spring waiver period is for only two classes of students:

1. Those students who commence/resume on-campus, not OAP, study for the spring semester after an absence for fall semester;
2. Those students who were enrolled less than full time (12 or more credit hours) during the fall who are full time for spring.

Detailed information regarding health insurance coverage, rates, waivers and due dates are available on the **[Student Accounts website](#)**. Students who use financial aid resources to purchase the SUNY Cortland health insurance should contact their financial aid advisor to arrange for the cost of insurance to be added to their financial aid budget.

Part-time students and graduate students enrolled for six or more credit hours may voluntarily purchase insurance coverage by following instructions on the SUNY Cortland Web site. Restrictions on credit hours required and the dates by which students must enroll will be enforced. Full-time students who are covered by a parent's HMO plan, but who do not have a provider in the area, may elect to retain the College plan to provide continuity of coverage while they are out of their provider

area network.

In accordance with NCAA regulations, Cortland athletics team members must show proof of coverage at or before their initial team practice. Athletes who need to utilize the SUNY Cortland Health Insurance Plan may contact the College carrier for instructions on obtaining a health insurance ID card. Student Health Service may also provide temporary ID cards for in-person pickup only.

Inbound international F-1 visa holders, international exchange students and those students enrolled in outbound study abroad programs must meet SUNY's minimum standards for health insurance coverage and may be required to purchase the SUNY Board of Trustees mandated plan. Waivers out of the SUNY mandatory International Student Health Insurance plan are separate and handled through the James M. Clark Center for International Education.

The refunding of an insurance charge for a student who drops from full to part time during the official add/drop period is a manual transaction. The Student Accounts Office must receive a written request for refund within 10 days of status change. Student accounts will verify with the carrier whether or not an insurance claim has been filed. No refund will be given if any insurance claims have been made. Refunds will not be made until claim verification has been received from the insurance carrier.

If a student goes from part-time to full-time status during the official add/drop period, the insurance change will be added to the student's bill. The student is then responsible for waiving the insurance within the required time period if they have coverage under another plan.

Students who have a qualifying life event should contact the Student Accounts Office as this may provide an additional opportunity to either enter the program past the last date for voluntary enrollment or provide proration of premiums if the student's coverage is either resumed or suspended due to the qualifying life event during the academic year. Proof of the qualifying life event will be required and should be submitted in a timely fashion.

## **425.08 PROGRAM SERVICE CHARGE**

The College Program Service Charge is required of all students enrolled in credit-bearing course work and is designed to incorporate various normally required fees and charges including athletic, student health services, technology, transportation and student activity, into one consolidated and streamlined charge. It is acknowledged that all students will not equally participate in each of the component fees but will receive equivalent overall benefit from the universally available services enhancing the campus life experience. Certain special and remote site programs may be exempt from some parts of the Program Service Charge.

**Athletic:** Funds intercollegiate athletics and is governed by the College Intercollegiate Athletics Board (CIAB) with equal (one-third) membership of students, faculty, administrators.

**Student Health Services:** Provides various health services and educational programs through the Division of Student Affairs.

**Technology:** Funds a variety of technology networking and access services for students, including computer labs, Internet access and technical support.

**Student Activity:** Governed by the Cortland College Student Government Association (SGA), which manages allocations and expenditures, funds student clubs and organizations, student fitness center memberships, special cultural and social events.

**Transportation:** Supports the enhanced on-campus bus shuttle service and provides free student vehicle parking at the Route 281 parking lot. Students must pay a vehicle registration fee.

## **425.09 ROOM AND BOARD**

Board and room expenses vary, depending on accommodations and the meal plan chosen by the student.

## **425.10 PARKING AND VEHICLE REGISTRATION FEES**

Students are required to register their vehicles with the University Police Department. The cost for parking on campus is currently \$56.20 per semester. This includes both parking and registration fees, and New York State sales tax (currently 8.25%) applicable to parking fee.

## **425.11 LATE REGISTRATION CHARGE**

All students are expected to academically and financially register on or before the start of the semester as specified in the College calendar. If for any reason this is impossible, special permission for late academic registration must be obtained from the appropriate school associate dean. A fee of \$40 will be charged for late academic registration and \$50 for late payment.

## **425.12 SPECIAL OR OPTIONAL FEES AND FINES**

- A. Towel and locker charge.
- B. Teaching Certification Fee.
- C. Main Library
  - 1. Fines for Reserve books.
  - 2. Recalled Books Persons who have not returned general circulation books within seven days of notification are subject to per-day fines, with a per-book maximum.
  - 3. Please see staff in Electronic Media Center and Teaching Materials Center for their respective policies.
- D. Special Course Fees in certain activity and studio art courses.
- E. Special Course fees for use of Raquette Lake facilities.

## **425.13 COLLEGE FEE POLICY**

- A. State-operated campuses of the State University are authorized to impose three types of fees: 1) broad-based fees; 2) academic course-related fees; and 3) user fees, charges and fines for violation of institutional regulations. Broad-based fees are generally charged to all enrolled students and include, but are not limited to Intercollegiate Athletic Fee, Health Services Fee, Technology Fee and College Fee. All new or increases of broad-based or academic course-related fees require the approval of the SUNY Vice-Chancellor for Finance and Business.

- B. All new broad-based fees or increases in current broad-based fees will go to the Student Government Association (SGA) for questions, comments and recommendations no later than February 20 for implementation in the fall semester of the following year, and by June 20 for implementation in the spring semester of the following year. In addition, any SUNY Policy or campus policy regarding approvals of any given fee will be adhered to.
- C. At least one public information session will be held on such fee increases before presentation to SGA.
- D. Refer to the **Student Accounts Office** Web page for details regarding each fee as well as the procedure for waiver or refunds and applicability to part-time and nontraditional students or to students doing off-campus placements.
- E. Fee rates for the following fall will be published to the campus community as soon as approved by the SUNY Vice Chancellor for Finance and Business. The desired dates are Feb. 15 for fall semester and Oct. 15 for spring semester.
- F. An exception to these policies will occur when state budget actions necessitate changes to the fees after the dates noted in order to advert negative consequences to campus services.
- G. Income Fund Reimbursable (IFR) account managers are reminded that monies generated by each fee must be used for the intended purpose.
- H. No increase to course-related or other group-specific fees will be made unless requests are made by the dates indicated in B, above, to allow time for approval by the Cabinet, SGA and the SUNY Vice Chancellor for Finance and Business.

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# **CHAPTER 430: Established Refund Policy**

## **[430.01 General Policy](#)**

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## **[430.04 Tuition and Fees \(Fall and Spring Semesters\)](#)**

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## **430.01 GENERAL POLICY**

Students who withdraw from SUNY Cortland before the semester begins or after the semester is

underway may be entitled to a refund of all or part of charges, deposits, and fees paid. Students incur liability based on the length of the academic term and the date of official withdrawal. To qualify for liability adjustments and possible refund of paid amounts, students must follow the College's official withdrawal policy and fill out and properly submit official withdrawal from course or withdrawal from college form(s), which may be obtained at the Registrar's Office.

**Unofficial withdrawals and judicial terminations/suspensions do not qualify for any reduction of tuition or fee liability.** Stop payment orders on checks or credit card payments do not constitute official withdrawal. Students who are denied permission to register at the College will be entitled to a full refund of tuition, room, and board charges. Students will receive a full refund of tuition and fees when a course is cancelled by the College.

Fee liability will only be adjusted up through the end of the first week of classes.

### **430.02 ADMISSION DEPOSIT**

The pre-admission deposit will not be refunded after May 1 or 30 days after acceptance to enroll, whichever is later.

### **430.03 ROOM DEPOSIT**

In order to receive a refund of the room deposit, the student applicant must provide written notification of withdrawal from the College to the Residential Services Office by May 1 prior to the fall semester and by Nov. 1 prior to the spring semester. If individuals submit their deposit after April 1 or Oct. 1, a refund will be granted if the written request is received within 30 days of the payment of the deposit and before the first day of occupancy.

### **430.04 TUITION AND FEES (FALL AND SPRING SEMESTERS)**

To qualify for any refund of the tuition and fee payments made to the College, the student is responsible for completing the appropriate forms pertaining to the action under consideration before any refund may be obtained. This action includes:

- A. Dropping a course
- B. Filing for a leave of absence
- C. Withdrawing from the College

The student must complete and file the forms in the Registrar's Office by the deadline according to the refund schedule.

1. College Fee: This fee is nonrefundable.
2. Tuition is refundable based on the length of term in accordance with SUNY Board of Trustees Policy Item 057.1, I, A. The tuition refund schedule is as follows:

### **TUITION REFUND DURING INDICATED WEEK**

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Length of term	First Week	Second Week	Third Week	Fourth Week	Fifth Week
Full semester	100%	70%	50%	30%	0%
Ten-week term	100%	50%	30%	0%	
Quarter or eight-week term	100%	40%	20%	0%	
Five-week term	100%	25%	0%		
		<b>Second day of classes</b>	<b>Remainder of first week</b>	<b>After first week</b>	
Two-week term		100%	20%	0%	

No money shall be refunded unless application for refund is made within one year of original payment. Reduction of tuition liability is made according to SUNY Board of Trustees Policies.

There will be no tuition or fee liability for a student who withdraws to enter full-time active duty in the Army, Navy, Marine Corps, Air Force or Coast Guard of the United States. A student who is a member of a national Guard or Army, Navy, or Air Force Reserve Unit is entitled to reduced liability only if, in the judgment of a designated school official, the student is unable to attend classes due to hardship beyond the student's control and the student has made bona fide efforts to permit college attendance. Documentation of membership and official orders must be provided to the College prior to liability reduction. In the event that a refund is granted to a student in National Guard or Reserve status, documentation of membership, orders, and reasons for such actions shall be in writing and retained by the College (Student Accounts's Office).

Tuition liability calculations are separate and distinct from financial aid eligibility calculations. Financial aid packages will be affected by applicable Federal Title IV Regulations for students who withdraw before the 60 percent completion point of the semester. Those receiving federal financial aid in the forms of guaranteed student loans, Pell, SEOG, and Perkins loans may end up losing part or all of any aid awarded and/or paid. Students who are awarded 100 percent reduction of tuition and fee liability are not eligible for ANY financial aid for that term. Any aid that has already been disbursed to the student must immediately be repaid to the College.

D. Program Service Charge: This fee is refundable at 100 percent through the first week and at zero percent thereafter.

Note: For fall and spring semester refunds, the first day of class sessions shall be considered the first day of the semester and the first week of classes shall have been deemed to have ended when seven calendar days, including the first day of scheduled classes, have elapsed.

Refunds will be made by check and mailed to the last known permanent address that the College has for the person seeking the refund. Room, tuition and board refunds require two to four weeks for



processing.

## **430.05 ROOM**

Room refunds are based upon the date personal effects are removed from the room and checkout procedures have been followed. Students withdrawing from the College or released from residence after May 1 for the fall semester or Nov. 1 for the spring semester but prior to entering residence and who have prepaid room charges shall be entitled to a refund less \$150 termination fee. In addition to the \$150 termination fee, students who occupy a room for three weeks or less will receive a pro-rata refund based on a weekly charge for the number of weeks (or partial weeks) housed. Students who occupy a room after the Saturday following the third full week of occupancy in the residence halls will be liable for the entire semester's room rent. Terminations of the housing license due to judicial sanctioning do not receive a refund of room charges.

## **430.06 BOARD**

Dining plans can be changed through the Friday of the first full week of classes on myRedDragon or by visiting the ASC office located in Neubig Hall.

The New York State Sales code governs the term for tax exempt dining plan refunds. The code stipulates that qualified refunds for tax exempt plans will be based on time criteria and not plan utilization. Except for reasons of dismissal or withdrawal from college, no refunds will be authorized after the close of business on the Friday of the first full week of classes. For plans offering a fixed number of meals, refunds or credits for cancellation, based on point values, are prorated for the time remaining on the plan, from the following Friday to the end of the current dining plan schedule. Refunds for the declining balance portion of the plans are based on point values prorated for the time remaining in the current dining schedule, or the full point balance on hand if such value is lower than the prorated amount.

Refunds are coordinated with the SUNY Cortland Student Accounts Office. The dining plan refund will be applied to any balance or debt owed to the College or ASC.

## **430.07 OPTIONAL FEES**

- A. Towel and locker fee not refundable
- B. Linen service charge not refundable
- C. Special course fees are not refundable after the end of the first week of classes.
- D. Raquette Lake special course fees will be refunded up through the last published day to withdraw from the course. After the last published day of withdrawal the student is liable for the portion of the fee designated towards the administration and staffing of the Raquette Lake course (currently 50 percent of the total fee). Within fourteen days of the start of the course section, the remainder of the fee is non-refundable. Students must petition in writing to the Program Director for refund of Raquette Lake fee within one week of the withdrawal from the course.

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**TOP****CHAPTER 435: College Business Policies and Procedures****435.01 Executive Budget Process****435.02 Tuition Assistance or Support****435.03 Extramural Activities****435.04 Fringe Benefits****435.05 Faculty Associates****435.06 Faculty, Staff and Student ID Cards****435.07 Business Cards****435.08 Payroll****435.09 Purchasing****435.10 Minority/Women-owned Business Enterprises (M/WBE) Program****435.11 Guidelines for Payment of Consultants****435.12 Travel Reimbursement Limitations for Candidates****435.13 Reimbursement or Payment for Food/Beverages****435.01 EXECUTIVE BUDGET PROCESS**

As a state-supported SUNY campus, Cortland receives approximately 37-42 percent of its educational and general operating budget from tax dollars with the remainder provided from tuition and fees. In addition, the residence hall program is administered on a self-sustaining basis. The following briefly describes the budget process, applicable to the state operations and residence hall (DIFR) budgets.

The state's constitution empowers the governor to require each department and agency to submit an annual budget request. The governor then prepares and submits an annual Executive Budget to the Legislature prior to February 1 of the fiscal year preceding the year in which the funds are to be expended. The Legislature may pass, reduce, eliminate, or add items to the budget subject to the governor's veto. The New York State fiscal year is from April through March, SUNY's is from July

through June.

Deficiency budgets may be submitted through State University and the Executive Branch for Legislative action for unanticipated needs of the current fiscal year. Supplemental budgets may be submitted through State University and the Executive Branch for Legislative action for needs of the forthcoming fiscal year which could not be presented in the Executive Budget.

### **Preparation, Approval and Allocation**

1. SUNY System Administration submits the total University budget request to the Division of Budget and Legislative Committees in September.
2. Division of Budget deliberation continues until the Governor's Executive Budget is submitted to the Legislature in January.
3. Legislative review and appropriation bill passage, with related budget approvals, are scheduled to occur prior to the start of New York State's fiscal year (April 1).
4. Prior to the approved SUNY operating budget:
  - a. Appropriate campus officers may request departments and divisions under their authority to participate in the formulation of preliminary budget plans.
  - b. The preliminary budget plans generally follow the current allocation distribution with known and approved adjustments.
5. Once the State budget is approved, SUNY will apply the current Budget Allocation Process (BAP) formula and notify the campuses of their approved State Operations funding level.
6. Campus operating budget adjustments may be necessary to adjust the preliminary budget to final approved funding levels.
7. Funding distribution is made to appropriate campus officers and college-wide activities. Campus officers may further distribute approved funding to the appropriate level of responsibility in accordance with approved campus policies and priorities.
8. Campus officers are accountable for the proper control and management of all funds allocated to them.

### **435.02 TUITION ASSISTANCE OR SUPPORT**

- A. The State University Board of Trustees has established a policy of tuition assistance for employees of the State University. Each category of tuition support receives an allocation. Based on guidelines received from the State University of New York Office of Human Resources and State University Administrative Policies, departmental managers review applications in view of direct value to the College and, if endorsed, forward to the appropriate officer listed below.
- B. If the application is disapproved, the staff member making application then becomes liable for tuition and applicable fees.
- C. Professional service employees may obtain 100 percent support of tuition at SUNY State Operated institutions for "job-required" courses only. For other courses that are defined as "job-related," the employee may be eligible for a percentage of tuition support with the balance paid by the individual. Other fees must be paid by the student.
- D. Tuition support is limited to six credit hours for 10-month employees during any one academic year. Twelve-month employees will be considered on an ad hoc basis.
- E. Approval for study at a unit external to State University can be given only if the course is not

offered at a State University unit. Assistance will be for tuition only, is limited to \$25 per credit hour at the 100 percent reimbursement level, and must be charged to departmental funds.

- F. At least six weeks prior to registration for courses, interested staff members should contact the control officer for an explanation of application procedures.

The following offices and personnel will be responsible for processing applications:

Type	Office
Graduate Assistants	Financial Aid/Graduate Admissions
Critic Teacher	Field Placement Office
Employee	Human Resources Office

In addition to the above, employee bargaining units offer tuition assistance and/or space-available waivers. Contact the bargaining unit representative or the Human Resources Office.

### 435.03 EXTRAMURAL ACTIVITIES

- A. Performance by faculty members of outside professional or scholarly services for compensation, within their area of professional competence, is recognized as a legitimate activity unless it is prohibited by the terms of their appointment.
- B. Compensated outside professional services by faculty members must be restricted at all times to engagements that do not interfere with the performance of their College duties.
- C. Faculty members engaged in providing compensated outside professional services should inform their immediate supervisors in writing of the nature of such service.
- D. Faculty members performing compensated outside professional services must inform those who engage them that the College is not a party to the contract and that the College is not liable or responsible in any way.
- E. Private use of College facilities, equipment and personnel, unless specifically authorized in writing by the president, is prohibited. No official College stationery or forms shall be used in connection with the actual performance of such services, nor shall the name of the College be used in any official way without prior approval.
- F. No compensation may be accepted by a faculty member for special tutoring of students enrolled in courses in the College that are offered by the faculty member's department. Graduate assistants may be excepted, if approved by the department chair and school dean.
- G. A professional staff member must gain approval to serve, for remuneration, beyond normal full professional responsibility. If extra payment is to be made from the home campus or other SUNY campus, or from another state agency, approvals must be gained. Contact the Human Resources Office for information.

### 435.04 FRINGE BENEFITS

The following briefly summarizes employee fringe benefits. Additional information on all benefits programs is available through the Human Resources Office.

## **A. Retirement**

NYS Employees' Retirement System — classified or faculty

NYS Teachers' Retirement System — faculty only

Optional Retirement Program — only full-time faculty/professionals and part-time with term appointment

Investments available through:

- a. TIAA-CREF
- b. ING (Aetna)
- c. VALIC
- d. Metropolitan Life

## **B. Insurance**

1. Health Insurance Options
  - a. Empire Plan (hospitalization through Blue Cross, major medical through United Health Care)
  - b. Health Maintenance Organizations
2. Prescription Drugs: Carriers and benefit levels vary among employee groups and upon health insurance option selected
3. Dental Insurance: Various carriers and benefits depending upon employee group
4. Income Protection: Disability and life insurance coverage is provided to some employee groups through the retirement systems and/or bargaining unit programs
5. Personal Insurance: Auto/homeowners/renters insurance policies are available for most employee groups through bargaining units and the State of New York

## **C. Tax Shelter Programs**

Deferred compensation and tax deferred annuities are available through a variety of vendors depending upon employee group.

## **D. Savings Bond Program**

Employees can purchase savings bonds through payroll deduction.

## **E. Credit Union**

Employees are eligible to join the Syracuse Federal Credit Union and the Cornell Finger Lakes Community Credit Union.

## **F. Direct Deposit**

Employees can have paychecks directly deposited at most banking institutions.

## 435.05 FACULTY ASSOCIATES

Local educators who host SUNY Cortland student teachers and practicum students are designated "faculty associates" and are entitled to a variety of professional courtesies from the College. Examples include access to the College library, use of fitness and recreation facilities at faculty rates, access to campus events at faculty rates, and the right to purchase a SUNY Card for identification purposes at faculty rates (see 435.06). Interested individuals may find out more about the faculty associate designation and its benefits by calling the Field Placement Office at (607) 753-2824.

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## 435.06 FACULTY, STAFF AND STUDENT ID CARDS

The SUNY Card, the College's official photo identification card, is a multipurpose, video-imaged identification card with electronic verification capability. The SUNY Card provides access to student residence halls, meal plans, library services and network printing and copying. The SUNY Card also is used for the ASC Connections account, which can be used for College Store purchases, vending machines, laundry, as well as food purchases both on campus and at participating off-campus restaurants. SUNY Cards are required for all students, faculty and staff and must be presented for all card transactions.

With appropriate documentation, the SUNY Card is issued by the Auxiliary Services Corporation (ASC) to all students, College employees, College retirees, members of the College Council, Alumni Board, Cortland College Foundation, employees of the Auxiliary Services Corporation, Cortland College Child Care Center, Research Foundation, faculty associates, and spouses, domestic partners and dependent family members of card holders. Dependent family members are defined as dependent children (under age 19; if a full-time student, under age 25) and other legal dependents.

A staff/student SUNY Card will be issued to staff who are enrolled as SUNY Cortland students in exchange for their staff card. The staff/student SUNY Card will have an expiration date of August 31, and ASC will revalidate the SUNY Card each fall at no cost as long as the staff member remains enrolled as a SUNY Cortland student. When the staff member is no longer taking classes, he/she will return the staff/student SUNY Card to ASC, and ASC will re-issue a staff SUNY Card at no charge.

Other individuals who have a legitimate relationship with the campus may be eligible for a SUNY Card (e.g., students from other schools completing an internship at SUNY Cortland, NYPIRG representatives stationed on campus, international visiting scholars). Eligibility for a SUNY Card for such individuals will be authorized by the appropriate vice president.

Presentation of the official SUNY Card admits cardholders to many campus and home athletic events. Cardholders may also receive discounts on ticket purchases for College programs and events. Dependent cardholders are required to pay admission to athletic events.

Cards may be obtained upon presentation of eligibility and another form of photo identification at the ASC Office in Neubig Hall during normal business hours. A charge is imposed for the replacement of

any lost or mutilated cards.

## **435.07 BUSINESS CARDS**

Business cards are available to current College faculty and staff for business use only. The College provides business cards with personal information, such as home address, home phone or personal cell phone numbers only for individuals who work off campus, such as student teacher supervisors, with departmental approval.

## **435.08 PAYROLL**

For specific information regarding payroll, please contact the Business Office - Payroll. For specific information regarding personnel and fringe benefit matters, please contact the Human Resources Office.

## **435.09 PURCHASING**

Faculty, Staff and College administrators are encouraged to use College-issued Procurement Cards (p-card) for purchases that are below set thresholds. If a purchase will not be made with a p-card, departments are required to submit an approved requisition to the Purchasing Office. Use of Office of General Services (OGS) state contracts also is encouraged. Departments should consult with the Purchasing Office for purchases of commodities or services that are not on State Contract and may exceed \$20,000.

For specific information on purchasing of goods or services, please contact the Business Office - Purchasing or refer to the Business Office Purchasing Procedures on file in departmental offices and on the Business Office Web page.

As a New York State agency, College purchasing policies adhere to State and University guidelines and follow generally accepted purchasing practice. The Business Office - Purchasing is the office authorized to commit appropriated funds for goods and services and seeks to gain the highest possible value for purchased goods and services. All agreements and contracts involving College departments must be reviewed and approved by the purchasing office.

## **435.10 MINORITY/WOMEN-OWNED BUSINESS ENTERPRISES (M/WBE) PROGRAM**

In compliance with NYS Executive Order No. 21 and SUNY M/WBE policies, all supervisors are encouraged to purchase from certified M/WBE vendors (listing available in the Business Office) in making open-market purchases. Lower price (except where there is documented evidence of M/WBE prices exceeding 10 percent of competitive vendors) from a non-M/WBE vendor may not be sufficient justification for choosing a non-M/WBE vendor.

## **435.11 GUIDELINES FOR PAYMENT OF CONSULTANTS**

A. Payment is for contractual service rendered; there must be no "employee- employer"

relationship. The payment is treated as reportable taxable income.

- B. Payments are made by voucher from the Supplies and Expense funds of the department requesting the service, with a three-day maximum duration.
- C. Special external approvals must be gained if the consultant is a New York State employee.
- D. For service in excess of three days the individual consultant must be treated as an employee via payroll processing, or a formal contract must be executed (see purchasing procedures). If a SUNY employee, the payroll payment is treated as extra service. If a non-SUNY, New York State employee, external approvals must be gained under dual-employment regulations.

## **435.12 TRAVEL REIMBURSEMENT LIMITATIONS FOR CANDIDATES**

The following are relevant excerpts from the Comptroller's Rules and Regulations. Reimbursement at normal rates for travel expenses incurred by persons attending interviews for positions for which there can be documented a shortage of qualified candidates is allowable as follows:

- A. Reimbursement will be allowed to persons residing more than 50 miles from the place of interview.
- B. Candidates are to initially cover all expenses incurred relating to the interview, with applicable reimbursement to be accomplished subsequently.

## **435.13 REIMBURSEMENT OR PAYMENT FOR FOOD/BEVERAGES**

Under certain circumstances, cost of food and beverages can be considered an appropriate expenditure, through the use of both New York State and Research Foundation funds. Faculty and staff must adhere to the following guidelines:

1. Under no circumstances is the cost of alcoholic beverages acceptable.
2. Normally State employees are not to be recipients of food and beverages, although certain circumstances are acceptable, such as the provision of food and beverages in support of a formal official business setting (e.g., conference, workshop, training session). Expenditures for food and beverages in a largely social, unstructured setting (e.g., receptions, parties) are not allowable.

A complete set of guidelines governing the authorized purchase of food and beverages with State or Research Foundation funds can be obtained from the Business Office.

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# **CHAPTER 440: Policies for the Use of College Facilities**

**[440.01 Administrative Policy on Conferences](#)**

**[440.02 Registration of Events and Space](#)**



**440.03 Reserving College Facilities (Other Than Corey Union and Brown Auditorium) for Use After 5 p.m.**

**440.04 Reserving College Facilities (Other Than Corey Union and Brown Auditorium) for Use During Daytime**

**440.05 Reserving Brown Auditorium**

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**440.09 Responsibilities of Sponsoring Organizations**

**440.10 Priority in the Use of College Facilities**

**440.11 Faculty/Staff Use of Recreational Facilities**

**440.12 Guidelines for Noncredit Use of Campus Facilities**

**440.13 Summer Sports Camp**

**440.14 Liability for Personal Property**

**440.15 Rules and Regulations for Spectator Conduct**

**440.16 Duties of a Building Administrator**

**440.17 Visiting Scholar — Facilities Use**

**440.18 Display of the Flag**

**440.19 College Sponsorship of Events Held by Off-Campus Organizations**

**440.20 Late Night Programming**

## **440.01 ADMINISTRATIVE POLICY ON CONFERENCES**

- A. The College is committed to increasing conference activity on campus in pursuit of the State University goal of enhancing the public and community service role of the University. In addition, conference activity contributes to the economic welfare of the community; utilizes idle buildings and facilities; adds to the vitality and even excitement of the campus; generates modest net revenue for equipment, renovation of spaces used by conferences, and other campus needs; and spreads the reputation of the campus for hospitality, good food, well-

- maintained buildings and facilities, superior organization, and the beauty of its surroundings.
- B. **Conference Definition:** Any use of a College facility for a specified time period may be considered a conference. A conference is a meeting, or a series of meetings, that has been specifically designed and organized around a central objective, theme, and/or goal. Participants at conferences are referred to as conferees. A conference can be sponsored by a College group or by a non-College group. SUNY Cortland reserves the right to accept or deny any request for the utilization of College facilities.
- C. **Priorities:** The academic functions of the College naturally and properly come first in utilization of campus buildings, equipment, and personnel. In times of conflict, the College will attempt to accommodate a conference if the academic functions can take place as scheduled without undue hardship. The specific priorities for the use of College facilities are spelled out in paragraph 440.10.
- D. **Coordination:** The function of director of conferences is assigned to the director of Corey Union. The director is responsible for the implementation of conferences on our campus. Duties are to include: providing prospective clients with information; obtaining commitments from support offices and personnel and scheduling needed facilities, ASC staff, and other concerned offices; and signing commitments with clients. Additionally, the director should see that a formal letter of agreement is prepared for each conference, listing charges, facilities used and services to be provided; that unusual or questionable requests be forwarded through channels to the President's Cabinet for decision; and that all state, SUNY and College regulations are observed.  
In order to reduce confusion, the use of facilities for conference activities must be approved by the director of Corey Union and Conferences.
- E. **Revenue:** Conference income will be deposited in an appropriate (IFR or agency) account from which all direct expenses will be paid. In the case of conferences initiated by College departments or offices, a charge of \$1 per paid registrant, per day will be levied for the purposes of the College. Should SUNY Cortland faculty/staff and/or students participate in a campus-held conference, they will be exempt from this charge.

(Approved by the President's Cabinet, May 2, 1994)

## **440.02 REGISTRATION OF EVENTS AND SPACE**

All events must be scheduled in the College Calendar in the Campus Activities and Corey Union Office in the Corey Union at least one month in advance of the event.

## **440.03 RESERVING COLLEGE FACILITIES (OTHER THAN COREY UNION AND BROWN AUDITORIUM) FOR USE AFTER 5 P.M.**

Reservations for any College facilities after 5 p.m. and on weekends must be made through the Campus Activities and Corey Union Office.

## **440.04 RESERVING COLLEGE FACILITIES (OTHER THAN COREY UNION AND BROWN AUDITORIUM) FOR USE DURING DAYTIME**

Weekday daytime requests originate in the Registrar's Office. Applications for the use of the building

by non-College organizations must be submitted to the director of Corey Union and conferences or his/her designee.

#### **440.05 RESERVING BROWN AUDITORIUM**

1. Administrative responsibility: The director of Corey Union and conferences shall assume responsibility for management of the auditorium.
2. Scheduling of Events: The director will schedule all events. The auditorium should be used only for events that require the capacity or special facilities available. All events should conform to the College's general policy of appropriateness; the director will determine for each sponsoring organization or individual when such criterion have been met.
3. Technical Support: The assistant director of Corey Union shall assume responsibility for technical support for the auditorium.
4. The Link Organ and the concert grand piano will be scheduled for use and supervised only by the chair of the Performing Arts Department or by a person designated by the performing arts chair. No unauthorized person should go into the organ lofts unless an emergency requires it.
5. Management of this facility occasionally will require additional labor costs for supervision, technical services, clean up and/or security.

#### **440.06 RESERVING FACILITIES IN COREY UNION**

When facilities of Corey Union are requested, consideration will be given to the size of the group, the availability of the facilities and services, and the nature of the activity in relation to the total Corey Union program. Approval for use must be in the best interest of the College. The use of Corey Union will be refused to any group that abuses the privilege through destruction of property or violation of policies described in the College Handbook. All applications by outside organizations should be submitted to the director of Corey Union and conferences.

- A. If a special setup of the requested facilities is required, there may be a charge. The using organization will be billed for charges for student attendants, university police officers, food services, etc. The organization is not to make direct cash payment to janitors, police officers, firefighters, etc. Charges will be billed at the conclusion of the program.
- B. Arrangements for audiovisual equipment should be made with Campus Activities and Corey Union Office.
- C. Arrangements for the serving of alcoholic beverages may be originated in the Catering Office, Corey Union. Approval must be obtained from the Alcohol Advisory Committee. Applications are available in the Vice President for Student Affairs Office.

#### **440.07 FOOD AND BEVERAGE SERVICE**

- A. Food and beverages served in Corey Union may be served only in areas approved by the building administrator. Food and beverages to be sold must be nonperishable and be approved in advance by ASC.
- B. Guidelines for SGA Organization-run Concessions
  1. SGA organization-run concessions are defined as "sales at events which have a specified time period, usually one day, but in some instances a specified event may run over a given number of days."

2. Requests must be made from bona fide SGA organizations that fall under their insurance protection.
3. SGA organizations that potentially generate income will be given concession preference; however, other SGA organizations may be allowed to run non-competing products.
4. If organizations are permitted to run concessions at non-College related programs on campus, any SGA student organization may run the concession on a first-come basis. However, two or more concessions may be run simultaneously if they are non-competing.
5. If ASC runs a food concession, the organizations may not sell food, but may sell other items providing they are not sold in the Campus Store. However, items such as specially imprinted T-shirts or other goods that have meaning for the specific event may be sold.
6. For permission to be given to sell foods, organizations must comply with the regulations of the state and county sanitary codes and must have a current and valid permit on display. Organizations must also hold current liability insurance through SGA.
7. Organizations may not use ASC space to sell their goods unless ASC is using the area at the same time and feels the sales will complement each other.
8. Organizations are responsible for set up and clean up of their work areas and those areas that were made messy due mainly from the products sold.

(Approved by President Clark, Nov. 15, 1979)

## **440.08 DECORATIONS**

Scotch tape, masking tape, thumb tacks and staples are not permitted to be adhered to walls and/or windows in any campus facility. All decorations must be of fireproof materials. Exits must be kept cleared and fire prevention/safety regulations followed.

- A. All publicity, posters, displays, public announcements, etc. must be approved by the director of Corey Union and conferences. Unauthorized posters will be removed.
- B. All advertisements by commercial businesses or through commercial businesses must fall within the guidelines of the College's advertising policy (Section 481.05).
- C. Campus organizations may not advertise social events that indicate drinks are free, sold at reduced prices, or otherwise appear to encourage unlimited or excessive drinking.

## **440.09 RESPONSIBILITIES OF SPONSORING ORGANIZATIONS**

College policy requires that at any function using College facilities there must be a responsible member of the sponsoring organization present throughout the event. Reservations will not be considered complete until the name of the sponsoring member is registered in the Campus Activities and Corey Union Office.

Sponsoring organizations are responsible for the conduct of those attending events and for cleanup of facility immediately after the events. All damage or loss of property must be reported the following day by a representative of the sponsoring organization. The sponsoring organization is responsible for all damages or losses incurred during the activity. Liaison with the appropriate Corey Union staff if the event is in Corey Union or the appropriate building administrator for other facilities must be established and maintained from the time the event is scheduled until after it has been completed and all obligations fulfilled.

## 440.10 PRIORITY IN THE USE OF COLLEGE FACILITIES

The primary purpose of SUNY Cortland is to serve its many publics as an institution of higher education. Within this context, the College provides students, faculty/staff, guests, and invitees of the institution the use of campus facilities.

Recognizing that SUNY Cortland receives support from public funds, the College is committed to making its facilities as readily available for use by all groups and individuals as is consistent with its educational mission, its duties as a custodian of state resources, and its responsibility to consider the welfare of its students, faculty, staff and visitors. The intent of this policy is not to place unreasonable restrictions on use, but rather to provide for access on a basis that is both clearly defined and in the best interest of each of the constituencies to whom SUNY Cortland is obligated by policy and tradition.

An event shall not be permitted for any reason which, although in accord with the general purpose of the College, is of such character or occurs at such time or in such circumstance that it is likely to interfere or cause major conflict with any college activity, program or event.

The following priority will be used in assigning facilities:

1. Academic and related activities of the College such as scheduled classes, registration, Commencement, and Honors Convocation.
2. Intercollegiate athletic contests that are post-season in nature.
3. Regularly scheduled intercollegiate athletic contests during official seasons as defined by NCAA.
4. College events that are scheduled annually and require a specific date such as Homecoming, Family Weekend, and Alumni Weekend.
5. Events sponsored by the College annually and requiring a specific date such as the Residence Life Conference.
6. Scheduled intercollegiate athletic practices during the traditional season as defined by NCAA.
7. Scheduled extramural sport club competition and scheduled intramural contests.
8. Scheduled intercollegiate athletic practices during the nontraditional season as defined by NCAA.
9. Scheduled sport club practices (those clubs that compete extramurally).
10. Scheduled open recreation.
11. Activities, programs, and meetings by recognized student organizations or clubs.
12. Activities, programs, and meetings by non-college organizations that relate to the mission of the College.
13. Activities, programs, and meetings by non-college organizations.

(Approved by President Taylor, May 31, 2002)

### Stadium Complex

The unique nature of this facility will, from time to time, demand a certain sensitivity with regard to scheduling. All proposals for special events should be submitted through normal operating channels. Certain proposed uses of the Stadium Complex, which may necessitate the rescheduling of routine

activities, may require discussion and approval by the President's Cabinet.

(Approved by the President's Cabinet, Nov. 12, 2001)

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**440.11 FACULTY/STAFF USE OF RECREATIONAL FACILITIES**

- A. Faculty and staff and their spouses/dependents are invited to use College recreational facilities during supervised, open recreation hours. Dependents over the age of 18 must be full-time students. For a current open recreation schedule, contact the Recreational Sports Department at (607) 753-5585.
- B. In order to provide proper care and control of the recreational facilities, faculty/staff are required to present valid photo ID cards each time they use the facilities.
- C. Upon request, faculty and staff may purchase photo ID cards for spouses and dependents at ASC for a \$10 fee per person. Children under 16 years of age must be accompanied by an adult (e.g., faculty/staff person, spouse, over 16 year old dependent) and each must present a valid SUNY Cortland ID card each time she or he uses the facilities.
- D. All ID cards are nontransferable.
- E. Faculty and staff may invite guests to accompany them in use of recreational facilities, by purchasing a guest pass for \$5 per guest per day. Day/guest passes may be purchased at the Recreational Sports Office or in the Equipment Checkout Service in Park Center.
- F. Faculty and staff are invited to participate in any intramural sport, however, spouses and dependents are not eligible for Intramurals.
- G. Beginning in the Fall 2010 semester, faculty and staff may use the Tomik and Woods fitness facilities free of charge. However, spouses and dependents of faculty/staff must purchase memberships to use the fitness facilities. Dependents must be at least 16 years of age to use the fitness facilities. Faculty/staff may also invite guests to accompany them in use of the fitness facilities by purchasing a guest pass for \$5 per guest per day. Guest passes are purchased at the fitness facility that is visited.
- H. The College allows the domestic partners of faculty/staff and students to obtain a SUNY Cortland identification card, which allows them to use the two fitness facilities and other recreational facilities on campus, consistent with the costs and policies associated with spouse member policies. To qualify for this benefit, the following must be presented:

Proof of cohabitation;

Proof of economic interdependency; and

The existence of the domestic partnership for at least six (6) months prior to eligibility.

Proof of cohabitation shall consist of lease agreements, rent receipts, mortgage documents, utility bills, etc. Proof of economic interdependency includes joint bank accounts, securities accounts, insurance policies naming each other as beneficiaries, etc. Two proofs of economic dependency are required. Faculty or staff members who seek the use of the fitness facilities for their domestic partner should go to the Human Resources Office to establish eligibility. Students who seek the use of fitness facilities for their domestic partners should go to the Vice President for Student Affairs Office to

establish eligibility. Once eligibility is established, the Human Resources Office or Student Affairs will provide the faculty/staff member or student with an eligibility form to be presented to ASC for authorization to provide the domestic partner with a college identification card, which may then be presented to the Recreational Sports Office for appropriate fitness facility membership.

(Approved by the President's Cabinet, May 9, 2000)

## **440.12 GUIDELINES FOR NONCREDIT USE OF CAMPUS FACILITIES**

### **A. Purpose**

The intent of this document is to provide guidelines for the use of State University of New York College at Cortland facilities and services for noncredit activities.

For noncredit use of facilities, SUNY Cortland will charge non-college organizations an operational reimbursement to cover the cost of facilities on College grounds. Examples of such costs are maintenance, repair, equipment replacement and utilities. In addition to the operational reimbursement, organizations will pay for any labor, services, equipment, and damage costs incurred by their programs.

Generally, SUNY Cortland departments, offices, authorized student activities, and campus-related organizations will not be charged the operational reimbursement; however, charges may be levied when activities generate additional costs for labor, services, equipment, damage, etc.

### **B. Policy**

#### **1. Non-Discrimination Clause**

There shall be no discriminatory practices in connection with any event because of race, color, creed, national origin, age, sex, religion, disability, or sexual orientation.

#### **2. General**

Use of SUNY Cortland facilities is intended primarily for official College units and officially recognized faculty, staff, student groups, and campus-related organizations conducting programs consistent with College objectives. However, to further its commitment to education and public service, SUNY Cortland supports the use of College facilities by non-College organizations where such does not infringe upon, compete, delay, or conflict with normal operations of the College. In making its facilities available to non-College organizations, it is not the intent of the College to compete with private business enterprises having similar facilities of adequate capacity to accommodate the needs of such organizations.

#### **3. Definitions**

a. College facilities include land, grounds, structures, buildings, equipment, and furniture.

b. Non-College organizations shall be deemed to include:

1) Federal, state or local government units, departments, and agencies.

2) Business, charitable, civic, community, cultural, educational, religious, entertainment, industrial, labor, political, professional, and recreational organizations operating on a not-for-profit basis and having broad educational or public service purpose and whose purposes are not directly related to the student life, research, or instructional programs of the College. The Auxiliary Services Corporation of SUNY Cortland (ASC) is authorized to provide services on

campus and shall be deemed a College organization for purposes of this policy.

3) Business and commercial enterprises that operate on a profit-making basis.

#### 4. Religious Activities

Religious organizations may be authorized to use College facilities for the conduct of conferences or meetings. However, authorization will not be given for the express purpose of a religious service other than at the request of a group of College students, per item 076, Policy Handbook, State University of New York.

#### 5. Implementation

The Campus Activities and Corey Union Office will be responsible for implementation of this policy.

#### 6. Procedures

Requests for use of any College facility by a campus or non-college organization sponsoring a program, event or conference, must be submitted to the Campus Activities and Corey Union Office.

#### 7. Priority of Scheduling

a. Official College use of all facilities shall have first priority (see 440.10).

b. Requests for use of facilities for official purposes by SUNY Cortland-affiliated groups, SUNY System Administration, and New York State Governmental agencies will be given approval over other non-college organizations.

#### 8. Application

Requests should be made on College Facilities Request Forms provided by the Campus Activities and Corey Union Office and should contain all necessary information including but not limited to:

a. Name and function of the group.

b. Name, phone number and address of the individual responsible for the event.

c. Purpose of the meeting, function, or event.

d. Preferred meeting date.

e. College facilities, food service, personnel required and other special needs (i.e. setup, AV and other equipment).

f. Liability statement (Proof of Insurance if required).

#### 9. Eligibility

a. All requests will be reviewed by the director of Corey Union and conferences for conformity with State University regulations and SUNY Cortland's policy, including the following conditions:

i) Eligibility of the group.

ii) Consistency of the purpose of the event with the general objectives of the College.

iii) Filing and executing the necessary documents.

b. Both the reserving organization and the purpose of a proposed event will be subject to approval or disapproval by the director of Corey Union and conferences regarding compatibility with these guidelines. When a clear determination of eligibility cannot be made by the appropriate office, the request will be forwarded to the vice president for student affairs for final determination.

## C. Contracts and Agreements

Major events that are planned to be held within a College facility or on College property and open to the College community and the general public must be planned with the utmost concern for safety and security. To minimize problems associated with staging an event and also minimizing the liability



to the hosts and the College, proper planning procedures are necessary.

Pre-booking discussions for outside speakers, events, concerts, etc., (those that require a contract, auditorium size or theater space, and/or technical support) should be conducted with appropriate advisors, building administrators and staff within the Campus Activities and Corey Union Offices prior to any commitment being made and/or signing any contract. Once it is determined that the provisions for hosting a speaker or event on the Cortland campus can be met by the campus and our provisions for hosting the event are understood by the speaker and/or performer, a production meeting should be held with the director of Corey Union and conferences and other appropriate personnel as needed such as public safety, the physical plant, and the building administrator.

No campus space will be reserved until the director of Corey Union and conferences or his/her designee has reviewed the proposed contract. It is in the best interest of your organization and/or your sponsors not to sign a contract with any speaker or performer until you are certain that the conditions of the contract can be met, including providing space, security and other technical requirements.

The College cannot permit any outside group to bring any form of armed security onto campus, nor can we assure the welfare and safety of the speaker/performer or the audience unless appropriate security and staffing arrangements are provided by the College. This may require the hiring of additional security, and those costs will be borne by the sponsoring group.

Campus Activities and Corey Union staff and University Police personnel will assist program sponsors in organizing a well-run, enjoyable event. In order for this to occur, every member of the College community must help by following appropriate planning practices.

#### **D. Notification**

Reserving organizations will be notified by the Campus Activities and Corey Union Office of the determination of eligibility and available dates. Scheduling and detailed arrangements will be the responsibility of the Campus Activities and Corey Union Office.

#### **E. Guidelines for Sponsoring Campus Events Requiring Extraordinary Security Arrangements**

From time to time campus organizations sponsor events that tend to generate a great deal of controversy within the community. These situations often require special attention, not only from the sponsor, but from the College, since these programs may create an environment that may threaten the safety of those attending and/or involved.

The following guidelines are established for the handling of this type of event. The use of the term "speaker" in these guidelines refers to all speakers, artists, entertainers or other forms of presentations that may require the measures herein specified. Additionally, although an event may not include a form of presentation, the nature of the event itself may be such as to require the implementation of some of the procedures listed below.

Implementation of the guidelines, and other measures deemed necessary, may be recommended by the chief of University Police (and/or other College officials who may have responsibility for the

management of events or facilities) to the president of the College or his/her designee. Upon determination by the president or his/her designee that these measures are necessary, the guidelines should be discussed thoroughly with the sponsoring group. A copy of these guidelines should be given to the group well in advance of the event.

1. Agreement with speaker

These guidelines must be discussed with the speaker and agreed to prior to the event.

- a. No speaker or member of speaker's staff shall bring onto the campus any form of weapon or firearm.
- b. Prior to the event, the speaker and the speaker's staff shall agree to a personal search by University Police Department staff to ensure the absence of weapons and/or firearms. This may include the use of metal detection devices.
- c. Before, during or after the presentation, neither the speaker nor any member of the speaker's staff shall threaten, intimidate, or physically approach or come into contact with any member of the audience or member of the College community.

2. Responsibilities of the sponsor

a. Scheduling of an event.

- i) All facilities should be reserved through established campus procedures.
- ii) Early in the planning process, the sponsoring organization shall contact the Institutional Advancement Office for media releases.
- iii) Any small group meetings with the speaker prior to or following the presentation shall take place in a sponsor's office or scheduled facility to avoid hallway discussions or encounters that may become disruptive.
- iv) The sponsor shall be responsible for providing the appropriate administrative officers with a full and complete itinerary of the speaker's visit at least 10 days prior to the event. This should include the speaker's time of arrival on campus, his/her housing arrangements as necessary, and a complete schedule of activities including dates, times, and locations for all meetings, presentations, etc. involving the speaker.
- v) The sponsor shall discuss these guidelines and all security arrangements with University Police Department at least 10 days prior to the event and will assume the cost of officers and special equipment determined by University Police Department to be necessary to assist with the event, including outside police agencies as required.
- a) In all cases where private or personal security agents will accompany persons appearing on campus, at least one member of the University Police Department staff shall be present to ensure compliance with College policy.
- b) Failure to provide timely notice to the University Police Department of an event that includes the presence of private or personal security agents or that may create an environment that threatens the personal safety of those attending or involved may result in cancellation of the event and/or the denial of future access to College facilities by the sponsor and may result in the sponsor being responsible for the expense of officers necessary to work the event. University Police Department will have sole responsibility for security at the event.
- vi) If deemed necessary, University Police Department will secure the use of metal detectors to monitor those attending the event. A rental charge for use of metal detectors and for the officers who operate them will be charged to the sponsoring group.
- vii) If security for the event will include personal searches, as approved by the University Police Department, notice will be included in publicity for the event.

b. Control of the Event

- i) The sponsor shall provide adequate ticket takers and ushers for the event or, depending on the facility, arrange for this service with the building administrator. These individuals shall be clearly identified by name tags, arm bands, or some other visible form of identification. They shall be members of the College community.
- ii) Prior to the beginning of an event, those members of the sponsoring group responsible for the conduct of the event shall be introduced and identified to University Police Department staff and administrative officers present.
- iii) Ticket takers will ensure that no members of the audience or sponsoring organization bring into the facility any placards on sticks, cans, bottles, or other type of containers. University Police Department personnel may assist in this process.
- iv) If deemed necessary, members of the audience and sponsoring group may be prohibited from bringing into the event book bags, or any other items that may be used as, or conceal weapons and/or firearms. Should this action be required, the sponsoring group shall be responsible for establishing a supervised coat-check in close proximity to the event.
- v) Arrangements that are determined to be necessary relative to control of the event (as designated above) must be clearly posted outside the facility at the time of the event and should be made a part of advance advertising.
- vi) Ushers shall be responsible for keeping all aisles clear and for following the established guidelines for safety.
- vii) In the event of severe heckling from members of the audience, the following steps will be taken.
  - a) Ushers shall ask the person or persons involved to cease their activity.
  - b) If this request is not respected, a College staff member will intervene.
  - c) In a final effort to control the disruption, the College staff member may ask for assistance from a University Police Department Officer.
- viii) At no time shall members of the sponsoring organization, ticket takers, ushers, or others enter into physical contact with a member of the audience unless directed to do so by a University Police Department Officer. Individuals who fail to respond to these attempts to restore order will be asked to leave the event. Failure to comply may result in campus judicial action, arrest, or other appropriate action.

### 3. College expectations

The College has established these guidelines to facilitate the orderly conduct of public events. Both speakers invited to campus and those in attendance at such events should be able to participate in a free and open exchange of ideas. Behavior that makes it impossible to conduct a scheduled event or threatens the safety of participants can not be permitted.

## F. Responsibility of Sponsoring Organizations

College policy requires that at any function using College facilities there must be a responsible member of the organization present throughout the event. Reservations will not be considered complete until the name of the sponsoring member is registered in the Campus Activities and Corey Union Office.

Sponsoring organizations are responsible for the conduct of those attending events and for cleanup of decorations immediately after the event. All damage or loss of property must be reported the following day by a representative of the sponsoring organization. The sponsoring organization is responsible for all damages or losses incurred during the activity. Liaison with the appropriate staff

and the appropriate building administrator for other facilities must be established and maintained from the time the event is scheduled until after it has been completed and all obligations fulfilled.

#### 1. Publicity

All information and promotional materials prepared by a reserving organization in conjunction with an event scheduled on campus must identify the sponsoring group and must not in any way imply sponsorship by State University of New York College at Cortland unless specifically approved by the College. Public advertisements for non-college organization activities shall be subject to approval by the director of Corey Union and conferences as the College president's designee. (See also 440.08)

#### 2. Faculty or Staff Requests

The proposed use of space by faculty or staff for noncredit use will be subject to endorsement by the appropriate academic department chair, administrative officer or other officially recognized College unit. No authorization will be given to an individual faculty or staff member to use College facilities for an event or activity that is solely for the personal gain or pleasure of the individual.

#### 3. Student or Student Group Requests

The proposed use of space by students and student groups will be subject to endorsement by an organization recognized by the student government and must meet criteria established by the Campus Activities and Corey Union Office.

#### 4. Non-College Groups

a. The proposed use of space by non-College groups will be subject to endorsement by the director of Corey Union and conferences.

b. Commitments regarding use of SUNY Cortland facilities may be made only by the director of Corey Union and conferences and only after consideration of a formal application. Individuals with room or building responsibility responding to personal or telephone inquiries concerning the type of facilities and/or services available should not convey any impression that a commitment of facilities or services has been or will be made. The individual or organization should be referred to the director of Corey Union and conferences to complete a formal application for use of facilities.

i) Requestor contacts or is referred to the director of Corey Union and conferences.

ii) The director of Corey Union and conferences checks availability of space with the building administrator.

iii) The director of Corey Union and conferences initiates application form, notes special services desired or required, distributes to specific areas to obtain cost estimates; assigns operational reimbursement charge.

iv) The director of Corey Union and conferences completes a revocable permit.

v) Estimate of charges will be completed on "confirmation" letter to permittee.

vi) The director of Corey Union and conferences obtains requestor signature noting acceptance of terms and cost estimates.

vii) Actual labor costs following the event are submitted to the vice president for finance and management by physical plant, public safety, and other areas when applicable.

viii) The director of Corey Union and conferences collects actual charges for audio visual (special lighting, sound equipment, etc.), housing, physical plant, public safety, etc.

#### 5. Reservation Procedure

a. On-campus and off-campus contact Campus Activities and Corey Union Office.

i) The director of Corey Union and conferences reviews and signs form and will add the

- probable need for personnel services, if any; the director of Corey Union and conferences distributes one copy each to the building administrator, university police, and physical plant.
- ii) Physical plant will send one copy to the vice president for finance and management if requestor costs are involved; physical plant and university police will send actual costs after the event to the vice president for finance and management.
  - iii) Special Notes
    - a) The College facilities request form is used to reserve all physical space on campus. Once filled out, this form is submitted to the Campus Activities and Corey Union Office.
    - b) Before 5 p.m. special areas such as Miller Building, Room 433; Van Hoesen Hall, Room B-11; Park Center facilities; and the Corey Union Voice Office may be reserved via local recording only.

## **440.13 SUMMER SPORTS CAMP**

The Summer Sports Camp offers sports-related, noncredit camps and clinics for youngsters on the College campus. The director of athletics is responsible for the planning, scheduling, staffing, promotion, registration, and administration of Summer Sports Camp programs. The director works closely with appropriate campus offices to plan for food, housing, and facility use. Summer Sports Camp hires College staff and other qualified professionals to provide quality programs for young boys and girls.

(Approved by President's Cabinet March 18, 2008.)

## **440.14 LIABILITY FOR PERSONAL PROPERTY**

The College and the State of New York are not liable for damages to or loss of personal property stored on the SUNY Cortland campus. Personal property is not covered absent a contractual provision that specifies protection, and there is no mechanism for the College to reimburse faculty/staff for any personal losses. It is recommended that personal property of any value be stored off-campus and/or insured privately.

(Approved by the President's Cabinet, Feb. 9, 1999)

## **440.15 RULES AND REGULATIONS FOR SPECTATOR CONDUCT**

- A. It is the policy of the College that the following regulations pertaining to the safety and behavior of spectators be observed at all intercollegiate athletic and sports club events.
  - 1. The consumption of alcoholic beverages is prohibited at all events.
  - 2. All language and behavior deemed offensive to the general public and participants is prohibited at all events.
  - 3. The use of any musical instruments or noisemaking devices in an unsportsmanlike or disruptive manner is prohibited at all events.
  - 4. Smoking is prohibited except in designated areas at all indoor events.
  - 5. Consumption of food and/or nonalcoholic beverages is restricted to designated areas at all indoor events.
- B. Procedure designed to implement the rules and regulations for the conduct of spectators.
  - 1. Failure to adhere to the stated policies may result in spectators being asked to leave an

athletic event.

2. These rules and regulations are to be announced (as appropriate and needed) over the public address system at all events where such a system is used and are to be made available to spectators through announcement in the published program of an athletic event or through the posting of the regulations in appropriate places.

(Approved by President Clark, March 25, 1980)

## **440.16 DUTIES OF A BUILDING ADMINISTRATOR**

1. Security of the building.
  - a. Establishes the hours during which the building is to be open.
  - b. Receives reports from the University Police Department of open or unlocked doors and windows after the official closing hours and initiates corrective action.
  - c. Authorizes the issuance of building entrance and room keys and security codes to qualified permanent or part-time users and maintains building directories.
2. Utilization of the building Coordinates the use of space within the building with the registrar and the Campus Activities and Corey Union Office.
3. Maintenance of the building.
  - a. Approves work orders initiated by other offices for room repairs or modifications (e.g., furniture moves).
  - b. Coordinates solutions for building problems involving sanitation, plumbing, cleanliness and elevators.
  - c. Communicates cleaning and maintenance problems to the supervising custodian in the building and reports to physical plant any lack of service by custodians, janitors, maintenance personnel and refuse collectors.
4. Arranges for postings containing special information concerning the building or areas of the building to be affixed at entrances and/or the specific area.
5. Coordinates fire drills with the University Police Department.
6. Serves as the "contact" person in the building for the president, vice president for finance and management, director of facilities, plant superintendent, or any other administrative officer who must make decisions concerning the physical aspects of the building.
7. Receives and forwards to the Alcohol Review Committee any requests for service of alcohol at functions to be held within the building.
8. Environmental safety of the building.
  - a. Reports unsafe conditions to physical plant or environmental health and safety.
  - b. Receives from environmental health and safety notices (and ensures posting of same) concerning removal from localized areas of asbestos and lead-bearing substances.
  - c. Channels complaints regarding building temperatures and air flows to the proper office.
  - d. Has the discretion upon becoming aware of an odor situation to advise occupants so each may individually determine personal impact. Employee absence or "fresh-air break" due to odor situation must be approved by immediate supervisor, not the building administrator.

(Approved by the President's Cabinet, May 19, 1998)

## **440.17 VISITING SCHOLAR FACILITIES USE**

Upon recommendation of the appropriate dean and of the provost, the president may appoint qualified persons to the courtesy position of visiting scholar. This appointment normally carries no specific duties and no compensation and is similar to volunteer status. Working space and reasonable access to scholarly facilities is determined by the appropriate dean on a case-by-case basis.

## **440.18 DISPLAY OF THE FLAG**

State University Administrative Policy, Item 501, page 1 states "The University will display on its several campuses no flag or banner other than the flag of the United States, the flag of the State of New York, the United Nations flag and the Red Cross flag, and the University will not permit the display of any such other flag or banner requiring the use of public facilities or premises of the University."

## **440.19 COLLEGE SPONSORSHIP OF EVENTS HELD BY OFF-CAMPUS ORGANIZATIONS**

Occasionally, off-campus organizations seek support from the College for activities and programs that occur either in the community or on the campus. In the spirit of partnership, the College may lend support or enter into a sponsorship agreement with such off-campus entities.

Campus personnel must follow an established protocol when considering either supporting off-campus groups or entering into a sponsorship relationship. Any request for the use of campus resources that falls outside of the normal procedures governing such use must be reviewed by the vice president for finance and management and/or the vice president for student affairs. This includes the use of college equipment off the campus or the use of college facilities at reduced or at no cost (see 440.12 of this document).

College sponsorship of an activity that is primarily the responsibility of an off-campus entity normally requires a more substantial commitment of college resources and therefore must directly promote the mission of SUNY Cortland. Program support, including the use of SUNY Cortland equipment, may be permitted without official sponsorship designation. Policies that permit the use of college equipment must, however, be followed. Sponsorship requests developed by college faculty, staff, or students must be reviewed by the appropriate vice president for official college approval. Sponsorship requests that do not involve college faculty, staff, or students must be approved by the vice president for finance and management. Once a decision is reached in either of these sponsorship situations, a copy of the decision letter needs to be sent to the director of Corey Union and Conferences.

(Approved by the President's Cabinet, April 12, 2000)

## **440.20 LATE NIGHT PROGRAMMING**

Periodically, recognized student groups wish to host programs whose hours extend past the normal building closing time. The College will review each program request. It is expected that a full-time SUNY Cortland faculty/staff member be present for the duration of this event. The faculty/staff member will be expected to act in the best interest of the College should any emergency situation arise during the event. It is the duty of the recognized student group to identify and invite the

faculty/staff member at least 10 business days before the program. Should a faculty/staff member not be found, the event may not proceed in the planning process.

The recognized student group will be responsible for setting up a pre-program meeting with the director of Corey Union and Conferences or the associate director of Corey Union and Conferences at least 10 business days before the event. At that meeting, the following topics will be discussed and procedures for the event will be decided:

1. the nature of the event
2. process for identifying attendees at the event, such as a sign-in sheet
3. identification of full-time SUNY Cortland faculty/staff member (it would be best if this individual were in attendance at this meeting)
4. responsibilities of recognized group members during events
5. clean-up responsibilities

Once all these areas have been approved, the event may proceed. Should the faculty/staff member fail to arrive at the designated time of the event, the event will be immediately cancelled and the building closed.

(Approved by the President's Cabinet, May 6, 2008)

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## **CHAPTER 441: Facilities Historical Preservation Committee**

### **441.01 General Purpose**

### **441.02 Committee Membership**

#### **441.01 GENERAL PURPOSE**

The purpose of this committee is to ensure that the history of the College is preserved and accurately maintained. Specifically, this committee will work with the Facilities Master Plan Oversight Committee and the Facilities Planning, Design and Construction Office when a building or other space on campus is being renovated or constructed.

The committee will be responsible for reviewing all space within a facility that is to be renovated or constructed to ensure that any named spaces are preserved and re-named or appropriate new names developed after renovation or new construction is completed.

#### **441.02 COMMITTEE MEMBERSHIP**

The committee membership is recommended as follows:



Director of Alumni Affairs  
Vice President for Institutional Advancement (chair)  
Director of Public Relations  
Director of Marketing  
Director of Facilities Management  
Facilities Master Plan Oversight Committee Chair  
College Archivist

(Approved by President's Cabinet, July 14, 2008)

## **CHAPTER 442: Change of Office and Department Name**

A strict timeline must be followed to petition for a change in the name of a current campus office or academic department. The petitioner must present a detailed rationale for the proposed name change to the supervising academic dean or vice president for review no later than March 1 of any given calendar year. If the proposal is endorsed, the academic dean or vice president must forward the recommendation and supporting materials to the President's Cabinet for its review no later than April 1. The President's Cabinet must grant its endorsement no later than May 1 for the name change to take effect on July 1 of that year. The new name will subsequently appear in all College publications, communications, on the Web site and signage. If the timeline deadline is not met, petitioners may submit their proposal for consideration for the following year.

(Approved by President's Cabinet, February, 2009)

## **CHAPTER 450: Policy on Lending College Property**

The primary purpose of College-owned or controlled assets is to support the College Mission. Loans will be permitted only when such action supports a mission goal or objective.

SUNY Cortland has a fiduciary responsibility for safeguarding of assets and an obligation to its public. That responsibility is fulfilled through management and maintenance of its Property Control System (PCS) and more informally for all property through the explicit and implicit responsibilities of its departmental managers and employees. Certain inventoried property is formally tagged with a PCS Asset Number (property valued at \$5,000 or more).

The following guidelines apply for lending property:

1. Property may be lent/borrowed only when such action supports the College Mission and does not impair the activities and programs supporting the College.
2. Implicit in lending/borrowing is that the property be returned in a timely manner in essentially the same condition as when borrowed. There normally should be no cost incurred by the College, including transport from and return to the College.
3. Accountability for formally inventoried equipment through the PCS rests with the departmental account manager. Control and accountability for lending of other property also rests with the departmental manager who will act in a responsible, prudent manner and exercise sufficient

control and documentation to ensure proper internal control in safeguarding assets and not impairing program activities.

This does not restrict higher-level supervisors from exercising control and oversight at their discretion.

4. Interdepartmental transfers of inventoried (PCS) equipment is to occur through formal PCS action. However, short-term transfers may be treated as loaning, provided prudent control and documentation steps are taken.
5. The standard form for the **Loan of College Property in Support of the College Mission** must be used, and the appropriate authorization must be obtained prior to lending the property. While control and identification of all lent property is the responsibility of the department manager, please note that for inventoried (PCS) equipment, the form becomes an official document link for property control and may be audited upon request by the property control officer or other authorized officer.
6. A certificate of insurance must be obtained when the estimated value of the property exceeds \$1,500. In addition, a certificate of insurance for the transporter also must be obtained when the transporter is not the borrowing organization and when the estimated value exceeds \$1,500.

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## **CHAPTER 460: Public Information**

**Family Educational Rights and Privacy Act of 1974 (FERPA), The Freedom of Information Law (FOIL), College Mailing Lists**

**460.01 Purpose of Rights and Privacy Act**

**460.02 Definition of Student for the Purpose of Access to Records**

**460.03 Student Rights to Records**

**460.04 Student Records**

**460.05 Release of Student Records**

**460.06 Record of File Access**

**460.07 Waiver of Right to Inspect Confidential Recommendations**

**460.08 Right of Hearing**

**460.09 General Provisions**

**460.10 Notification of Parents of Disciplinary Action**

**460.11 Purpose of the Freedom of Information Law**

**460.12 Accessible Records****460.13 How to Obtain Records****460.14 College Mailing Lists****460.01 PURPOSE OF RIGHTS AND PRIVACY ACT**

The “Family Educational Rights and Privacy Act of 1974” (FERPA) (P.L. 93-380, as amended by Senate Joint Resolution 40) provides for procedures that protect the rights of students in access to students’ educational records.

**460.02 DEFINITION OF STUDENT FOR THE PURPOSE OF ACCESS TO RECORDS**

Any person who is attending or has attended SUNY Cortland and has an educational or personally identifiable record with the Registrar's Office or any other office listed in 460.04.

**460.03 STUDENT RIGHTS TO RECORDS**

Students have the right to examine their educational and personally identifiable record and no record may be given out to a third party except upon written consent of the student. (Note exceptions in 460.04 and 460.05.)

**460.04 STUDENT RECORDS**

Records over which a student may exercise his or her rights include all records, files, documents and other materials that are maintained by the offices listed hereafter. A student may inspect, challenge and refuse to release to third parties all those records that are maintained in these offices.

- a. Student Financial Aid Records (Financial Aid Office)
- b. Credential File (Career Services Office)
- c. Transcript of Academic Record (registrar)
- d. Academic Records (school deans, department chairs and registrar)
- e. College Financial Records (Student Accounts Office)
- f. Student Discipline Records (Judicial Affairs, vice president for student affairs)

Exceptions: Certain records are excluded from the student's right of access and challenge. These records are:

- a. Institutional records that are in the sole possession of the maker and that are not accessible to any other person except a substitute.
- b. Certain law enforcement records that are segregated from other student records, to which only

law enforcement personnel have access.

- c. Employee records of non-student employees.
- d. Medical or paramedical records used only for treatment purposes and not available to third parties.
- e. Confidential letters and statements of recommendation that were placed in the student's educational records before Jan. 1, 1975, provided they are used only for those purposes for which they were specifically intended.
- f. Financial records of the student's parents.

(Ref: 438(a)(1)(4)(B)(i); Fed. Reg. 1210 Section 99.3)

## **460.05 RELEASE OF STUDENT RECORDS**

Release of records to a third party is prohibited unless student consent is given in writing and is on file.

### **Exceptions:**

- a. School officials, SUNY System Administration and other SUNY colleges who have been determined to have legitimate educational interests;
- b. Officials of other schools in which the student seeks to enroll provided the student is given a copy of the record if he or she desires;
- c. Authorized representatives of certain state and federal agencies where such access is necessary to evaluate federally funded programs and the collection of personally identifiable data is specifically allowed by federal law;
- d. In connection with students' application for, or receipt of, financial aid;
- e. Research organizations conducting studies for the educational institution in relation to predictive tests, administering student aid programs, or instruction, if the records are destroyed when no longer needed in the research, and identification of students or parents by persons outside the research organization is not permitted;
- f. Accrediting organizations, solely to carry out their accrediting functions;
- g. Parents of dependent students if the students are listed as deductible dependents for income tax purposes;
- h. In connection with an emergency where release of records is necessary to protect the health or safety of the student or others;
- i. "Directory Information" which means a student's name, address, e-mail address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, photographs, and the most recent previous educational agency or institution attended by the student.

(20 U.S.C. 1232g (a) (5) (A))

## **460.06 RECORD OF FILE ACCESS**

The College is required to maintain a record that will indicate all individuals, agencies or organizations that have requested or obtained access to a student's educational files. This record will

indicate the legitimate interest of the requesting party and will be available only to the student and to those responsible for maintaining the record. The sole exception to this requirement is that school officials, including teachers, within the educational institution or local educational agency as listed in 460.05 (a) need not be indicated on this record when requesting data.

## **460.07 WAIVER OF RIGHT TO INSPECT CONFIDENTIAL RECOMMENDATIONS**

Letters of recommendation received by the College prior to Jan. 1, 1975 will be considered confidential and will not be included for student review. Letters received after Jan. 1, 1975 may be inspected by the student. An exception to the provision provides an opportunity for the student to sign a "waiver of right to inspect" statement to accompany requests from individuals for letters of recommendation. This "waiver" notifies the writer of the letter that the recommendation will be confidential and will not be reviewed by the student.

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## **460.08 RIGHT OF HEARING**

The student has a right to a hearing to challenge the content of any record and may seek the correction or deletion of any entry deemed inaccurate or misleading or inappropriate. A hearing will be arranged for the student upon request in writing to the vice president for student affairs.

## **460.09 GENERAL PROVISIONS**

- a. Personally identifiable records will be duplicated on written request of the student at a charge of 15 cents per page. Payment must be received prior to delivery of records. Preparation of these records will be accomplished within a reasonable length of time not to exceed 45 days.
- b. Students whose records are requested by judicial order or subpoena will be notified by the College before complying with the orders. It is understood that in the case of a student no longer attending State University of New York College at Cortland, notification may not be possible where no current address is listed with the College. In such cases, the College cannot evade its obligation under state law to provide the Court with the information and the actual notice must yield in this instance.
- c. Those having questions regarding the Family Educational Rights and Privacy Act of 1974 should contact the Registrar's Office at (607) 753-4702.

## **460.10 NOTIFICATION OF PARENTS OF DISCIPLINARY ACTION**

### **A. Policy**

The Vice President for Student Affairs Office may notify the parents of dependent students who have had disciplinary sanctions placed on them.

### **B. Declaring Independence**

1. 1. All undergraduate students enrolled at Cortland will be considered by the College to be dependent unless they have filed a "Certification of Independent Status" form with the Financial Aid Office declaring their emancipation.
2. 2. Any student who has not declared his/her emancipation prior to a disciplinary hearing will be given five days after the hearing to file a "Certification of Independent Status" form with the Financial Aid Office.

### **C. Notification Process**

1. Parental notification will consist of a copy of the decision letter sent to the student and a cover letter to the parents (and, at the discretion of the vice president for student affairs, any other written materials deemed informative).
2. This notification will occur once the imposed sanctions are final, at the expiration of any appeals process and will be limited to cases brought before the Judicial Review Board, College Hearing Panel and administrative hearings held at those levels as well disciplinary conferences that result in any type of probationary status. Cases handled by a residence hall director are normally excluded from the notification process (except for cases involving alcohol policy violations). Exceptions may also be made for repeated, minor offenses by a dependent student on any type of probation that could result in removal from the residence hall or other campus housing. In these cases, the residence hall director will consult with the judicial officer in making the decision to notify the parents.
3. In disciplinary cases that involve a student who engages in behavior that poses a serious threat to one's own physical or emotional safety or the physical or emotional safety of others, the director of judicial affairs or his/her designee shall notify the parents of dependent students.

## **460.11 PURPOSE OF THE FREEDOM OF INFORMATION LAW**

The Freedom of Information Law, enacted in 1974 and significantly revised, effective Jan. 1, 1976, reaffirms your right to know how your government operates. It provides rights of access to records reflective of governmental decisions and policies that affect the lives of every New Yorker. The law establishes the Committee on Open Government, which is responsible for issuing advisory opinions to agencies and the public on compliance with the law.

### **Scope of the Law**

The law defines "agency" to include all units of state and local government in New York State, including state agencies, public corporations and authorities, as well as any other governmental entities performing a governmental function for the state or for one or more units of local government in the state (section 86(3)).

The term "agency" does not include the State Legislature or the courts. As such, for purposes of clarity, "agency" will be used hereinafter to include all entities of government in New York, except the State Legislature and the courts.

### **What is a Record?**

The law defines "record" as "any information kept, held, filed, produced or reproduced by, with or for an agency or the State Legislature, in any physical form whatsoever. . ." (Section 86(4)). Thus it is clear that items such as tape recordings, microfilm and computer discs fall within the definition of "record."

## 460.12 ACCESSIBLE RECORDS

The law states that all records are accessible, except records or portions of records that fall within one of nine categories of deniable records (section 87(2)).

Deniable records include records or portions thereof that:

- a. are specifically exempted from disclosure by state or federal statute;
- b. would if disclosed result in an unwarranted invasion of personal privacy;
- c. would if disclosed impair present or imminent contract awards or collective bargaining negotiations;
- d. are trade secrets or are submitted to an agency by a commercial enterprise or derived from information obtained from a commercial enterprise and which if disclosed would cause substantial injury to the competitive position of the subject enterprise;
- e. are compiled for law enforcement purposes and which if disclosed would:
  - i. interfere with law enforcement investigations or judicial proceedings;
  - ii. deprive a person of a right to a fair trial or impartial adjudication;
  - iii. identify a confidential source or disclose confidential information relative to a criminal investigation; or
  - iv. reveal criminal investigative techniques or procedures, except routine techniques and procedures;
- f. would if disclosed endanger the life or safety of any person;
- g. are inter-agency or intra-agency communications, except to the extent that such materials consist of:
  - i. statistical or factual tabulations or data;
  - ii. instructions to staff that affect the public;
  - iii. final agency policy or determinations; or
  - iv. external audits, including but not limited to audits performed by the comptroller and the federal government.
- h. are examination questions or answers that are requested prior to the final administration of such questions; or
- i. are computer access codes.

The categories of deniable records are generally directed to the effects of disclosure. They are based in great measure upon the notion that disclosure would in some instances "impair," "cause substantial injury," "interfere," "deprive," "endanger," etc. This represents a significant change from the thrust of the original enactment.

One category of deniable records that does not deal directly with the effects of disclosure is exception (g), which deals with inter-agency and intra-agency materials. The intent of the exception is twofold. Memoranda or letters transmitted from an official of one agency to an official of another or between officials within an agency may be denied, so long as the communications (or portions

thereof) are advisory in nature and do not contain information upon which the agency relies in carrying out its duties. For example, an opinion prepared by staff that may be rejected or accepted by the head of an agency need not be made available. However, the facts, policies and determinations upon which an agency relies in carrying out its duties should be made available.

There are also special provisions in the law regarding the protection of trade secrets. Those provisions pertain only to state agencies and enable a person submitting records to state agencies to request that records be kept separate and apart from all other agency records on the ground that they constitute trade secrets. In addition, when a request is made for records characterized as trade secrets, the submitter of such records is given notice and an opportunity to justify a claim that the records would if disclosed result in substantial injury to his or her competitive position. A member of the public requesting records characterized as trade secrets or a state agency at any time may challenge a claim that records constitute trade secrets.

Generally, the law provides access to existing records. Therefore, an agency need not create a record in response to a request. Nevertheless, each agency must compile the following records (section 87(3)):

- a. a record of the final vote of each member in every agency proceeding in which the member votes;
- b. a record setting forth the name, public office address, title and salary of every officer or employee of the agency; and
- c. a reasonably detailed current list by subject matter of all records in possession of an agency, whether or not the records are accessible.

## **Protection of Privacy**

One of the exceptions to rights of access, referred to earlier, states that records may be withheld when disclosure would result in "an unwarranted invasion of personal privacy" (section 87(2)(b)).

Unless otherwise deniable, disclosure shall not be construed to constitute an unwarranted invasion of personal privacy when identifying details are deleted, when the person to whom a record pertains consents in writing to disclosure, or when upon presenting reasonable proof of identity, a person seeks access to records pertaining to him or her.

## **460.13 HOW TO OBTAIN RECORDS**

### **Subject Matter List**

As noted earlier, each agency must maintain a "subject matter list." The list is not a compilation of every record an agency has in its possession, but rather is a list of the subjects or file categories under which records are kept. It must make reference to all records in possession of an agency, whether or not the records are available. You have a right to know the kinds of records agencies maintain.

The subject matter list must be compiled in sufficient detail to permit you to identify the file category of the records sought. The College maintains a subject matter list that can be obtained from the



campus records access officer.

## **Regulations**

The State University has promulgated regulations implementing the law that describe the procedures for obtaining access to University records. A copy of these regulations can be obtained upon request from the campus records access officer.

## **Designation of Records Access Officer**

Under the regulations, each University campus must designate a records access officer to coordinate a campus' response to public requests for records.

The records access officer is responsible for keeping the subject matter list up to date, assisting you in identifying records sought, making the records promptly available or denying access, providing copies of records or permitting you to make copies, certifying that a copy is a true copy and, if the records cannot be found, certifying either that the campus does not have possession of the requested records or that the campus does have the records, but they cannot be found after diligent search.

The regulations also state that the public shall continue to have access to records through officials who have been authorized previously to make information available.

## **Requests for Records**

Requests for access to or copies of records must be in writing and must reasonably describe the records request.

Within five business days of the receipt of a written request for a record reasonably described, the campus must make the record available, deny access in writing giving the reasons for denial, or furnish a written acknowledgment of receipt of the request and a statement of the approximate date when the request will be granted or denied.

## **Fees**

Copies of records must be made available on request. Except when a different fee is prescribed by statute, the campus may not charge for inspection, certification or search for records, or charge in excess of 25 cents per photocopy up to 9 by 14 inches (section 87(1)(b)(iii)). Fees for copies of other records may be charged based upon the actual cost of reproduction. If the campus has no photocopying equipment, a transcript of records must be made on request. However, you may be charged for the clerical time involved.

## **Denial of Access and Appeal**

A denial of access must be in writing, stating the reason for the denial and advising you of your right to appeal to the head or governing body of the campus or the person designated to hear appeals by

the head or governing body of the campus. You may appeal within 30 days of a denial.

Upon receipt of the appeal, the campus head, governing body or appeals officer has 10 business days to fully explain in writing the reason for further denial of access or to provide access to the records. Copies of all appeals and the determinations thereon must be sent by the campus to the Committee on Open Government (section 89(4)(a)). This requirement will enable the committee to monitor compliance with law and intercede when a denial of access may be improper.

You may seek judicial review of a final campus denial by means of a proceeding initiated in Article 78 of the Civil Practice Law and Rules. When a denial is based upon one of the exceptions to rights of access that were discussed earlier, the campus has the burden of proving that the record sought falls within one or more of the exceptions (section 89(4)(b)).

A new provision in the Freedom of Information Law permits a court, in its discretion, to award reasonable attorney's fees when a person challenging a denial of access to records in court substantially prevails. To award attorney's fees, a court must find that the record was of "clearly significant interest to the general public" and that the campus "lacked a reasonable basis at law for withholding the record." While a court may award attorney's fees, such an award is not mandatory.

## Public Notice

The regulations require that each campus post conspicuously and/or publicize in a local newspaper:

- locations where records are made available;
- the name, title, business address and telephone number of the records access officer; and
- the right to appeal a denial of access and the name and business address of the person or body to whom appeals should be directed.

The records access officer of SUNY Cortland is:

Peter Koryzno  
 Director of Public Relations  
 P.O. Box 2000  
 Cortland, NY 13045  
 (607) 753-2232

## 460.14 COLLEGE MAILING LISTS

In considering the use of campus mailing lists and computer-generated labels, individuals or organizations requesting such service must contact the appropriate campus office for approval. Jurisdiction of campus mailing lists is assigned accordingly:

Alumni	Alumni Affairs Office
Faculty	Human Resources Office
Parents	Vice President for Institutional Advancement Office
Staff	Human Resources Office

Students	Registrar's Office
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## CHAPTER 461: Online Calendar Policy

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### 461.01 POLICY STATEMENTS

This policy governs the creation and administration of SUNY Cortland's online calendar, which is integrated with the College's home page and the Web content management system. The online calendar provides a platform for the publication of events intended for the campus community. This policy establishes a framework and a process for publishing consistent, accurate and timely information about the campus.

This document guides online calendar operations and is intended to:

- promote ease of use in locating events of interest;
- maintain clarity and reduce ambiguity;
- facilitate a positive user experience;
- assure consistency with the College's marketing plan; and
- portray a consistently positive College image.

### 461.02 DEFINITIONS

**Content Management System (CMS):** A Web application for creating and managing HTML and other Web files. The CMS is managed by the Publications and Electronic Media Office.

**Event Management System (EMS):** A software program designed for scheduling events and making

room reservations. EMS is managed by Campus Activities and Corey Union.

**Online Calendar:** A component of the CMS used to promote campus events. It is managed by the Public Relations Office.

### **461.03 ONLINE CALENDAR/EVENT MANAGEMENT SYSTEM PURPOSES**

The event management system is intended for scheduling space and rooms on campus and is managed by Campus Activities and Corey Union.

The online calendar is intended to publicize campus programs and events and is managed by the Public Relations Office.

### **461.04 ONLINE CALENDAR AUDIENCE**

The online calendar is designed for the campus community. The goal is to share information about and promote College-wide events and activities, as well as significant dates, with the intent of increasing participation in the life of SUNY Cortland.

### **461.05. EVENT CREATION AND MANAGEMENT FOR ONLINE CALENDAR**

Activities added to EMS will be reviewed and considered for inclusion in the online campus calendar.

If a campus-wide event does not require a room reservation, such as community clean-ups and bus trips, or if specific details need to be added to an event already posted on the CMS, organizers may supply information to the calendar listing by completing the “Publicize an Event” form found at [www2.cortland.edu/bulletin/submissions/event.dot](http://www2.cortland.edu/bulletin/submissions/event.dot).

Events are considered acceptable for inclusion in the calendar if they support or benefit the College, are open to the campus community, are consistent with the College mission and the role of the sponsoring organization, and fulfill the purpose for which the calendar was established.

The director of public relations, the director of publications and electronic media and the Web communications manager will determine which events may be featured on the College’s home page.

Event postings must comply with SUNY Cortland guidelines provided in student, faculty and staff handbooks, the Communication Guide, relevant College policies, and state and federal laws and regulations.

The director of public relations, the director of publications and electronic media and the Web communications manager reserve the right to remove or edit event listings that do not meet the above criteria.

### **461.06. EVENTS INCLUDED IN ONLINE CALENDAR**

A. These types of events will be augmented whenever possible with further information by the Public Relations Office.

Academic events and academic calendar items such as start of semester, holidays, start of final exams, Academic Convocation, Honors Convocation, Graduate School Day, Undergraduate Commencement, Graduate Commencement, spring and fall break  
 Admissions events such as Fall Open House, Spring Open House  
 Alumni events such as Reunion Weekend, Senior Send-off, Alumni Lectures, Executives-in-Residence  
 ASC events such as Grad Finale™  
 Brown Bag Lunches  
 Career Services events such as Goofs and Goblets, Teacher Recruitment Days  
 Children's Museum activities  
 College-wide meetings such as Faculty Senate, College Council, President's Opening Meeting, Community Roundtables  
 Conferences  
 Emergency system testing dates  
 Faculty Senate meetings  
 Film series  
 Gallery events such as exhibitions, openings and artist talks  
 Health education events such as Wellness Wednesdays, Coffeehouses, AIDS quilt, depression screenings, Walk the Walk of Student Affairs, flu clinics, Relay for Life  
 International education events such as Study Abroad Fair, International Education Month  
 Lectures/panel discussions such as the Brooks Lecture Series, Intellectual Climate Lecture Series, Metcalf Lecture, Poskanzer Lecture  
 Main Street SUNY Cortland events  
 Performances such as those sponsored or produced by CALS, the Performing Arts Department, College-Community Orchestra, Choral Group, Gospel Choir, concerts  
 Sandwich Seminars  
 Special awards ceremonies such as the College-Community Appreciation Award, C-Club Hall of Fame Banquet, Provost's Awards for Excellence  
 Special events such as groundbreaking, building re-openings, dedications, Family Weekend, Senior Games, NY Jets Summer Training Camp  
 Student club events such as 64 Roses, La Familia Latina Charity Ball Fashion Show, Spring Fling  
 Women's Initiatives events

B. These types of events will be included in the online calendar without further information by the Public Relations Office.

Bus trips  
 Departmental open houses  
 Fitness and Wellness classes such as yoga and tai chi  
 Holidays in which campus offices are closed or classes are not in session  
 Induction ceremonies such as those for honor societies  
 Move-in/Move-out dates  
 Orientation dates  
 Recreational sports events such as sport clubs activities, intramurals, fitness facility events  
 Spring/Fall Break bus departure days  
 Student club meetings

Student Government Activities such as elections, defensive driving class  
 Summer Sports School dates  
 Symposiums  
 Volunteering opportunities such as Habitat for Humanity, community garden, service-learning  
 Union activities  
 Workshops

## **461.07. EVENTS NOT INCLUDED IN ONLINE CALENDAR**

Types of events that will not appear in the online calendar include, but are not limited to:

ASC sale notices and vendor announcements  
 Athletics events. A link to athletics will be situated on the calendar page  
 Construction on campus/facilities information  
 Deadlines such as those for the Purchasing Office, Registrar's Office, grant applications, DSI, FAFSA filing, fundraisers, ticket sales, campus-wide surveys  
 Department and office meetings  
 Employee training seminars  
 Fire inspection dates  
 Fundraising campaign start dates such as SEFA  
 High school events such as proms, sporting events, leadership days  
 Notifications about specialty months and days such as Domestic Violence Awareness Month, International Education Month, Take Back Your Time Day, Take Your Daughter to Work Day, Non-Traditional Students Week  
 Notifications such as parking permits available, mail delivery schedule  
 Off-campus activities at locations unaffiliated with the College  
 Open meetings with job candidates  
 Play rehearsals  
 Receptions/going away and retirement parties  
 Retirement seminars and representatives visits  
 Staff development activities  
 Student organization recruitments

(Approved by President's Cabinet Dec. 8, 2009)

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## **CHAPTER 470: Maintenance of Public Order**

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# **470.01 STATEMENT OF PURPOSE**

The following rules are adopted in compliance with section 6450 of the Education Law and shall be filed with the commissioner of education and the Board of Regents on or before July 20, 1969, as required by that section. Said rules shall be subject to amendment or revision and any amendments or revisions thereof shall be filed with the commissioner of education and Board of Regents within 10 days after adoption. Nothing herein is intended, nor shall it be construed, to limit or restrict the freedom of speech nor peaceful assembly. Free inquiry and free expression are indispensable to the objectives of a higher educational institution. Similarly, experience has demonstrated that the traditional autonomy of the educational institution (and the accompanying institutional responsibility for the maintenance of order) is best suited to achieve these objectives. These rules shall not be construed to prevent or limit communication between and among faculty, students and administration, or to relieve the institution of its special responsibility for self regulation in the preservation of public order. Their purpose is not to prevent or restrain controversy and dissent, but to prevent abuse of the rights of others and to maintain that public order appropriate to a college or university campus without which there can be no intellectual freedom and they shall be interpreted and applied to that end.

# **470.02 APPLICATION OF RULES**

These rules shall apply to all state-operated institutions of the State University except as provided in Part 550 as applicable to the State University Maritime College. These rules may be supplemented by additional rules for the maintenance of public order heretofore or hereafter adopted for any individual institution, approved and adopted by the State University Trustees and filed with the commissioner of education and Board of Regents, but only to the extent that such additional rules are not inconsistent herewith. The rules hereby adopted shall govern the conduct of students, faculty and other staff, licensees, invitees and all other persons, whether or not such rules are applicable and also upon or with respect to any other premises or property, under the control of such institution, used in its teaching, research, administrative, service, cultural, recreational, athletic and other programs and activities, provided, however, that charges against any student for violation of these rules upon the premises of any such institution other than the one at which he is in attendance shall

be heard and determined at the institution in which he is enrolled as a student.

### **470.03 PROHIBITED CONDUCT**

No person, either singly or in concert with others, shall:

- A. Willfully cause physical injury to any other person, nor threaten to do so for the purpose of compelling or inducing such other person to refrain from any act that he has a lawful right to do or to do any act that he has a lawful right not to do.
- B. Physically restrain or detain any other person, nor remove such person from any place where he is authorized to remain.
- C. Willfully damage or destroy property of the institution or under its jurisdiction, nor remove or use such property without authorization.
- D. Without permission, expressed or implied, enter into any private office of an administrative officer, member of the faculty or staff member.
- E. Enter upon and remain in any building or facility for any purpose other than its authorized uses or in such manner as to obstruct its authorized use by others.
- F. Without authorization, remain in any building or facility after it is normally closed.
- G. Refuse to leave any building or facility after being required to do so by an authorized administrative officer.
- H. Obstruct the free movement of persons and vehicles in any place to which these rules apply.
  - I. Deliberately disrupt or prevent the peaceful and orderly conduct of classes, lectures and meetings or deliberately interfere with the freedom of any person to express his views, including invited speakers.
- J. Knowingly have in his possession upon any premises to which these rules apply, any air or BB gun, rifle, shotgun, pistol, revolver, or other firearm weapon without the written authorization of the chief administrative officer whether or not a license to possess the same has been issued to such person.
- K. Willfully incite others to commit any of the acts herein prohibited with specific intent to procure them to do so.
- L. Take any action, create, or participate in the creation of any situation that recklessly or intentionally endangers mental or physical health or that involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization.

### **470.04 FREEDOM OF SPEECH AND ASSEMBLY: PICKETING AND DEMONSTRATIONS**

- A. No student, faculty or other staff member or authorized visitor shall be subject to any limitation or penalty solely for the expression of his views nor for having assembled with others for such purpose. Peaceful picketing and other orderly demonstrations in public areas of ground and building will not be interfered with. Those involved in picketing and demonstrations may not, however, engage in specific conduct in violation of the provisions of the preceding section.
- B. In order to afford maximum protection to the participants and to the institutional community, each state-operated institution of the State University shall promptly adopt and promulgate, and thereafter continue in effect as revised from time to time, procedures appropriate to such institution for the giving of reasonable advance notice to such institution of any planned assembly, picketing or demonstration upon the grounds of such institution, its proposed locale



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

## **470.05 PENALTIES**

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

- A. If he is a licensee or invitee, have his authorization to remain upon the campus or other property withdrawn and shall be directed to leave the premises. In the event of his failure or refusal to do so he shall be subject to ejection or arrest.
- B. If he is a trespasser or visitor without specific license or invitation, be subject to ejection.
- C. If he is a student, be subject to expulsion or such lesser disciplinary action as the facts of the case may warrant, including suspension, probation, loss of privileges, reprimand or warning.
- D. If he is a faculty member having a term or continuing appointment, be guilty of misconduct and be subject to dismissal or termination of his employment or such lesser disciplinary action as the facts may warrant including suspension without pay or censure.
- E. If he is a staff member in the classified service of the civil service, described in section 75 of the Civil Service Law, be guilty of misconduct and be subject to the penalties prescribed in said section.
- F. If he is a staff member other than one described in subdivisions (d) and (e), be subject to dismissal, suspension without pay or censure.

## **470.06 PROCEDURES FOR VIOLATIONS**

- A. The chief administrative officer or his designee shall inform any licensee or invitee who shall violate any provisions of these rules (or of the rules of any individual institution supplementing or implementing these rules) that his license or invitation is withdrawn and shall direct him to leave the campus or other property of the institution. In the event of his failure or refusal to do so such officer shall cause his ejection from such campus or property.
- B. In the case of any other violator, who is neither a student nor faculty or other staff member, the chief administrative officer or his designee shall inform him that he is not authorized to remain on the campus or other property of the institution and direct him to leave such premises. In the event of his failure or refusal to do so, such officer shall cause his ejection from such campus or property. Nothing in this subdivision shall be construed to authorize the presence of any such person at any time prior to such violation nor to affect his liability to prosecution for trespass or loitering as prescribed in the Penal Law.
- C. In the case of a student, charges for violation of any of these rules (or of the rules of any individual institution supplementing or implementing these rules) shall be presented and shall be heard and determined in the manner hereinafter provided in section 535.9 of the Part.
- D. In the case of a faculty member having a continuing or term appointment, charges of misconduct in violation of these rules (or of the rules of any individual institution supplementing or implementing these rules) shall be made, heard and determined in accordance with title D of Part 338.
- E. In the case of any staff member who holds a position in the classified civil service, described in

section 75 of the Civil Service Law, charges of misconduct in violation of these rules (or of the rules of any individual institution supplementing or implementing these rules) shall be made, heard and determined as prescribed in that section.

- F. Any other faculty or staff member who shall violate any provision of these rules (or of the rules of any individual institution supplementing or implementing these rules) shall be dismissed, suspended or censured by the appointing authority prescribed in the policies of the board of trustees.

## **470.07 ENFORCEMENT PROGRAM**

- A. The chief administrative officer shall be responsible for the enforcement of these rules (or of the rules of any individual institution supplementing or implementing these rules) and he shall designate the other administrative officers who are authorized to take action in accordance with such rules when required or appropriate to carry them into effect.
- B. It is not intended by any provision herein to curtail the right of students, faculty or staff to be heard upon any matter affecting them in their relations with the institution. In the case of any apparent violation of these rules (or of the rules of any individual institution supplementing or implementing these rules) by such persons, which, in the judgment of the chief administrative officer or his designee, does not pose any immediate threat of injury to person or property, such officer may make reasonable effort to learn the cause of the conduct in question and to persuade those engaged therein to desist and to resort to permissible methods for the resolution of any issues that may be presented. In doing so, such officer shall warn such persons of the consequences of persistence in the prohibited conduct, including their ejection from any premises of the institution where their continued presence and conduct is in violation of these rules (or of the rules of any individual institution supplementing or implementing these rules).
- C. In any case where violation of these rules (or of the rules of any individual institution supplementing or implementing these rules) does not cease after such warning and in other cases of willful violation of such rules, the chief administrative officer or his designee shall cause the ejection of the violator from any premises that he occupies in such violation and shall initiate disciplinary action as herein before provided.
- D. The chief administrative officer or his designee may apply to the public authorities for any aid that he deems necessary in causing the ejection of any violator of these rules (or of the rules of any individual institution supplementing or implementing these rules) and he may request the State University counsel to apply to any court of appropriate jurisdiction for an injunction to restrain the violation or threatened violation of such rules.

## **470.08 COMMUNICATION**

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

## **470.09 NOTICE, HEARING AND DETERMINATION OF CHARGES AGAINST STUDENTS**

- A. The term "chief administrative officer," as used in these rules, shall be deemed to mean and include any person authorized to exercise the powers of that office during a vacancy therein or during the absence or disability of the incumbent and for purposes of this section shall also include any designee appointed by said officer.
- B. Whenever a complaint is made to the chief administrative officer of any state-operated institution of the University of a violation by a student or students of the rules prescribed in this Part (or of any rule adopted by an individual institution supplementing or implementing such rules) or whenever he has knowledge that such a violation may have occurred, he shall cause an investigation to be made and the statements of the complainants, if any, and of other persons having knowledge of the facts reduced to writing. If he is satisfied from such investigation and statements that there is reasonable ground to believe that there has been such a violation he shall prepare or cause to be prepared charges against the student or students alleged to have committed such violation which shall state the provision prescribing the offense and shall specify the ultimate facts alleged to constitute such offense.
- C. Such charges shall be in writing and shall be served on the student or students named therein by delivering the same to him or them personally, if possible, or, if not, by mailing a copy of such charges by registered mail to such student or students at his or their usual place or places of abode while attending college and also to his or their home address or addresses, if different.
- D. The notice of charges so served shall fix a date for hearing thereon not less than 10 nor more than 15 days from the date of service which shall be the date of mailing where necessary to effect service by mail. Failure to appear in response to the charges on the date fixed for hearing, unless there has been a continuance for good cause shown, shall be deemed to be an admission of the facts stated in such charges and shall warrant such action as may then be appropriate thereon. Before taking such action the hearing committee, hereinafter referred to, shall give notice to any student, who has failed to appear, in the manner prescribed in subdivision (c), of its proposed findings and recommendations to be submitted to the chief administrative officer and shall so submit such findings and recommendations 10 days thereafter unless the student has meanwhile shown good cause for his failure to appear, in which case a date for hearing shall be fixed.
- E. Upon demand at any time before or at the hearing the student charged or his representative, duly designated, shall be furnished a copy of the statements taken by the chief administrative officer in relation to such charges and with the names of any other witnesses who will be produced at the hearings in support of the charges, provided, however, that this shall not preclude the testimony of witnesses who were unknown at the time of such demand.
- F. The chief administrative officer may, upon the service of charges, suspend the student named therein from all or any part of this institution's premises or facilities, pending the hearing and determination thereof, whenever, in his judgment, the continued presence of such student would constitute a clear danger to himself or to the safety of persons or property on the premises of the institution or would pose an immediate threat of disruptive interference with the normal conduct of the institution's activities and functions, provided, however, that the chief administrative officer shall grant an immediate hearing on request of any student so suspended with respect to the basis for such suspension.
- G. There shall be constituted at each state-operated institution a hearing committee to hear charges against students of violation of the rules for maintenance of public order prescribed by

or referred to in this Part. Such committee shall consist of three members of the administrative staff and three members of the faculty, designated by the chief administrative officer, and three students who shall be designated by the members named by the chief administrative officer. Each such member shall serve until his successor or replacement has been designated. No member of the committee shall serve in any case where he is a witness or is or has been directly involved in events upon which the charges are based. In order to provide for cases where there may be such a disqualification and for cases of absence or disability, the chief administrative officer shall designate an alternate member of the administrative staff and an alternate member of the faculty, and his principal designees shall designate an alternate student member, to serve in such cases. Any five members of the committee may conduct hearings and make findings and recommendations as hereinafter provided. At any institution where the chief administrative officer determines that the number of hearings that will be required to be held is, or may be, so great that they cannot otherwise be disposed of with reasonable speed, he may determine that the hearing committee shall consist of six members of the administrative staff and six members of the faculty to be designated by him and of six students who shall be designated by the members so designated by him. In such event, the chief administrative officer shall designate one of such members as chairman who may divide the membership of the committee into three divisions each to consist of two members of the administrative staff, two faculty members and two students and may assign charges among such divisions for hearing. Any four members of each such division may conduct hearings and make recommendations as hereinafter provided.

- H. The hearing committee shall not be bound by the technical rules of evidence but may hear or receive any testimony or evidence that is relevant and material to the issues presented by the charges and that will contribute to a full and fair consideration thereof and determination thereon. A student against whom the charges are made may appear by and with representatives of his choice. He may confront and examine witnesses against him and may produce witnesses and documentary evidence in his own behalf. There may be present at the hearings: the student charged and his representatives and witnesses; other witnesses; representatives of the institutional administration; and, unless the student shall request a closed hearing, such other members of the institutional community or other persons, or both, as may be admitted by the hearing committee. A transcript of the proceedings shall be made.
- I. Within 20 days after the close of a hearing the hearing committee shall submit a report of its findings of fact and recommendations for disposition of the charges to the chief administrative officer, together with a transcript of the proceedings, and shall at the same time transmit a copy of its report to the student concerned or his representative. Within 10 days thereafter the chief administrative officer shall make his determination thereon. Final authority to dismiss the charges or to determine the guilt of those against whom they are made and to expel, suspend or otherwise discipline them shall be vested in the chief administrative officer. If he shall reject the findings of the hearing committee in whole or in part, he shall make new findings that must be based on substantial evidence in the record and shall include them in the notice of his final determination that shall be served upon the student or students with respect to whom it is made.

## **470.10 ORGANIZATIONS**

**A.** Organizations that operate upon the campus of any state-operated institution or upon the property of any state-operated institution used for educational purposes shall be prohibited from authorizing the conduct described in the subdivision (1) of section 535.3.

## **B. Procedure**

The chief administrative officer at each state-operated institution shall be responsible for the enforcement of this section, and, as used herein, the term chief administrative officer shall include any designee appointed by said officer.

1. Whenever the chief administrative officer has determined on the basis of a complaint or personal knowledge that there is reasonable ground to believe that there has been a violation of this section by any organization, the chief administrative officer shall prepare or cause to be prepared written charges against the organization that shall state the provision proscribing the conduct and shall specify the ultimate facts alleged to constitute such violation.
2. Such written charges shall be served upon the principal officer of the organization by registered or certified mail, return receipt requested, to the organization's current address and shall be accompanied by a notice that the organization may respond in writing to the charges within 10 days of receipt of said notice. The notice of the charge so served shall include a statement that the failure to submit a response within ten 10 days shall be deemed to be an admission of the facts stated in such charges and shall warrant the imposition of the penalty described in subdivision (c) herein. The response shall be submitted to the chief administrative officer and shall constitute the formal denial or affirmation of the ultimate facts alleged in the charge. The chief administrative officer may allow an extension of the 10-day response period.
3. Upon written request, by an authorized representative of the organization, the chief administrative officer shall provide the representative organization an opportunity for a hearing. A hearing panel designated by the chief administrative officer shall hear or receive any testimony or evidence that is relevant and material to the issues presented by the charge and that will contribute to a full and fair consideration thereof and determination thereon. The organization's representative may confront and examine witnesses against it and may produce witnesses and documentary evidence on its behalf. The hearing panel shall submit written findings of the fact and recommendations for disposition of the charge to the chief administrative officer within 20 days after the close of the hearing.
4. Final authority to dismiss the charges or to make a final determination shall be vested in the chief administrative officer. Notice of the decision shall be in writing; shall include the reasons supporting such decision; and shall be served on the principal officer of the organization by mail in the manner described in paragraph (2) above within a reasonable time after such decision is made.

## **C. Penalties**

Any organization that authorizes the prohibited conduct described in subdivision (1) of section 535.3 shall be subject to the rescission of permission to operate upon the campus or upon the property of the State-operated institution used for educational purposes. The penalty provided in this subdivision shall be in addition to any penalty that may be imposed pursuant to the Penal Law and any other provision of law, or to any penalty to which an individual may be subject pursuant to this Part.

## **D. Bylaws**

Section 6450 (1) of the Education Law requires that the provisions of this part which prohibit reckless

or intentional endangerment to health or forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization shall be deemed to be part of the bylaws of all organizations that operate upon the campus of any state-operated institution or upon the property of any state-operated institution used for educational purposes. The statute further requires that each such organization shall review these bylaws annually with individuals affiliated with the organization.

## **E. Distribution**

Copies of the provisions of this part which prohibit reckless or intentional endangerment to health or forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization shall be given to all students enrolled in each state-operated institution.

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# **CHAPTER 480: Procedures for Handling Investigations by State and Federal Agencies**

## **480.01 GENERAL PROCEDURES**

In order to standardize procedure for handling investigations by state and federal agencies outside the College (i.e., U.S. Department of Labor, Equal Employment Office, Human Rights Offices, various HEW agencies, etc.), the following procedure will be followed:

1. The office contacted by a state or federal agency requesting information on employees, review of files of employees, etc., will be referred to the executive assistant to the president.
2. The nature of the request, the office involved, the source, if possible, whether a subpoena has been issued or under what federal directive or law such an investigation is directed will be determined through consultation with the University Counsel's Office.
3. After review by the University Counsel's Office procedures will be suggested for handling the agency request.
4. The President's Office will notify the College office involved and will make the necessary arrangements for satisfying the agent's request. In the event that access to the information is denied, arrangements will be made for the agent to discuss the matter with the University Counsel.
5. A written report of the investigation, records involved, and information sought from the records, etc. will be completed by the President's Office and a copy filed with the University Counsel's Office.
6. If the requesting agency has a signed Release of Information Authorization from the person being investigated, then the College may release such information as requested in lieu of the above stated procedure. (See also Directory Information, [460.05i](#))

# **CHAPTER 481: Fundraising and Solicitation on Campus**

### 481.01 General Procedures

### 481.02 Soliciting Funds on Campus

### 481.03 Persons Doing Business on Campus

### 481.04 Private Commercial Enterprises on Campus

### 481.05 Campus Advertising Policy

### 481.06 Vendor Solicitation on State Property

### 481.07 Solicitation

## **481.01 GENERAL PROCEDURES**

As established in the College's Program for Development Planning approved in 1980, the President's Advisory Committee on Development was identified as "the key fundraising policy recommending body" for SUNY Cortland. Among the responsibilities assigned to the Committee are the following:

- 1) To recommend to the president overall institutional plans and policies regarding fundraising programs, and
- 2) To review all fundraising efforts for the College community and to evaluate all requests for fundraising projects that originate with faculty/staff members, students, and any campus-related organization, except as noted below.

In accord with the development plan, the Cortland College Foundation and the Alumni Association are recognized as legitimate fundraising agencies operating on behalf of the College. Programs conducted under the sponsorship of these organizations regularly involve College officers in the Division of Institutional Advancement and the President's Office. Together, these two offices provide the leadership for all development activities at the College.

Occasionally, other campus organizations, including student groups operating as part of the Student Government Association (SGA), must raise private money to support their programs and activities. Such College-related organizations intending to raise \$1,000 or more are required to obtain approval of fundraising proposals and related promotional materials in advance of any fundraising effort. For student organizations under SGA, the SGA Financial Board, operating in conjunction with the Fundraising Review Committee, will review fundraising proposals. College-related organizations not affiliated with SGA must have proposals reviewed by the Fundraising Review Committee. Both the SGA Financial Board and the President's Fundraising Review Committee will grant approval according to the following criteria:

1. The organization is a recognized College activity under the sponsorship of the Student Government Association or is part of the College operations at the office or departmental level.

2. The project to be funded is in itself an outgrowth of the educational mission of the College and its successful undertaking is deemed to assist the College in fulfilling its mission.
3. The fundraising measures proposed do not interfere with or detract from other development activities on a College-wide basis.
4. The fundraising project proposed does not interfere with or compete with other established College activities already in place.
5. The fundraising project proposed does not reflect negatively in any way on the public perception of the College and is in accord with the standards of social behavior endorsed by the College; e.g., the selling and/or raffling of alcoholic beverages is prohibited.

The Fundraising Review Committee is composed of the director of The Cortland Fund, the executive director of ASC and the director of Corey Union and conferences.

## **481.02 SOLICITING FUNDS ON CAMPUS**

SUNY Cortland will permit money to be solicited during a public meeting or entertainment on campus under the following conditions:

- a. Fund raising is stated purpose of those who originally scheduled the event.
- b. The official sponsorship of the event must be by a recognized campus organization or group.
- c. All announcements and advertisements of the event must clearly indicate there will be a solicitation for donations.
- d. Any person or group engaged in fund raising must register with the Vice President for Student Affairs Office and follow the rules found in Chapter 481.

## **481.03 PERSONS DOING BUSINESS ON CAMPUS**

Sales representatives and others desiring to do any type of business involving students of the College community must register in the Vice President for Student Affairs Office, which will consult with organizations and individuals affected when necessary. Organizations financially sponsored by the student government must have approval of the Financial Committee of the student government when profits from sales alter their adopted budgets.

## **481.04 PRIVATE COMMERCIAL ENTERPRISES ON CAMPUS**

No authorization will be given to private commercial enterprises to operate on State University campuses or in facilities furnished by the University other than to provide for food, laundry, dry cleaning, barber and beautician services, cultural events, legal beverages, vending, linen supply and banking. This resolution shall not be deemed to apply to Auxiliary Services Corporation activities approved by the University. (BT, June 29, 1979)

## **481.05 CAMPUS ADVERTISING POLICY**

Advertising on the SUNY Cortland campus is permitted within specific guidelines. Non-campus based entities, except parties to contracts with SUNY Cortland or the State of New York that permit them to conduct business on campus, must submit all advertising requests to the vice president for finance



and management or the director of Corey Union and conferences for approval. Endorsements by SUNY for any product is strictly prohibited. Advertising in contravention of College policies, rules or codes is prohibited.

All agreements between SUNY Cortland and commercial vendors must be in writing and must set forth the cost, duration, size and content of the advertisement. All agreements require payment to SUNY Cortland.

SUNY Cortland reserves the right to refuse advertising because of the limitations of bulletin board and/or leaflet rack space.

(Adopted by the President's Cabinet, Aug. 12, 1997)

## **481.06 VENDOR SOLICITATION ON STATE PROPERTY**

Private sector firms and organizations are not permitted access to state property or offices for the purpose of soliciting business from or offering benefits to state employees unless officially sanctioned by the state. Permission to do so for this purpose is not discretionary on the part of agencies and their facility or regional management.

(Governor's Office of Employee Relations, July 23, 2010)

## **481.07 SOLICITATION**

SUNY Cortland will limit credit card solicitation to the holder of the bank contract that exists between SUNY Cortland's ASC and the bank vendor. ASC issues a request for proposals for banking services on a periodic basis and includes limited credit card solicitation as part of the contract. The bank contract holder shall be allowed to solicit in the College union not more than twice a year. Additionally, the following apply:

The bank vendor shall register and receive permission to solicit from the director of Corey Union. The bank vendor shall not offer gifts for the completion of a credit card application.

This policy complies with the change in the Education Law, section 6437, which mandates a credit card marketing policy.

(Approved by President Bitterbaum, July 20, 2005)

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# **CHAPTER 482: Direct Access to State University of New York Legal Counsel**

## **482.01 ACCESS TO LEGAL COUNSEL**

SUNY employs a regional counsel whose responsibility is to furnish legal advice to the president and other senior administrators and to be present to represent the university when its legal interests are involved (other than those which involve litigation). Access to the university attorney is to be handled according to the following policy.

The president has authorized the following SUNY Cortland administrators to have direct access to the university attorney: the provost and vice president for academic affairs, the vice president for finance and management, the vice president for institutional advancement and the vice president for student affairs. These officers also are permitted to delegate to persons in their areas. In addition, the following officers are hereby authorized to contact the university's attorney.

### President's Office

executive assistant to the president

### Division of Academic Affairs

associate provost for academic affairs  
 associate provost for enrollment management and marketing  
 associate provost for information resources  
 dean of arts and sciences  
 dean of education  
 dean of professional studies  
 director of the James M. Clark Center for International Education  
 director of institutional research and assessment  
 registrar

### Division of Student Affairs

director of counseling and student development  
 chief of university police  
 director of residence life and housing  
 college physician  
 director of judicial affairs  
 executive assistant to the vice president

### Division of Finance and Management

associate vice president for finance  
 assistant vice president for human resources  
 affirmative action officer

**TOP****CHAPTER 485: Military Access to Campus****485.01 MILITARY ACCESS TO CAMPUS**

Access by the military to campus recruitment facilities and services, including use of career development offices and participation in career days or job fair type programs, must be allowed on the same basis as is provided to other employers. (Gov. Pataki's Executive Order No. 28, April 12, 1996, and amended by the Attorney General on Aug. 8, 1996).

The following situations are governed by existing campus policies related to public access: Request for directory information — release of directory information will be made in accordance with FERPA; the Solomon Amendment; and campus policy. Requests are to be made of the records access officer.

Requests for open or limited public forums — Requests for public access to campus facilities are to be made to the director of Corey Union and conferences and will be treated in the same manner as any other outside organization making such a request (completing appropriate forms for reserving space and paying related fees). As with any other organization, no attempt is made to regulate content.

Requests to post information — All posters displayed on campus must be stamped, "Approved for posting but not for content." Requests for permission to post are to be made to the director of Corey Union and conferences.

(Approved Feb. 14, 1995)

**CHAPTER 490: Emergency Closing Policies****490.01 EMERGENCY CLOSING POLICIES****Notification of the campus and the public**

When severe weather conditions, power failures or other emergencies force the closing of the SUNY Cortland campus, the College president will contact the provost and the director of public relations to disseminate information about the closing to both the internal and external publics.

The provost is responsible for contacting a) the university police, b) the campus switchboard, c) the Mohawk Valley Graduate Center and d) the Child Care Center. The provost also will send an e-mail to inform the campus community. Cancellation of classes held on campus also applies to online classes (ASYNCH).

The public relations director is responsible for contacting the Central New York media. The following radio and television stations will be notified:

Cortland: WSUC

Homer: WXHC

Ithaca: WHCU, WYXL, WQNY, WNYN, WIII

Norwich: WCHN, WKXZ, WZOZ, WBKT

Owego: WEBO

Syracuse: WSYR, WHEN, WYYY, WBBS, WWHT, WPHR, WNDR, WNTQ, WSEN, WFBL, WSTM-TV Ch. 3, WTVH-TV Ch.5, WSYR-TV Ch. 9

Waterloo: WNYR, WGVA, WLLW, WAUB, WSWF, WCGR, WFLR

Binghamton: WNBF, WHWK, WWYL, WAAL, WSKG, WSQX, WBNG, WBXI

The public relations director will be responsible for posting an alert message on the SUNY Cortland official website. The content of that message will be pre-approved by the president. In addition to the public relations director, the message may be posted by the director of publications and electronic media and the Web communications manager.

In the case of weather-related campus closing, the public relations director will activate the NY-Alert mass notification. An alert will be disseminated via campus cell-phone text messages and campus e-mail to those students, faculty/staff who have registered their contact information. The university police may activate the system in the absence of the public relations director.

For all non-weather-related emergencies, the university police will activate the NY-Alert system. In those instances, the modes of distribution, depending upon the type of emergency, may extend to include cell phone calls and the use of a campus-wide loudspeaker and siren system.

The State of New York has a number of personnel policies that are put into effect at times of emergency situations, such as severe weather conditions or a breakdown in plant operations. It is important that members of the SUNY Cortland staff are aware of these policies so that they know what is expected of them in terms of reporting for work, conducting classes, leaving early and crediting leave time.

The following information concerning state regulations applies to members of the classified staff, professional and teaching staff, and management-confidential. Faculty members should particularly note the reference to class scheduling in item number five.

1. The only person authorized to close the College is the governor of New York state. It will, therefore, be an extreme condition before the College will be closed because of weather conditions. If an employee is unable to report to work because of weather conditions, the time off must be charged to leave credits, even though local ordinances regarding travel are enacted. Staff members who are essential to such operations of the College should make every effort to report (see number six for definitions of essential personnel).
2. Severe weather conditions during the working day may cause some employees to request permission from supervisors for early departure. Supervisors, however, are responsible for the continued functioning of offices and departments unless the president or his designee authorizes otherwise. Early departure must be charged to employee leave credits (vacation, personal leave or compensatory time) and the accrual charge slips should be made out before departure. Individual building administrators are **not** authorized to close buildings under such conditions.
3. Occasionally, weather conditions may deteriorate so severely that the president or his designee may seek authority from the Governor's Office to close the facility. If authorization is obtained and employees are then directed to leave, the employee is not required to charge the absence to leave credits. This authorized leave may also be obtained during emergency situations such

as those resulting from power failures and heating plant breakdowns.

4. There may be instances of planned shutdown for physical plant purposes such as major electrical, heating plant, or water system repairs. Personnel affected by this work will be given proper advance notification via the President's Office. Employees will be invited to use appropriate accruals, relocated, or be given an accommodation to work.
5. Since a majority of the College's undergraduate student population resides on campus, it is unlikely that undergraduate courses would be canceled because of weather conditions. Teaching faculty should meet classes even though faced with weather problems in getting to the campus. However, many graduate and adult undergraduate students commute to Cortland for late afternoon and evening classes. When weather causes dangerous traveling conditions, the College may take steps to cancel classes and appropriate announcements will be made through a number of radio stations in the Cortland-Homer-Ithaca-Syracuse-Waterloo-Binghamton-Norwich area. Courses at the 500-level will not be canceled since many undergraduates are enrolled.  
The Mohawk Valley Graduate Center, due to its location in Utica, may experience different weather conditions compared to Cortland. In the case of severe weather conditions in the Utica area, the College may take steps to cancel classes offered at the center.
6. "Essential personnel" during emergency campus closings is defined according to the nature of the emergency. In all instances, the lists included below may be expanded by the appropriate vice president based on the particular situation:

#### **On-campus emergencies (weather related)**

Essential personnel include university police, heating plant staff and all other physical plant employees (unless otherwise directed by supervisor).

#### **On-campus emergencies (non-weather related)**

Essential personnel include university police, heating plant staff and Customer Service Center staff.

#### **Non-campus emergencies (when students are in residence)**

Essential personnel include university police, heating plant staff, Customer Service Center staff, residence hall directors and ASC staff.

#### **Non-campus emergencies (when students are not in residence)**

Essential personnel include university police and heating plant staff (except during summer). Physical plant staffing goes to weekend mode.

(Approved by the President's Cabinet November 2001 and minor revision to weather emergency notification approved by President Bitterbaum Nov. 30, 2009)

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# CHAPTER 495: Policies on Harassment

## 495.01 Policy on Harassment and Violence

### 495.02 Sexual Harassment Policy

### 495.03 Sexual Orientation Harassment Policy

## 495.01 POLICY ON HARASSMENT AND VIOLENCE

SUNY Cortland recognizes that it must create an environment where each person's individual dignity will be valued. In a college setting, it is particularly important that there be a respect for diversity and differences of opinion, as the College is dedicated to providing a comprehensive educational experience that prepares individuals to be able to function in a diverse society. Students and employees deserve to be free from fear of harassment or physical abuse. Acts directed against individuals based on race, religion, ethnicity, gender or sexual orientation are especially intolerable and will be subject to the strictest of sanctions/penalties. This campus will not accept any behavior that compromises individual dignity or threatens any person's safety. It is, therefore, campus policy that any violations of the below listed restrictions will not be tolerated. These include, but are not limited to:

1. Attempting or threatening to subject another person to unwanted physical contact.
2. Directing obscene language or gestures at another person or group of people.
3. Engaging in actions intended to intimidate or alarm that serve no legitimate purpose.
4. Directing verbal abuse at another person because the individual is carrying out duties and responsibilities associated with her/his role as faculty, staff, or student staff at the College.
5. Inflicting bodily harm on any person.
6. Threatening the use of force on any person.

Also included in these restrictions are any related acts that are violations, misdemeanors or felonies under the law as well as infractions of SUNY and campus policies.

Harassment/violence prevention depends upon the awareness of faculty, staff and students. Compliance with the following procedures, and effective and timely responses to early warning signs and threats, are essential.

- Faculty and staff should report all harassment, threats or violent incidents to their supervisors. Supervisors should respond to employees within 14 days. Supervisors should also report all incidents to the director of human resources at (607) 753-2302. Students should report all harassment, threats or violent incidents to their resident directors or directly to the vice president for student affairs at (607) 753-4721. If criminal charges are a consideration, or in situations where a person believes they or others are in immediate danger, University Police should be contacted at (607) 753-2111.
- There will be fair treatment of employees and students involved in harassment, threats or

violent incidents. Where appropriate, referral to the Employee Assistance Program (EAP) or other organizations established to assist individuals experiencing personal or family crisis situations would occur.

- Incidents involving harassing, threatening or violent behavior may be subject to disciplinary action in accordance with the appropriate bargaining unit agreement or student code of conduct.

Certain complaints under these policies may also be addressed within the State University of New York internal complaint procedures as identified in Chapter 950 of the SUNY Cortland College Handbook. This policy is to be considered for use in addition to other policies prohibiting discrimination contained in the SUNY Cortland College Handbook.

(Approved by President Taylor, April 27, 1999)

## **495.02 SEXUAL HARASSMENT POLICY**

The College's sexual harassment policy is described in detail in [860.01](#) of this document.

## **495.03 SEXUAL ORIENTATION HARASSMENT POLICY**

The College's sexual orientation harassment policy is described in detail in [870.01](#) of this document.

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## **Part Five: Information Resources**

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## **CHAPTER 500: Introduction to Information Resources**

### **500.01 GENERAL PURPOSE**

Information Resources is administered by the associate provost for information resources (APIR) and comprises the following units: Memorial Library, Academic Computing Services, Administrative Computing Services, Networking and Telecommunications Services, Classroom Media Services and The Center for the Advancement of Technology in Education (CATE).

Information Resources is responsible for planning, developing, coordinating and managing the information and technical resources and services of the campus. Information Resources advocates the utilization of information and technology to enhance the educational experience for SUNY Cortland students so that they graduate with information and computer fluency in a way that supports the College's Mission Statement, promotes critical thinking and develops the skills necessary to function in our changing technological society. Information Resources supports student, faculty and staff needs, facilitates distance learning initiatives and provides a full complement of services to support the curriculum and campus administrative needs.

Information Resources includes academic and administrative components. The academic component encompasses the primary resources utilized in the teaching and learning processes as well as those resources that directly support those processes. The administrative component consists of those resources that support the entire College.



# CHAPTER 510: Memorial Library

## 510.01 General Purpose

## 510.02 Character of the Collection

## 510.03 Materials Selection

## 510.04 Library Services

## 510.05 Loan Policy

## 510.06 Open Access

## 510.07 Reserve Section

## 510.08 Teaching Materials Center

## 510.09 Production Services

## 510.10 Copyright and Fair Use

### **510.01 GENERAL PURPOSE**

Memorial Library provides collections and services to foster individual and collaborative research, learning, teaching and scholarly creation to enable members of the college community to navigate the worlds of information and knowledge. Memorial Library organizes information and offers a comprehensive approach to curricular and research support, access to general and discipline-based resources, through varied media. The library provides user-centered study and social spaces, services and support.

### **510.02 CHARACTER OF THE COLLECTION**

The library supports the academic programs of the College. The collection contains more than 420,000 volumes, more than 700 journal titles and 38,000 items related to teaching grades K-12. The collection also contains information in a variety of formats including videos, digital video disks (DVD) and electronic databases and journals.

### **510.03 MATERIALS SELECTION**

Selection of materials for the library collection is a partnership between library faculty and teaching faculty. A bibliographer from the library faculty works closely with each department to select materials appropriate to the needs of the students and faculty.

## 510.04 LIBRARY SERVICES

**Reference and Research Assistance:** The library offers individualized assistance in finding, using and evaluating information. The Learning Commons provides assistance with projects incorporating research or technology. Academic departments have librarian bibliographers who serve as liaison for research assistance, collection purchases and instruction.

**Instruction:** The library faculty provides instruction in information and computer literacy. An introductory program is offered to students as a component of academic writing classes. Librarians also teach subject-specific and specialized classes. Faculty may contact the bibliographer assigned to their department. Librarians also teach the basic Information and Computer Literacy courses through credit-bearing courses in the Computer Applications Program.

**Library Web Page:** The library's [website](#) provides information about the library's services and collections. The Library tab on the online portal provides a gateway to the library's catalog, full-text and citation databases, journal holdings, video holdings and other information available on the Internet.

**Training:** The library provides a broad program of faculty and staff training in the software supported by Information Resources as well as other computer applications. Workshops are offered in the Technology Training Center, a 14-station, hands-on instruction room. Information about training is available on the [FTC Web page](#).

**Interlibrary Loan:** Material not held by Cortland can be borrowed by both faculty and students from other libraries through the interlibrary loan department.

### Additional Services:

1. Personal computers and Macintosh computers are available on the first floor in the CAP and Mac labs and in the Late Night Reading Room (LNRR) and on the second floor in the Interactive Reference Area (IRA).
2. There 36 closed research carrels available for students and faculty. Assignments are made at the beginning of each semester. Applications are available at the circulation desk and on the library website.
3. Use of the Cortland I.D. and copy cards reduces the cost of copying and eliminates the need of coins for copy machines.

## 510.05 LOAN POLICY

Books are loaned to faculty for a one-semester period and can be renewed once if the materials are not needed by someone else. All books are subject to immediate recall if needed for course reserve.

Reference works and periodicals do not circulate. Faculty must present their Cortland I.D. at the circulation desk when borrowing materials.

Faculty are not charged overdue fines. However, if an item is lost the cost of replacement plus a processing fee is charged.

### **510.06 OPEN ACCESS**

Upon presentation of a valid Cortland I.D., Cortland faculty members and students receive full borrowing privileges at nearly every State University of New York campus.

### **510.07 RESERVE SECTION**

Library reserves allow faculty to place materials for their students to read, listen or view. The library maintains an online reserves system as well as a traditional physical reserves. Reserve requests are processed in the order received. During busy times, processing requests may require up to two weeks. Faculty may select a reserve period from two hours to seven days. Materials owned personally by faculty may be placed on reserve and will be processed (stamped and labeled) accordingly.

Forms are available at the circulation desk.

As a result of the Copyright Law revision of 1978, only one copy of a copyrighted article may be placed on reserve unless written permission from the publisher is received by the instructor and filed at reserve.

### **510.08 TEACHING MATERIALS CENTER**

The Teaching Materials Center is a collection of over 38,000 items, including textbooks, children's literature collection, educational kits, curriculum guides, used in grades K-12. The TMC makes access to its resources available through the TMC Web page, [library.cortland.edu/tmc.asp](http://library.cortland.edu/tmc.asp).

### **510.09 PRODUCTION SERVICES**

The Production Services Department of the library offers faculty a variety of services in producing classroom materials and other academic presentations. These services include instructional materials design, Web page development and support, and digital image support, including presentation programs and imaging. In partnership with the library's Technology Training Center, workshops are offered in various production software.

### **510.10 COPYRIGHT AND FAIR USE**

SUNY Cortland views both liberal and professional education as integral to its mission and believes that all study that teaches students to think prepares them for earning a living as well as living a full life. This commitment to liberal arts, professional studies and teaching includes a commitment to complying with all the laws regarding intellectual property. That commitment also includes the full exercise of the rights

accorded to users of copyrighted works under "Fair Use" provision of federal copyright law.

The Policy on Fair Use of Copyrighted Works for Education was approved by the President's Cabinet in May 1999. Questions, concerns and comments may be directed to the director of libraries, the contact person for campus copyright concerns and designated agent under the Digital Millennium Copyright Act. The college policy on copyright and fair use is found on the Web at [www.cortland.edu/copyright](http://www.cortland.edu/copyright).

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# CHAPTER 515: Academic Computing Services

## 515.01 General Purpose

## 515.02 Services of Academic Computing

## 515.03 Regulations of Academic Computing Services

## 515.04 Distributed Campus Computer Facilities

### 515.01 GENERAL PURPOSE

The mission of **Academic Computing Services (ACS)** is to support, promote and advance the campus community's use of computing, office and emerging technologies for instruction, development and research in support of the College's mission. ACS strives to provide first-rate service to the State University of New York College at Cortland and is committed to empowering the faculty, staff and students to make effective use of technology in the pursuit of excellence in teaching, learning, research and administration.

### 515.02 SERVICES OF ACADEMIC COMPUTING

ACS is a customer-focused organization that provides a full range of technology-related support services, such as computer access, applications design, hardware, software, and peripheral procurement, installation and technical support. ACS provides technology computing recommendations for hardware, software and peripherals to enable users to more effectively and productively use technology in support of curriculum development and administrative services. ACS administers state-of-the-art computing facilities that provide faculty with the means to incorporate new technologies into courses to enrich the learning experience and to expose students to appropriate technologies to further develop computer literacy skills.

### 515.03 REGULATIONS OF ACADEMIC COMPUTING SERVICES

1. Computer e-mail accounts are available to all faculty and staff through the Information Resources

- Support Center. Students may create an e-mail account online.
2. Computer support and technical end user application assistance is available to teaching faculty, staff and students.
  3. Technical assistance will be provided via walk-in, phone or e-mail and only during the hours when Academic Computing Services is available for such purposes.
  4. SUNY Cortland computing facilities are a resource for members of the campus community, to be utilized for work consistent with the goals of the College. This includes administrative and academic uses and research activities contracted by the university.
  5. Computer services will not be provided, free or at a fee, to any commercial or industrial organization, except as otherwise described in Section 515.03.10.
  6. No employee of the university will be permitted the use of any campus computer facilities to develop systems or to run programs that are prepared by him or her in a capacity as consultant or part-time employee of an outside firm or agency.
  7. Occasional, periodic support services may be offered to other education, government, or nonprofit organizations as a public service. However, this type of service may not be used to justify an increase in staff or equipment.
  8. With prior approval from the president, provost, or the associate provost for information resources, cooperative programs may be developed with, and services offered to other governmental and educational institutions. In these cases increases in staff or equipment can be approved.
  9. Computer services may be provided in connection with software development projects pursuant to agreements with commercial or nonprofit entities in connection with the educational and research mission of the university. Software developed through such efforts may be licensed by the university for commercial marketing, and resulting income shall be credited to the university as described in Section 515.03.12 of this policy.
  10. Portable laptop computers are available for loan, depending on availability, to faculty and staff. A Loan Agreement form must be completed and signed by the borrower before any item is loaned.
  11. Computer facilities, accounts and Web pages may not be used to send messages, documents, music or print files containing the works of others unless the copied material falls within the guidelines set forth in the Air Use of Copyrighted Materials policy of SUNY Cortland or has the permission of the author.
  12. All faculty, staff and students should observe the Information Resources policies available on the Web at [www.cortland.edu/ir](http://www.cortland.edu/ir).

## **515.04 DISTRIBUTED CAMPUS COMPUTER FACILITIES**

Academic Computing Services supports computers and peripheral equipment in offices, technical classrooms and computer labs throughout the campus. This includes Macintosh and Windows-based desktop and laptop computers and a variety of scanners, plotters, digitizers and printing devices. Internet access is available in all offices, all computing labs and department computing sites.

Computer facilities on campus include more than 70 specialized and general purpose computer labs and technical classrooms. The computing facilities are available to provide Cortland faculty, staff and students access to pursue general purpose interests and to promote proficiency in using technology.

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# CHAPTER 517: Administrative Computing Services

## [517.01 General Purpose](#)

## [517.02 E-mail Services](#)

## [517.03 Campus Servers](#)

## [517.04 Database Services](#)

## [517.05 Enterprise Applications](#)

### **517.01 GENERAL PURPOSE**

Administrative Computing Services provides technology that supports the academic and business mission and goals of the College. Administrative Computing Services is committed to providing a secure yet open technology infrastructure that protects the integrity and confidentiality of information while maintaining its accessibility.

### **517.02 E-MAIL SERVICES**

Administrative Computing Services supports and maintains the college's enterprise-wide Exchange e-mail environment. To provide a safe and secure e-mail infrastructure Administrative Computing Services administers SPAM filtering, mail gateways and antivirus protection on all e-mail servers.

### **517.03 CAMPUS SERVERS**

Administrative Computing Services is responsible for installing, maintaining and troubleshooting all enterprise-wide mission-critical servers. All servers and sensitive information are securely maintained behind a very comprehensive layered information security infrastructure.

### **517.04 DATABASE SERVICES**

Administrative Computing Services provides database development and design assistance to campus users. Users are expected to provide their own initial research designs.

### **517.05 ENTERPRISE APPLICATIONS**

Administrative Computing Services is responsible for the planning, design, implementation, security,

maintenance and administration of enterprise-wide software applications and databases. Examples include but are not limited to Banner, myRedDragon, OnBase and WebCT.

## **CHAPTER 519: Networking and Telecommunications Services**

### **519.01 General Purpose**

### **519.02 Campus Network**

### **519.03 Telephone Services**

#### **519.01 GENERAL PURPOSE**

Networking and Telecommunications Services maintains the voice and data network technology that supports the academic and business mission and goals of the College. Networking and Telecommunications Services is committed to providing a secure, reliable, high-speed infrastructure that enables communication and appropriate access to information.

#### **519.02 CAMPUS NETWORK**

Networking and Telecommunications Services is responsible for the planning design, implementation, maintenance and administration of the enterprise-wide converged voice and data IP-enabled communications network. Both the Local Area Network and Wide Area Network are administered by Networking and Telecommunications Services.

The enterprise-wide converged voice and data IP-enabled communications network, which consists of both wired and wireless technology, is comprised of a gigabit Ethernet backbone, fiber optic cable extending to every campus building. Secure Virtual Private Network (VPN) access to available campus network resources is offered to faculty and staff. The enterprise-wide converged voice and data IP-enabled communications network is connected to the Internet and other gateways providing worldwide communications access from behind a secure firewall.

The campus' network infrastructure is protected by complex multi-layered security strategies. Networking and Telecommunications Services administers the domain name system, the Dynamic Host Configuration Protocol (DHCP) and provides bandwidth management services.

#### **519.03 TELEPHONE SERVICES**

The College's telephone services are provided through the converged IP-enabled communication network and extend to every office, classroom and computing lab.

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## CHAPTER 520: Classroom Media Services

### 520.01 General Purpose

### 520.02 Services of Classroom Media Services

#### 520.01 GENERAL PURPOSE

**Classroom Media Services** provides traditional and electronic instructional media hardware and software in classrooms and computer labs and with an inventory of circulating instructional technology. Classroom Media Services administers multimedia facilities in support of teaching/learning activities throughout the College.

#### 520.02 SERVICES OF CLASSROOM MEDIA SERVICES

**Media Operations** services the College's technology classrooms and provides immediate support when technology problems occur. Media Operations provides media equipment delivery and retrieval to classrooms and offers over-the-counter loan of media equipment for classroom use. At least a 48-hour notice is required for these services. Media Operations also provides media equipment for campus-sponsored special events.

**Technical Services** designs, installs, maintains and repairs the technology classrooms and built-in media systems throughout the campus. Technical Services staff provides consultation services for faculty and staff regarding the purchase of traditional and electronic media. Equipment demonstrations are offered periodically to introduce faculty and staff to new technologies and their potential for classroom application.

**Video Services** records and distributes off-air, satellite, video and teleconference programs through the campus cable television distribution system. Duplication of copyrighted video materials can be made when ownership/user rights fall within the guidelines of copyright law. Interactive video support is available to faculty teaching in the interactive video distance learning classrooms. This support includes training in use of classroom facilities, telecommunications connectivity with participating campuses, technical support during classes and distance learning facilitation services. Video Services also supports short seminars delivered over the Web.

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## CHAPTER 530: Policies

### 530.01 Ownership of Computer Equipment



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### [530.03 Requests for Computer and Peripheral Equipment](#)

### [530.04 Computer Hardware Procurement Policy](#)

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## **530.01 OWNERSHIP OF COMPUTER EQUIPMENT**

The College, not individual departments, owns all equipment, including computer and peripheral equipment.

## **530.02 SOFTWARE SUPPORT POLICY**

A number of application software packages are fully supported by Information Resources departments with the following services:

- A. Software will be installed on computers that are available for projection use in the classrooms. (Academic Computing Services)
- B. Production assistance will be provided for multimedia applications. (Library)
- C. Training workshops will be offered. (Library)
- D. Technical assistance will be provided. (Academic Computing Services, Administrative Computing Services, Library)
- E. Data format conversion assistance will be provided, if possible, for those wishing to migrate to supported software applications. (Academic Computing Services, Administrative Computing Services)
- F. Departments in Information Resources will attempt to support other software applications to the best extent possible.

## **530.03 REQUESTS FOR COMPUTER AND PERIPHERAL EQUIPMENT**

All requests for computer hardware and software must be approved by the department chairs or director. Requests should be sent to the associate provost for information resources who will forward them to Academic Computing Services, whose staff will evaluate/review technical specifications for hardware and software.

Whenever computer hardware is upgraded, the equipment being replaced is returned to Academic

Computing Services, whose responsibility is appropriate redistribution on campus. This applies to all campus-owned computers and peripheral equipment being replaced, regardless of the source of original funding.

Academic Computing Services is responsible for maintaining custodial records of all inventoried computer hardware and related peripheral equipment on campus, including the person/department to which the equipment has been assigned. Only staff from Academic Computing Services may transfer equipment from one office to another.

Since Academic Computing Services has the responsibility for maintaining software licenses on campus, all software being used in an official campus capacity must be reported to the director of academic computing services. The College assumes no responsibility for software that has not been approved and inventoried through this process.

(Approved by the President's Cabinet, Oct. 24, 1995).

### **530.04 COMPUTER HARDWARE PROCUREMENT POLICY**

In order to provide the highest quality computer equipment and services at the lowest possible cost, the College supports standardization of computer hardware purchases, specifically of one hardware platform for Windows systems and one platform for Macintosh systems. A single vendor for each platform will be recommended periodically by Academic Computing Services in consultation with the Information Resources Director's Council and department staff, and will be chosen based on proven performance record and current state contract. The hardware platform may change as new state contracts are approved.

Other platforms can be purchased by units, but will not be supported by Academic Computing Services unless prior arrangements for support have been made with the director of Academic Computing Services.

To comply with this process and to facilitate college-wide record keeping, all computer requests must be accompanied by a formal Request for New Computer form, signed by the department chair/head, appropriate dean or vice president and the associate provost for information resources.

(Approved by the President's Cabinet, Oct. 20, 1998)

### **530.05 WORLD WIDE WEB PAGES**

The College maintains a World Wide Web Home Page ([www.cortland.edu](http://www.cortland.edu)) with links to Web pages for both academic and administrative departments. Faculty and staff can establish departmental and personal Web pages that adhere to policies established by the College. Assistance to faculty and staff in developing Web pages is provided through the library's Media Production Team.

### **530.06 WEB ADVISORY TEAM**

The Web Advisory Team (WAT), is a presidentially appointed committee that advises on issues related to the College's website as well as broader concerns relevant to the Web. The WAT is responsible for developing and reviewing policies, standards and enforcement procedures in an effort to ensure consistency and compliance throughout the College's website. The WAT also serves as an initial contact point and clearinghouse for policy matters regarding the College's website. The WAT proposes recommendations related to the Web to the College president and the President's Cabinet for review and approval. WAT members serve for three-year terms.

### **530.07 myRedDragon**

The College portal is called myRedDragon. The portal is an internal communication and service tool that provides students, faculty and staff with a single place to access e-mail, announcements and services. When appropriate, myRedDragon provides single-sign on to these services. The Electronic Communications Advisory Committee advises on issues and policy related to the myRedDragon portal.

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## **Part Six: General Policies and Procedures for Enrollment**

### **Chapter 600: Undergraduate Admissions Office**

### **Chapter 610: Graduate Admissions Office**

### **Chapter 615: Mohawk Valley Graduate Center**

### **Chapter 625: Registrar's Office**

### **Chapter 630: Summer/Winter Session**

### **Chapter 640: Advisement and Transition**

### **Chapter 645: Clark Center for International Education**

### **Chapter 650: Financial Aid Office**

## **CHAPTER 600: Undergraduate Admissions Office**

### **600.01 General Purpose**

### **600.02 Services and Functions**

#### **600.01 GENERAL PURPOSE**

The Undergraduate Admissions Office seeks to recruit and enroll an academically strong and diverse student body. A member of the Enrollment Management and Marketing Office, the Undergraduate Admissions Office also engages in activities that provide various constituencies within the campus community important information relating to new students.

#### **600.02 SERVICES AND FUNCTIONS**

SUNY Cortland participates in The Common Application program of the State University of New York. Admissions recruitment efforts consist of mail, e-mail, online chats and telephone communications, high school and community college visits, and a variety of on-campus recruitment programs. Throughout the year several group information sessions, mini open house and campus-wide open house programs are

available to prospective students. Individual appointments with a member of the admissions staff are also available to visitors by reservation. Students entering SUNY Cortland with prior college credit, Advanced Placement credit, or CLEP credit receive an evaluation identifying equivalent Cortland credit.

Admission to graduate programs is coordinated through the Graduate Admissions Office. Applications for graduate degrees and certification are handled through the Registrar's Office.

## **CHAPTER 610: Graduate Admissions Office**

### **610.01 General Purpose**

### **610.02 Services and Functions**

#### **610.01 GENERAL PURPOSE**

The Graduate Admissions Office works with graduate coordinators, department chairs and academic deans to manage the admission process for graduate enrollment. Also a member of Enrollment Management and Marketing, the office coordinates all admission and graduate assistantship application materials. Applications for graduate degrees and certification are handled by the Registrar's Office.

#### **610.02 SERVICES AND FUNCTIONS**

Recruitment, graduate admission and graduate assistantships are coordinated by the Graduate Admissions Office. Required documentation is collected by the office and forwarded to respective departments for candidacy review.

## **CHAPTER 615: Mohawk Valley Graduate Center**

### **615.01 General Purpose**

### **615.02 Administrative Responsibility**

#### **615.01 GENERAL PURPOSE**

Located at the State University of New York Institute of Technology (SUNYIT) at Utica, N.Y., the Mohawk

Valley Graduate Center offers graduate courses that lead to SUNY Cortland master's degrees or the certificate of advanced study.

## **615.02 ADMINISTRATIVE RESPONSIBILITY**

The SUNY Cortland dean of the School of Education supervises the Mohawk Valley Graduate Center.

# **CHAPTER 625: Registrar's Office**

## **625.01 General Purpose**

## **625.02 Services and Functions**

### **625.01 GENERAL PURPOSE**

The Registrar's Office is committed to offering quality, accurate and confidential service to students, faculty, alumni and outside agencies. The focus is on the maintenance of the integrity of all academic records, the verification of enrollment status of students and the execution of operational procedures as prescribed by established College policy and the Family Educational Rights and Policy Act (FERPA) guidelines.

### **625.02 SERVICES AND FUNCTIONS**

- A. Provides academic transcript service.
- B. Coordinates registration and change of schedule activities.
- C. Prepares all end of term processes and provides Web access for final grades.
- D. Verifies student status and attendance for scholarship awards, social security benefits and NDSL loans.
- E. Schedules classrooms 8 a.m.-9 p.m., Monday-Friday
- F. Prepares the schedule of final examinations and provides Web access for faculty and students.
- G. Maintains academic records for attending (current) students.
- H. Prepares and distributes all official college forms to transact Registrar's Office business.

<b>Form</b>	<b>Distributed by</b>
Application for Teaching Certificate (initial or professional)	Dean's Office/Registrar

Application for Master's/C.A.S. Degree and Certificate	Dean's Office/Registrar
Permission to Transfer Credit from Another Institution	Transfer Credit Coordinator/Registrar
Withdrawal from College	Dean's Office/Registrar
Leave of Absence	Dean's Office/Registrar
Withdrawal from Course	Dean's Office/Registrar
Pass/No Credit	Major Department/Registrar
Change of Major	Major Department/Registrar
Drop/Add (Post Web)	Department Chair/Registrar
Audit Form	Registrar
Retake a Course	Registrar
Incomplete/Change of Grade/Original Grade Form	Registrar
Extension of Incomplete	Dean's Office/Registrar
Transcript Requests	Registrar
Room Request Form	Registrar
Enrollment Verification	Registrar

**Note: Most college forms are available on the Web at myRedDragon.**

## **CHAPTER 630: Summer/Winter Session**

### **630.01 General Purpose**

### **630.02 Administrative Responsibility**

#### **630.01 GENERAL PURPOSE**

Two summer sessions and one winter session are offered each calendar year for students to enroll in credit-bearing courses. The courses offered during the summer/winter sessions vary in the duration and frequency of the class meeting times.

#### **630.02 ADMINISTRATIVE RESPONSIBILITY**

The Registrar's Office is responsible for scheduling, promotion, registration and administration of Summer/Winter Session.

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## **CHAPTER 640: Advisement and Transition**

### **640.01 General Purpose**

### **640.02 Services and Functions**

### **640.03 SUNY Cortland Advisement Philosophy and Guidelines**

#### **640.01 GENERAL PURPOSE**

Advisement and Transition offers services and programs to assist students with academic planning and decision making and with the overall transition to college. The office coordinates the transfer credit processes for incoming and continuing/returning students. The office serves as a general comprehensive advisement resource for students and faculty and coordinates several transitional programs for all students.



## 640.02 SERVICES AND FUNCTIONS

The office provides advising information and support to all students and directly advises a case load of pre-major students. Orientation for first-year and transfer students, COR 101: The Cortland Experience, non-traditional and adult student support, transfer student support, graduate student support, learning communities, advising workshops and faculty development workshops are provided through the office. Advisement and Transition coordinates the evaluation of transfer credits for all entering students with prior college credit or from credit-bearing examinations, as well as the coordination of permission to transfer credits process for all current students. In addition, the office contributes to relevant campus-wide initiatives.

## 640.03 SUNY CORTLAND ADVISEMENT PHILOSOPHY AND GUIDELINES

Each student at SUNY Cortland is assigned an academic advisor. Students who are undecided about what they eventually will choose for a major are assigned an advisor by Advisement and Transition. Advisors for students with majors are assigned by the academic departments.

### A. Advisement Mission Statement

Students come to SUNY Cortland with differing academic experiences, varying needs and diverse backgrounds. Advisement plays a crucial role in helping students grow as engaged citizens, which is part of the College's mission statement. Students and advisors have important responsibilities in this process.

SUNY Cortland views academic advisement as serving two functions. First, the advisement process helps the student to satisfy immediate, short-term needs for selecting courses, scheduling and registration. Second, academic advisement endeavors to assist students to develop meaningful educational plans that are compatible with their life goals. A successful advisement process must represent a balance of these two components: registration and student development.

### B. Guiding Principles

Advisement at Cortland is based on the premise that academic advisement should:

- help students develop a sense of responsibility for their academic program and progress toward their educational goals
- assist students in becoming independent learners
- assist students in the process of selecting appropriate educational experiences and planning for the future
- help students in their pursuit of academic and personal development
- guide students through their degree and help them clarify academic goals
- provide students with information about college services that can assist in addressing academic issues and personal concerns
- help students understand College policies and academic expectations
- assist students to identify, clarify and assess alternatives as well as potential consequences of

academic decisions  
 guide students in becoming a part of a diverse and supportive academic community

## C. Responsibilities

### 1. Responsibilities of the Student

- a. To assume progressively the leadership role in academic program planning and to recognize that the advisor's role is one of mentor and facilitator.
- b. To recognize that the student is ultimately responsible for meeting academic deadlines, developing a workable schedule and fulfilling financial obligations.
- c. To understand and comply with College policies.
- d. To commit a reasonable amount of time, both independently and in meetings with an academic advisor, to plan and implement one's own academic program.
- e. To be familiar with the department advisement manual (where available), the undergraduate catalog and other College/department advisement materials.
- f. To come to scheduled meetings with the advisor prepared with necessary registration materials, suggestions for courses to be completed and a plan for meeting graduation requirements, as well as questions to clarify prospective problems.
- g. To seek out the advisor or department chair, in a timely manner, for assistance in negotiating difficulties or changes in academic program plans.
- h. To identify and assess alternatives and the consequences of decisions made during one's academic career.

### 2. Responsibilities of the Advisor

- a. To work with each student advisee to achieve an academic program consistent with the student's preparation, interest and plans for the future.
- b. To help students become familiar with college and departmental requirements as well as campus resources (e.g., Counseling Center, Academic Support and Achievement Program, Career Services).
- c. To help students recognize their academic strengths and weaknesses, establish realistic education goals and identify the courses necessary to achieve these goals.
- d. To be available during regularly scheduled office hours or by appointment to meet with students for academic advisement.
- e. To schedule sufficient time in the office during critical periods such as registration and drop/add to assist with academic advisement problems of students.
- f. To be sensitive to the special needs of students as they develop academically and personally at Cortland.
- g. To help develop sensitivity toward students of diverse backgrounds in order to build a strong multicultural community.

(Approved by the Faculty Senate, May 9, 2000 and by President Taylor, July 10, 2000)

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# CHAPTER 645: Clark Center for International Education

## 645.01 General Purpose

## 645.02 Services and Functions

## 645.03 Academic Policy Regarding Study Abroad

## 645.04 Designated School Officials

## 645.05 International Student Housing Policy

## 645.06 International Student Language Assessment Policy

### **645.01 GENERAL PURPOSE**

The James M. Clark Center for International Education fosters cross-cultural understanding and global awareness through study abroad and exchange opportunities for students, faculty and staff at SUNY Cortland. In addition, the office provides support services to help integrate international students and scholars into the community in order to enhance international understanding among community members.

### **645.02 SERVICES AND FUNCTIONS**

#### A. Study Abroad

The center operates 30 international programs suited to the interests and needs of students and faculty in a wide variety of departments. It furnishes detailed information about SUNY Cortland programs and serves as a resource for many other opportunities abroad.

#### B. International Students and Scholars

The center provides support to incoming matriculated and exchange international students, as well as visiting international scholars and staff at SUNY Cortland. The office currently receives exchange students from 15 partner universities.

#### C. Responsibilities

- Executes and maintains Memoranda of Understanding and Agreements between SUNY Cortland and its partners

- Maintains ongoing communication and relationship with partners

- Conducts recruitment and promotion for incoming and outgoing exchange and study abroad

programs

Assists incoming and outgoing participants in application procedures

Provides information and support services to both incoming and outgoing participants with: orientation, cultural adjustment, housing and dining services, registration procedures, student health, billing processes and immigration procedures.

Administers campus-based scholarships of \$1,000-1,500 for outgoing SUNY Cortland students.

Responsible for issuance of immigration documents and maintenance of Student and Exchange Visitor Information System (SEVIS) database for incoming and continuing students.

Implements risk management and assessment of programs

## **645.03 ACADEMIC POLICY REGARDING STUDY ABROAD**

### A. Application

For students who wish to study abroad, applications must be processed through the center. Specific deadlines apply. Application and deadline information can be found on the center's website. Generally, study abroad programs have a minimum cumulative grade point average requirement of 2.5, although some programs may require a higher grade point average, and applicants must be in good academic standing the prior semester. Participants usually are juniors or seniors, although qualified freshmen and sophomores may be accepted into certain programs.

### B. Changes to Courses Made after Student's Arrival at Site Abroad

SUNY Cortland students must request changes to course selections and equivalencies after their arrival at the site abroad directly through the associate deans at Cortland by the end of the first full week of classes. The associate deans will secure the consent of both the advisor and the international coordinator. Copies of all changes will be sent by the associate dean's office to the Clark Center for International Education in Cortland to ensure that the course equivalencies are posted correctly upon the student's return.

Students from other colleges should be sure to follow the approved procedure at their home institution in order to change classes. Failure to comply with this procedure may jeopardize the fulfillment of the student's degree requirements.

### C. Grades Earned Abroad

SUNY Cortland students should be aware that grades earned overseas will be treated as institutional work as if credit was earned at SUNY Cortland and will be factored into their cumulative grade point average. Students from other colleges should check with their registrar concerning the treatment of grades from abroad at their home institution. Students should be aware of academic calendar and transcript release dates at the host institution and how such dates may affect the timing of their grade posting.

### D. Early Departure and Early Exams

Students on SUNY Cortland programs abroad are prohibited from requesting early departure, early exams, pass/fail or incomplete grades. In extraordinary circumstances, a request for special arrangements such as early exams or incomplete grades must be submitted in writing first to the study abroad office at the host institution. The reason for the request must be documented. If the host institution approves the request, it will then be forwarded to The James M. Clark Center for International Education at SUNY Cortland for final approval. The Clark Center will advise the study abroad center overseas and the student of its decision. If the request is approved, the study abroad center overseas will advise the student whether it will make the arrangements on behalf of the student or whether the student is expected to make the arrangements.

Any special arrangements agreed upon, including remaining work and deadlines, should be documented in writing by instructors and by the study abroad center overseas. Copies should be sent to the center in Cortland.

Failure to follow these procedures may result in the student receiving no credit or a failing grade. A student may appeal SUNY Cortland's decision within five days by contacting his or her dean at Cortland and requesting a review.

## **645.04 DESIGNATED SCHOOL OFFICIALS**

The Principal Designated School Official (PDSO) is the official representative of SUNY Cortland to interact with SEVIS and to deal with other immigration and program administration matters. This official represents and speaks for the school in all matters relating to F-1 students. As such, the PDSO maintains SEVIS records to ensure compliance with federal immigration regulations. The PDSO processes all immigration paperwork for students and scholars admitted to SUNY Cortland on F visas. The PDSO coordinates with other campuses and international agencies on immigration processing for students and scholars with J visas. The PDSO can appoint up to nine Designated School Officials (DSO) to assist with these responsibilities.

## **645.05 INTERNATIONAL STUDENT HOUSING POLICY**

International students have the following housing options:

### 1. Standard residence hall accommodations

International students seeking the fullest possible integration into student life at SUNY Cortland may apply for residence hall housing through the proper channels in Whitaker International Hall, Hayes Hall or West Campus. The purchase of a dining plan will be required for all residence halls, with the exception of West Campus. Residential Services will provide housing for international students during vacation periods. Additional charges will be levied for these services.

### 2. Off-campus housing

Like their American counterparts, international students at SUNY Cortland under certain circumstances may elect to find their own accommodations off campus.

## **645.06 INTERNATIONAL STUDENT LANGUAGE ASSESSMENT POLICY**

All matriculated undergraduate and graduate students whose first language is not English will take a mandatory language assessment before they begin their first semester at SUNY Cortland. The language assessment is given during the International Student Orientation and results of the assessment will determine what academic support courses, if any, the student will be required to take in their first semester at SUNY Cortland.

## **CHAPTER 650: Financial Aid Office**

### **650.01 General Function**

### **650.02 Application Procedures**

### **650.03 Award Processing**

### **650.04 Office Structure**

### **650.05 Deferral of Charges**

### **650.06 Veterans Benefits**

### **650.07 Federal Work Study**

### **650.08 Scholarships**

### **650.09 Emergency Loan Fund**

## **650.01 GENERAL FUNCTION**

The SUNY Cortland Financial Aid Office exists to support the financial success of Cortland's students. The office's mission is: To provide a broad range of financial services, advice and education to our students, their families and the Cortland-area community. This mission is achieved through a strong focus on the needs of students and families and in conformity with the highest standards of ethics, regulatory compliance and technical competence.

## **650.02 APPLICATION PROCEDURES**

The majority of New York state and federal financial aid programs require annual submission of the Free Application for Federal Student Aid (FAFSA) to initiate the application process. In order to be assured of consideration for all possible funding and timely availability of funds, students must submit their

completed FAFSA to the federal processor by March 1 prior to the award year. Most students will apply online, but paper applications remain available.

### **650.03 AWARD PROCESSING**

The Financial Aid Office processes application data, collects and analyzes documentation, determines eligibility and communicates with outside agencies to ensure the timely arrival of funds. Once payment has been authorized by the Financial Aid Office, all disbursements, refunds and overage checks are processed by the Student Accounts Office. Students are responsible for carefully reading and responding to all correspondence from the Financial Aid Office. All correspondence is made to the address/telephone number of record in the Registrar's Office, and students are responsible for maintenance of these data.

### **650.04 OFFICE STRUCTURE**

Each student has an assigned financial aid advisor who is responsible for coordinating the student's package, processing the student's awards and providing financial advice and counseling. Students with financial difficulties or processing questions are encouraged to set an appointment with their advisor. In the rare event that the assigned advisor is unable to address a problem to the student's satisfaction, the student may ask for an appointment with the associate director or director.

### **650.05 DEFERRAL OF CHARGES**

The Financial Aid Office is authorized to defer payment of billed charges against approved financial aid. Deferral of charges is not permitted until the student has provided all necessary documentation and allowed for a reasonable processing time. Students who apply late or fail to provide documentation in a timely manner must make suitable payment arrangements with the Student Accounts Office and will be reimbursed as appropriate when late financial aid funds arrive.

### **650.06 VETERANS BENEFITS**

The Financial Aid Office is the College's liaison to the U.S. Department of Veterans Affairs (VA). Students seeking VA benefits should apply through their VA regional office. The College is responsible for enrollment certification and benefit processing. Students receiving VA benefits are entitled to a deferral of charges upon positive confirmation of pending payment by the VA.

### **650.07 FEDERAL WORK STUDY**

Students who are awarded under the Federal Work Study Program will be placed into positions by the Financial Aid Office. Preference letters will be sent to all awarded students during the summer. Students are expected to report to their supervisors during the first week of classes to establish work schedules.

### **650.08 SCHOLARSHIPS**

All institutional scholarships are coordinated by the scholarship coordinator in the Financial Aid Office. The scholarship coordinator also maintains records of various outside scholarships and posts frequent notices of such opportunities through the College's electronic communications systems.

**Policy on nondiscrimination:** Scholarships are awarded based on merit or financial need or a combination of both. When awarding scholarships, it is the policy and practice of SUNY Cortland not to discriminate on the basis of age, race, creed, religion, color, national origin, ethnicity, sexual orientation, predisposing genetic characteristics, marital status, gender, disability, familial status, pregnancy, arrest record, conviction record and military status, including Vietnam-era veterans, special disabled veterans and other eligible veterans.

## **650.09 EMERGENCY LOAN FUND**

A limited amount of funding is available through the Financial Aid Office to assist students with short-term funding deficiencies. No interest is charged on these loans, which are generally repaid when financial aid funding arrives. Emergency loans are not available to students who have not completed all necessary financial aid forms and provided all required documentation.

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## **Part Seven: Specialized Service Operations**

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## **CHAPTER 718: Human Resources Office**

**718.01 Mission of the Human Resources Office**

**718.02 Vision of the Human Resources Office**

### 718.03 Core Values of the Human Resources Office

### 718.04 Responsibilities of the Human Resources Office

### 718.05 Location of the Human Resources Office

## **718.01 MISSION OF THE HUMAN RESOURCES OFFICE**

The Human Resources Office supports the College mission and goals by encouraging work environments that optimize employee performance and growth and that will attract and retain a highly talented workforce. The office strives to provide employees with excellent service while maintaining the highest ethical standards and ensuring the fair and respectful treatment of employees.

## **718.02 VISION OF THE HUMAN RESOURCES OFFICE**

Through its team of knowledgeable professionals and dedicated staff, the Human Resources Office influences and promotes consistency and equity throughout the institution by providing innovative programs, streamlined processes and best practices, all within the context of laws, regulations, negotiated agreements and policies.

## **718.03 CORE VALUES OF THE HUMAN RESOURCES OFFICE**

The Human Resources Office embraces the following core values:

1. Respect for the dignity of all people
2. Fair and equitable treatment of all employees
3. Honest and sensitive communication
4. Collaborative relationships
5. Accuracy, efficiency and effectiveness
6. Professional growth and development
7. Personal integrity and trustworthiness

## **718.04 RESPONSIBILITIES OF THE HUMAN RESOURCES OFFICE**

### **1. Employee Relations**

The Human Resources Office provides advice on legal, procedural and contractual issues to employees, supervisors and administrators on a continuing basis. Human Resources Office facilitates the resolution of grievances when they are presented.

### **2. Classification/Compensation**

The Human Resources Office prepares documentation for all changes in title and salary for the classified and professional staff including promotions, demotions and reclassifications. The Human Resources Office also determines exempt or nonexempt status for professional staff members and facilitates documentation associated with the Fair Labor Standards Act. The office oversees the campus compensation program for professional staff.

### **3. Recruitment and Staffing: Classified Employees**

The Human Resources Office is responsible for filling classified positions. This includes canvassing civil service lists, administering performance examinations, certifying qualifications, interviewing candidates and issuing appointment letters. All appointments must be made in accordance with complex Civil Service rules and regulations. The Human Resources Office provides advice to supervisors regarding regulations for hiring, transfer, promotion and dismissal.

### **4. Recruitment and Staffing: Faculty and Professional Employees**

The Human Resources Office oversees the search process for faculty and professional employees

### **5. Affirmative Action**

The campus affirmative action officer is a member of the Human Resources Office. See Chapter 940 for detailed information about equal employment and affirmative action.

### **6. Performance Management**

All formal evaluation programs for professional and classified employees are administered by the Human Resources Office. The office issues the necessary documents to supervisors for employee performance programs and subsequent evaluations.

### **7. Fringe Benefit Administration**

The Human Resources Office administers fringe benefits packages for the various employee groups on campus. It verifies eligibility for and processes enrollment in health insurance plans, employee benefit funds, retirement systems, flexible spending accounts and tax sheltered annuity programs. The Human Resources Office regularly provides information outlining changes and nuances in benefits packages and announcing new benefits as they become available. The Human Resources Office also assists employees with benefit questions and health insurance billing problems. The Human Resources Office conducts new employee orientation sessions, retirement planning/exit information sessions and organizes on-campus benefits-related programs.

### **8. Training/Professional Development and Tuition Assistance Programs**

The Human Resources Office coordinates education and development programs based on needs

assessments and employee and supervisory requests. Proposals are submitted and grant funding is secured, if needed. The Human Resources Office also coordinates tuition reimbursement programs for campus employees.

## **9. Immigration**

The Human Resources Office is responsible for filing a completed I-9 form on each new employee hired. All new employees must provide proof of identity and employment authorization. See also 220.04.

It is the policy of SUNY Cortland to assist full-time faculty in their petition for employment eligibility by supplying all required recruitment and employment-related data and materials. The College underwrites the costs of this petition. Legal fees are borne by the College. These processes are coordinated through the Human Resources Office.

## **10. Payroll/Appointment**

The Human Resources Office reviews all appointments, reappointments and renewals to ensure the contractual-legal appropriateness of each transaction. In addition, it instructs the payroll office to initiate payment via documentation completed in the Human Resources Office.

## **11. Research Foundation**

The Human Resources Office is responsible for interpreting and carrying out Research Foundation policies relating to all aspects of personnel activity, including employee relations. The office directs the application of job descriptions to determine exemption status and job title classification. The Human Resources Office directs the implementation and administration of Research Foundation benefit programs. The office is responsible for all benefit programs and conducts new employee benefit orientations. Formal evaluation programs are administered by the Human Resources Office.

The Human Resources Office also administers the Research Foundation compensation program and analyzes compensation policies and government regulations in order to comply with legal requirements. The office recommends compensation adjustments according to findings, budgetary limits and pay policies. The office has responsibility for administering and implementing the Research Foundation Affirmative Action Program. It keeps records and compiles statistical reports concerning recruitment, interviews, hires, transfers, promotions and terminations to abide by affirmative action and equal employment opportunity laws. The office provides guidelines to supervisors concerning valid selection processes and employment law legislation.

## **12. Workers Compensation**

All employee accidents and injuries are recorded and claims are administered within this department.

## **13. Americans with Disabilities Act (ADA)**

Compliance with the American with Disabilities Act (ADA) as it relates to employees is handled through the Human Resources Office. The office assists employees who request accommodations under the law, manages ADA cases and reviews and revises ADA position descriptions as needed.

#### **14. Family and Medical Leave Act (FMLA)**

The Human Resources Office ensures compliance with the FMLA by verifying employee eligibility, placing employees on FMLA leave as required and providing appropriate employee notification.

#### **15. Miscellaneous**

The Human Resources Office is responsible for compliance with a variety of rules, regulations and policies. It is responsible for the implementation and administration of workplace-related legislation, such as the Workplace Violence Prevention Act, and the Omnibus Transportation and Testing Act (OTETA). The Human Resources Office also maintains the Human Resource Management System (HRMS), which is a SUNY-wide database.

### **718.05 LOCATION OF THE HUMAN RESOURCES OFFICE**

The Human Resources Office is located in Miller Building, Room 301. For general information, call (607) 753-2302.

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## **CHAPTER 725: Campus Child Care Center**

### **725.01 Objectives and Functions of the Campus Child Care Center**

#### **725.02 Campus Child Care Center Philosophy**

### **725.01 OBJECTIVES AND FUNCTIONS OF THE CAMPUS CHILD CARE CENTER**

The SUNY Cortland Child Care Center is licensed by New York State and is accredited by the National Association for the Education of Young Children for 106 children ages six weeks to five years. Enrollment priority is given to SUNY students and staff and New York State employees.

The program operates year round, Monday through Friday, from 7 a.m. until 5:30 p.m. Only full-time care is offered. Applications may be obtained by calling the center at (607) 753-5955.

Breakfast, lunch and afternoon snacks are prepared according to New York State Department of Health nutritional requirements.

The program uses a creative curriculum providing age-appropriate activities where children can learn through their play experiences. SUNY Cortland Child Care Center receives funding from the SUNY Child Care Advisory Committee to assist with tuition subsidies for student families and to provide for quality care experiences for the children. The center also provides an in-house summer program for school-age children. The center does not discriminate on the basis of race, religion, color, sex, national origin, or disability. Reasonable accommodation will be provided upon request.

## **725.02 CAMPUS CHILD CARE CENTER PHILOSOPHY**

The center's goal is to provide a safe, healthy, caring and stimulating environment for children. This environment is designed to meet the children's emotional, social, physical, intellectual and developmental needs. In addition, the center provides a support service to parents which allows them to work or attend college with the knowledge that their children will be in a safe, caring learning environment. Parents are welcome to visit their children at the center whenever their schedule will allow.

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# **CHAPTER 730: Institutional Research and Assessment Office**

## **730.01 General Purpose**

## **730.02 Function**

### **730.01 GENERAL PURPOSE**

The purpose of the office is to provide and coordinate information support for planning, administering, and evaluating academic and administrative programs in ways that will continuously improve the State University of New York College at Cortland. The office also serves as the Institutional Research liaison with SUNY System Administration, providing data for university, state and federal reporting requirements.

### **730.02 FUNCTION**

The operations of the office can be divided into three overlapping functions:

1. providing institutional data to internal (campus community) and external (SUNY System Administration, NY State Education Department, Middle States Association of Colleges and Schools, and other outside agencies) constituents;
2. providing assessment support to academic and support/service units; and
3. providing administrative planning and research support for executive decision-making.

The office responds to data needs through the preparation and dissemination of a series of reports over time and within subject area, as well as through special-focused research projects. Assessment support

includes research design, data collection and analysis support, survey research, educational communications and publications about accepted assessment practices, and assistance with evaluating third-party assessment support.

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# CHAPTER 732: Research and Sponsored Programs Office

## 732.01 General Purpose

## 732.02 Function

## 732.03 Administration of Grants and Gifts to SUNY Cortland

### **732.01 GENERAL PURPOSE**

The Research and Sponsored Programs Office, which reports to the provost and vice president for academic affairs, is responsible for the coordination of all sponsored research activities conducted by faculty, staff or students.

### **732.02 FUNCTION**

The Research and Sponsored Programs Office coordinates activities that seek outside funding to support research, training or demonstration projects; coordinates faculty development activities related to sponsored program efforts.

### **732.03 ADMINISTRATION OF GRANTS AND GIFTS TO SUNY CORTLAND**

All grants and gifts to SUNY Cortland and all solicitations and proposals for such funds must have the approval of the College and must conform to the **College's Mission Statement**, SUNY policies, applicable laws and regulations and the **College Handbook**. All grants and donations shall be coordinated either through the Research and Sponsored Programs Office or through the Division of Institutional Advancement. A complete copy of the guidelines for administering grants and gifts may be obtained from the Research and Sponsored Programs Office or the Division of Institutional Advancement.

(Approved by the President's Cabinet, Feb. 2, 1999)

# CHAPTER 735: Center for Educational Exchange

## **735.01 GENERAL PURPOSE**

The Center for Educational Exchange builds and sustains partnerships between the College, area schools and other educational institutions and organizations. The center facilitates professional exchanges and academic alliances among educators at all levels. In collaboration with New York state teacher centers, Boards of Cooperative Education Services (BOCES) and professional associations, the center sponsors and hosts a variety of professional development opportunities for teachers and school administrators. Ongoing programs include contract course partnerships, off-campus graduate courses and e-Learning coaching certification courses.

The center manages the state mandated Identification and Reporting of Child Abuse and Maltreatment (CAR) workshops and Safe Schools Against Violence in Education (SAVE) workshops for undergraduate and graduate students. Service to the College includes support for forums, conferences and special topic graduate courses. The center also facilitates biannual professional conferences for student teachers and educational leadership interns.

The center facilitates the High School College Course program as well as leadership conferences and campus experiences for high school students.

In conjunction with the President's Office, the center sponsors the Community Roundtable Series, focusing on diverse intellectual, regional and cultural topics. These programs are free and open to the public.

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## **CHAPTER 736: Access to College Education (ACE) Program**

### **736.01 GENERAL PURPOSE**

The Access to College Education (ACE) Program is a joint effort of SUNY Cortland, Ithaca College, Cornell University, Tompkins-Cortland Community College and local school districts, in cooperation with the Tompkins-Seneca-Tioga BOCES and Onondaga Cortland Madison BOCES, to support high school students to complete high school with the skills and abilities to access and succeed in higher education. The provost and vice president for academic affairs is the College's representative to the ACE Policy Committee. Appointments to the ACE Operating Committee are made by the provost and vice president for academic affairs.

The coordinator for the ACE Program is housed at SUNY Cortland and is supervised by the dean of education in cooperation with the ACE Operating Committee. The coordinator is responsible for working with school liaisons to recruit and monitor student participation and success, coordinating programs for students and parents with each of the four colleges, and coordinating many aspects of program administration including the budget. The coordinator also works with Operating Committee members and other individuals on the Cortland campus to host programs for registered students and their parents. These include campus explorations, summer short courses, conferences, special arts and cultural events.



## CHAPTER 737: Liberty Partnerships Program

### 737.01 GENERAL PURPOSE

The Liberty Partnerships Program, funded through a grant by the New York State Education Department, connects 13 area school districts, the College, and numerous local community-based organizations and businesses. The program's services provide support to address the needs of participating students in grades 5-12 targeted as at risk of not completing a high school education.

The overarching goal of the program is successful graduation from high school and entrance into post-secondary education and/or the work force.

The program director works closely with school coordinators, community members, and the Advisory Committee to develop, implement and monitor program relations and grant goals. The director is responsible for all grant management including but not limited to, reports, budget management, and the preparation of proposals for continued and additional funding. The director serves as a resource and liaison to other related school, college, community and business-related partnership initiatives.

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## CHAPTER 745: Student Development Center

[745.01 General Function](#)

[745.02 Counseling Center](#)

[745.03 Student Health Service](#)

[745.04 Student Disability Services](#)

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[745.06 Health Promotion](#)

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### 745.01 GENERAL FUNCTION

The Student Development Center at the State University of New York College at Cortland is designed to

promote the total growth of students from the time of their acceptance to the College through graduation and beyond. Units within the Center work individually and collectively with students and student groups to provide quality developmental services. The services of the Student Development Center are both proactive and reactive in meeting the needs of students and assist them in their psychosocial adjustment, career exploration and career decision-making, academics and their physical well-being.

The units within the Student Development Center include: the **Counseling Center**, the **Student Health Service**, **Student Disability Services**, **Career Services**, **Health Promotion** and **Substance Abuse Prevention and Education**.

## **745.02 COUNSELING CENTER**

### **A. General Functions of Counseling Center**

The **Counseling Center** provides short-term therapeutic services to facilitate students' personal, social and educational adjustment. The center staff recognizes that the adjustment to college life can be stressful and challenging. While these challenges can be stressful, it can be a time for learning and growth. The Counseling Center assists students in their transitional adjustment by providing developmentally focused programming and offers developmental support services for students. The Counseling Center serves as a resource to the College community. The center is accredited by the International Association of Counseling Services.

### **B. Counseling and Testing**

A variety of tests is available to assist clients in gaining self-knowledge, additional insight and to augment the decision-making process. The Counseling Center also administers national and state examinations, such as the New York State Teacher Certification Examination (NYSTCE) and the Defense Activity for Nontraditional Education Support (DANTES) examinations.

### **C. Referrals**

Faculty, staff and students are encouraged to make referrals to the Counseling Center when they deem it appropriate. Consultation is available to discuss possible referrals, options and ways to approach a situation.

## **745.03 STUDENT HEALTH SERVICE**

### **A. General Function**

The primary mission of the **Student Health Service** is to provide high quality, ambulatory health care to SUNY Cortland students so that they may participate successfully in the academic and extracurricular programs of their choice. The Student Health Service is accredited by the Accreditation Association for

Ambulatory Health Care (AAAHC).

## **B. Services**

1. The Student Health Service provides routine, outpatient medical care to SUNY Cortland students. This care includes, but is not limited to, diagnosis and treatment of common medical conditions, care of students with more chronic medical illnesses, sports physicals, diagnosis and treatment of sexually transmitted illnesses, post-coital contraception and immunization and allergy injections.
2. During the academic year, clinical services are provided between 8:30 a.m. and 4:30 p.m. During summer school, clinical services are available from 9-11 a.m. and from 1-3 p.m. Administrative hours are 8 a.m. to 4:30 p.m. throughout the calendar year.
3. While treatment of gynecologic problems is part of the routine care provided at the Student Health Service, there is also a Woman's Health Clinic downtown within walking distance of the College. This clinic is staffed by the Cortland County Jacobus Center for Reproductive Health and provides gynecologic evaluation, contraceptive advice and/or prescription and pregnancy counseling.
4. When the Student Health Service is closed, emergency medical care is available at the Emergency Department of the Cortland Regional Medical Center, which is staffed by physicians 24 hours a day. The student is responsible for charges incurred at an off-campus facility. A list of local doctors and walk-in clinics is available upon request. (See Section 770.06 for a complete description of emergency medical procedures.)

## **C. Emergency Infectious Control Plan**

Guidelines and operational procedures, including a communications chart, in the event of an outbreak of an infectious, communicable disease, are available in Student Health Service and in the Vice President for Student Affairs Office.

## **745.04 STUDENT DISABILITY SERVICES**

**Student Disability Services** envisions a campus community where all students with disabilities are valued, informed and provided with reasonable accommodations. The mission is to facilitate the educational and personal development of SUNY Cortland students with disabilities. Its goal is to ensure equal access to all programs and activities and facilitate the architectural and attitudinal accessibility of the campus environment. Accordingly, the office serves in a multidimensional role as counselor, educator and coordinator of accommodations.

## **745.05 CAREER SERVICES**

### **A. General Functions of Career Services**

**Career Services** assists students and alumni in exploring and defining career goals as well as teaching

access to and use of information resources related to those goals. Services include career and employment options, assistance and information on graduate education programs, part-time program assistance, internship coordination and volunteer referral.

## **B. Career Planning**

Students are encouraged to explore career options and to participate in a range of experiential programs including part-time/summer jobs, shadowing, volunteering and internships. Students are assisted in gaining a wide range of information on careers in the Career Resource Library, which includes print and Web-based information, computer-assisted searches and discussion of choices with career counselors.

## **C. Job Search Services**

Assistance is given to students on all aspects of the job and graduate school search process. Credential files containing letters of recommendation are maintained for SUNY Cortland graduates and are transmitted in support of the candidate's job search or graduate school admission. Recruitment services, including on-campus interviewing, the **SUNY Cortland "Job Connect"** (Web-based job vacancy listing service) and major recruiting events are offered to students and alumni.

## **D. Student Employment**

Students interested in securing employment while attending school can register with the **Student Employment Service (SES)**. Positions both on and off campus are maintained by the office. SES also provides a summer camp fair and summer job listings.

## **E. Internships**

Students gain valuable experience while working in placements related to their major and/or career interests. Interns work in a wide variety of local, national and international organizations and may earn up to 16 credit hours toward graduation. Placement opportunities for all majors are available throughout the entire year.

## **F. Volunteer Programs**

Students are encouraged to participate in volunteer service within the community, gaining an understanding of community issues and needs while contributing to that community and thereby learning and testing career interests and skills. Opportunities are available in a diverse range of organizations.

## **G. Special Events**

During the year a number of events are held to recognize student achievement and assist students with career choices. These events include Graduate School Day, Volunteer/Civic Engagement Fair, Student

Employee Recognition Week and dining etiquette programs. Recruitment includes Teacher Recruitment Days, the summer Job/Internship Fair and individual organization recruiting visits/interviews.

## **H. Graduate Surveys**

Surveys of graduates are completed each year. Complete data analysis and comments are available in Career Services. Summary reports, listing employment and graduate school information, are published and available on request.

## **745.06 HEALTH PROMOTION**

The **Health Promotion Office** emphasizes awareness of current health issues, prevention of disease and illness, and promotion of health and wellness. While the office primarily exists to serve the health and wellness needs of SUNY Cortland students, there is also a strong commitment to offer programs for and share resources with the College's faculty and staff as well as the greater community. The office is committed to providing opportunities for members of the college community as well as the greater community to heighten personal and community awareness concerning health issues and develop health-promoting skills and attitudes necessary to make responsible personal and community health decisions.

Services offered include: Educational programming; advocacy for students; information and resources; campus/community referrals; and opportunities for student involvement, including internships, independent study and cooperative learning.

## **745.07 SUBSTANCE ABUSE PREVENTION AND EDUCATION**

**Substance Abuse Prevention and Education** recognizes the adjustments students face when they embark on their academic careers. Its mission is to continually develop and implement comprehensive and proactive prevention programs that help students understand the connection between substance abuse and future success, to identify their individual risk factors for chemical dependency, and examine the choices they have made regarding alcohol and other drug use.

Services offered include counseling, substance education, class educational workshops and information and resources.

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## **CHAPTER 760: The College Store**

### **760.01 General Function**

### **760.02 Merchandise and Services**

### **760.03 Textbook Requirement**

## **760.04 College Store Hours of Operation**

### **760.01 GENERAL FUNCTION**

The College Store is part of the Auxiliary Services Corporation, which is a not-for-profit corporation organized and operated exclusively for educational purposes at State University of New York College at Cortland.

### **760.02 MERCHANDISE AND SERVICES**

The store provides required textbooks (both new and used) in a timely manner, general books, including best sellers and books by faculty authors, special order books, supplies (both academic and art), insignia gifts and clothing, computers and computer software, personal items, candy, stamps, class rings, caps and gowns and miscellaneous items. The College Store also provides personal and business mailings by FedEx or UPS.

### **760.03 TEXTBOOK REQUIREMENTS**

#### **A. Faculty/Staff/Chair Duties:**

1. Each department of the College is to select one member to perform the following functions:
  - a. Implement the requisition deadline,
  - b. Verify the accuracy of the number of books ordered,
  - c. Verify the accuracy of information related to instructors assigned to teach each section.
2. Ordering of textbooks: Instructors will complete a requisition form listing all books (required or recommended) to be ordered for each course they are teaching. Forms are obtained from the department secretary or chair, and the chair's signature is required prior to submitting requisitions to the College Store. Deadlines for orders will be publicized at least thirty days in advance by the College Store. A copy of all book requisitions should be forwarded to the records access officer in the Division of Institutional Advancement at the same time they are submitted to the College Store. Textbook orders may also be submitted online via the College Store's Web site at [www.cortlandasc.com/collegestore/](http://www.cortlandasc.com/collegestore/). The College Store will then forward a copy of all online orders to both the department secretary and to the records access officer in the Division of Institutional Advancement.
3. Faculty Complimentary Copies: Forms for requesting complimentary textbook copies from the publisher are available from the department secretary. In the event that the faculty member needs a copy prior to receipt of their complimentary copy, they may either charge to a department account or pay personally for a copy from the College Store and then return the complimentary copy to the store for credit or a refund once it is received from the publisher. The College Store can only accept copies which are in new, resalable condition. The store is unable to accept complimentary copies stamped "Complimentary - Not for Resale."

## B. College Store Duties:

1. College Store staff should notify faculty members (or the designated department representative) of drastic deviations in the number of books ordered before purchase orders are sent to publishers. The bookstore should notify instructors when the edition they have ordered is unavailable to permit a change or elimination of a particular title.
2. The College Store buys back used books on a daily basis when the store is open, except during the first two weeks of fall and spring semesters. Prices paid are determined by the wholesale market value of the books. At the end of the fall and spring semesters, the College Store holds a large buyback during which students receive half of the new price for books which have been readopted and which the store needs for the following semester. Books not yet adopted will be bought at their wholesale market value. Faculty can help students to keep down their overall textbook costs by submitting their course adoptions by the deadlines specified in section A.
3. Refunds and Exchanges: Books will be accepted for exchange or refund only during the first 10 days of classes (fall and spring) and the first five days of classes (Summer Sessions I and II). Students must have a receipt. New books must be clean. New books with names or any kind of marking must be treated as used and will be refunded at the used price. The condition of each book is determined by the Book Department. Defective books will be replaced at any time.
4. Evening Courses: Additional hours are provided the first week of the fall and spring semesters and the first two days of Summer Sessions I and II until 8 p.m. In addition, shipment may be made by calling the store or ordering on the store's Web site at [www.cortlandasc.com/collegestore/](http://www.cortlandasc.com/collegestore/).
5. Returns to Publishers: Books not purchased by students may be returned to the publisher by Oct. 15 and Mar. 15 of the fall and spring semesters respectively, and after the first month of Summer Session I and II.

(A1 and B1 approved by the Executive Council and President Jones, February 1973)

## 760.04 COLLEGE STORE HOURS OF OPERATION

During the fall and spring semesters, when classes are in session, the College Store, located in Neubig Hall, is open Monday and Thursday from 8:30 a.m.- 7 p.m., Tuesday and Wednesday from 8:30 a.m.-5:30 p.m., Friday from 8:30 a.m.-4 p.m., Saturday from 11 a.m.-4 p.m., and Sunday from 11 a.m.- 3:00 p.m. Summer hours are Monday through Friday from 8 a.m.-4 p.m. The store is closed on weekends during the summer. The phone number is (607) 753-4621.

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## CHAPTER 765: The Business Office

**765.01 Accounting**

**765.02 Budgeting**

**765.03 Payroll****765.04 Purchasing****765.05 Research Foundation Fiscal Administration****765.06 Student Accounts****765.07 Accounts Payable****765.08 Internal Control**

The Business Office, located in Miller Building, Room 323, provides business and financial support service to the College, financial and related administrative coordination with SUNY Central Administration and New York State agencies, and controls and manages College income and expenditures as set forth in College, University and New York State guidelines and regulations. Please refer to the **Business Office Web page**. The Business Office is comprised of the following areas:

**765.01 ACCOUNTING**

Responsible for maintaining the College revenue and appropriations accounting system under procedures and guidelines of the University and State of New York, distributing the monthly College accounting reports and auditing various financial systems, and completion of financial reports. Responsible for maintenance to the College Uniform Revenue Accounting System, an automated, double-entry system within BANNER, the campus student data system, and in compliance with federal, state and University requirements.

**765.02 BUDGETING**

Responsible for statistical preparation of College budget requests and financial plans and for ongoing position and budget control coordination, including State Operations, Dormitory Income Fund: Reimbursable, Income Fund: Reimbursable, State University Tuition Reimbursement Account and Restricted Current Fund.

**765.03 PAYROLL**

Responsible for proper, accurate and timely execution of faculty/staff, graduate assistant, work-study and student payrolls, including related records control and documentation.

**765.04 PURCHASING**

Responsible for authorization and coordination of the purchase of goods and services, ensuring the most



economical and effective use of College resources under University and state guidelines. Coordinates M/WBE, Preferred Source utilization, Procurement Opportunities and the Procurement Card. Reviews all agreements and contracts prior to execution.

### **765.05 RESEARCH FOUNDATION FISCAL ADMINISTRATION**

Responsible for financial administration of externally funded grants and programs administered through the Research Foundation of State University of New York in accordance with State University Research Foundation, federal and sponsor requirements, as applicable.

### **765.06 STUDENT ACCOUNTS**

The Student Accounts Office is responsible for the billing, collection, control and disposition of all College revenues including deposits, tuition, room, board, fees and miscellaneous income. All financial aid funds, third party payments and scholarships are received, processed and distributed through this office as are student refunds from financial aid or overpayments. In addition, the Student Accounts Office manages all third party contracts and the College Monthly Payment Plan. Account holds for past due balances are placed and released here as are submissions to third party collectors.

### **765.07 ACCOUNTS PAYABLE**

Responsible for administration of all College non-payroll expenditure, auditing and processing resulting from College purchases of goods and services, for travel advance and reimbursement, relocation reimbursement and procurement card certification in compliance with New York State prompt payment legislation and other regulations.

### **765.08 INTERNAL CONTROL**

Responsible for developing and monitoring the attainment of the College's goals and protection of its resources.

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## **CHAPTER 770: University Police Department**

**770.01 General Objective of University Police Department**

**770.02 Jurisdiction of University Police Department**

**770.03 University Police Officers and Duties**

**770.04 University Police Headquarters**

**770.05 Emergency Calls**

**770.06 Emergency Medical Procedures**

**770.07 Parking Permits**

**770.08 Display of Parking Permits**

**770.09 Parking Requirements**

**770.10 College Liability and Automobiles**

**770.11 Speed Limit on Campus**

**770.12 Responsibility of Owner**

**770.13 When You Sell Your Car**

**770.14 Faculty and Staff Parking**

**770.15 When Students Must Register Vehicles**

**770.16 General Student Parking Regulations**

**770.17 Special Parking for Physically Disabled**

**770.18 Visitor Parking**

**770.19 Enforcement of Parking Regulations**

**770.20 Bicycles, Skateboards and In-Line Skates Policy**

## **770.01 GENERAL OBJECTIVE OF UNIVERSITY POLICE DEPARTMENT**

The objective of the **University Police Department** is the protection of the lives and property of the students and employees of SUNY Cortland. This objective is pursued within the framework of the State University of New York rules and regulations and all local, state and federal laws.

## **770.02 JURISDICTION OF UNIVERSITY POLICE DEPARTMENT**

It shall be the duty of such police officers to preserve law and order on the campuses and other property of the university, including any portion of a public highway that crosses or abuts such property.

(Section 355 (1) of the Education Law)

### **770.03 UNIVERSITY POLICE OFFICERS AND DUTIES**

1. Enforces all laws and campus regulations, takes appropriate action for all unlawful acts on campus and investigates all crimes committed on the grounds of the State University of New York.
2. Performs periodic tours of the grounds to ascertain the physical security of campus residential halls and buildings and restricts unauthorized personnel from using campus facilities.
3. Investigates traffic and appropriate personal injury accidents and makes appropriate recommendations to eliminate recurrences.
4. Serves as a source of information to all visitors, residents and employees of the College.
5. Implements action and coordinates efforts for all emergencies on campus.
6. Enforces all traffic and parking regulations on campus.

### **770.04 UNIVERSITY POLICE HEADQUARTERS**

The University Police Department is located at Van Hoesen Hall, Room C-17, in the center of campus. Twenty-four-hour-a-day coverage is provided by both desk and patrol officers. The non-emergency phone number is ext. 2112. Off-campus, call (607) 753-2112.

### **770.05 EMERGENCY CALLS**

Emergency calls to the University Police Department can be made from on-campus telephones by dialing 911 or 2111; from off-campus phones by calling (607) 753-2111. All 911 calls from cell phones are routed to the Cortland County Dispatch Center.

### **770.06 EMERGENCY MEDICAL PROCEDURES**

A campus medical emergency consists of any incident which requires hospitalization for medical or psychological care and that could involve serious injury or death. In cases of lesser magnitude, portions of the plan may be used, modified, or omitted. Procedures are as follows:

1. University police (607) 753-2111 must be notified immediately.
2. University police officers responding to the incident are in charge at the scene and upon securing the scene will contact the vice president for student affairs.
3. The vice president for student affairs will assemble the crisis response team and contact the president of the college. The crisis response team will include the director of residential services, the chief of university police, the director of counseling and student development; the news services editor, the College's physician and the director of the Physical Plant. In the event the victim is faculty or staff, the vice president of the division in which s/he is employed will become a member of the team.
4. Appropriate procedures as outlined in the Emergency Disaster Preparedness Plan and procedures for death/life-threatening incidents (contained in the Emergency Procedures Manual) will be followed.

5. The news service editor coordinates all external information about the incident.
6. The vice president for student affairs will assemble the crisis response team for a debriefing on the manner in which the crisis was handled.

(Approved by President Taylor, Feb. 7, 2000)

### **770.07 PARKING PERMITS**

All motor vehicles parked on campus must be registered with the university police. Parking permits are issued 7 a.m.-4:30 p.m., Monday through Thursday, and 7 a.m.-3 p.m., Thursday and Friday. Cost for either yearly or semester parking permits may be obtained by calling (607) 753-4123.

### **770.08 DISPLAY OF PARKING PERMITS**

Permits should be displayed inside the left rear door window, so they may be seen easily by the officers. Contact university police for instructions as to where to display permits for vehicles with tinted windows or vehicles without side rear windows.

### **770.09 PARKING REQUIREMENTS**

Vehicles must be parked in the lined stalls and not across walkways, on walks, in roadway, on grassed areas or where signs or road markings prohibit parking. The College is required to keep fire lanes open for fire engines and other emergency vehicles.

- A. Parking and driving on sidewalks are strictly prohibited.
- B. Parking in the drive in back of Brockway Hall as well as the drive and area behind Corey Union is prohibited at all times. These are fire lanes and delivery areas only.
- C. Vehicles parked in violation of College regulations or where signs and road marking prohibit parking will be removed at the owner's expense.
- D. Where parking on roads is permitted, vehicles must park in the direction of the flow of traffic.

### **770.10 COLLEGE LIABILITY AND AUTOMOBILES**

The State of New York does not carry liability insurance. Cars are parked on the campus at the owner's risk.

### **770.11 SPEED LIMIT ON CAMPUS**

The speed limit in the parking lots is 15 mph, on Gerhart Drive it is 10 mph, on campus roads it is 25 mph, and at West Campus it is 10 mph.

### **770.12 RESPONSIBILITY OF OWNER**

It is the responsibility of the owner/driver of the vehicle to see that other drivers of his or her vehicle

know and adhere to these regulations. The owner/driver is responsible for any parking citations issued to said vehicle.

### **770.13 WHEN YOU SELL YOUR CAR**

The owner of a registered vehicle who sells or exchanges it for another vehicle is responsible for removing the parking permit before it is sold or exchanged and re-registering the new vehicle.

### **770.14 FACULTY AND STAFF PARKING**

- A. Lots to the north and rear of Old Main and north of the Miller Building and Bowers Hall (entrance on Graham Avenue).
- B. Rear of DeGroat Hall and Brockway Hall.
- C. Dowd Fine Arts Center lot - Prospect Terrace
- D. Casey Tower lot and portions of Smith Tower lot
- E. Designated section of Corey Union lot
- F. Reserved section of the Park Center lot.

The above lots are reserved for vehicles that have been properly registered with the University Police Department and issued a current permit. All others will be denied access or towed away at the owner's expense.

### **770.15 WHEN STUDENTS MUST REGISTER VEHICLES**

All students must register vehicles at the University Police Department, Van Hoesen Hall, Room C-17, during registration week, or as soon as a vehicle is brought to campus.

### **770.16 GENERAL STUDENT PARKING REGULATIONS**

There are no facilities for parking student vehicles in the academic area on campus, Monday through Friday, until 5 p.m. All registered student vehicles are to use their designated student lot.

### **770.17 SPECIAL PARKING FOR PHYSICALLY DISABLED**

Physically disabled students should contact the Disability Services Office in Van Hoesen Hall, Room B-40, for a special permit. A doctor's certificate will normally be required. Students should then go to the University Police Department, Van Hoesen Hall, Room C-17. For special event parking visitors should contact the University Police Department.

### **770.18 VISITOR PARKING**

All visitors should notify the university police for parking permission. Admissions visitor parking is available in the Miller Building lot. Timed parking is provided at the Neubig Hall lot, Neubig Road, Brockway Hall lot, Miller Building lot, and Casey Tower lot. For more visitor information call (607) 753-4123.

## **770.19 ENFORCEMENT OF PARKING REGULATIONS**

All parking regulations are in force 24 hours a day, seven days a week, unless relaxed for special events by the University Police Department.

## **770.20 BICYCLES, SKATEBOARDS AND IN-LINE SKATES POLICY**

The College has been designated as a pedestrian campus with the safety and welfare of the campus community in mind. Bicycles, skateboards and in-line skates must be operated under control at all times and may not be used in any building. Violation of this policy may result in confiscation of the equipment and disciplinary action. Pedestrians always have the right of way on campus.

(Approved by the President's Cabinet, June 23, 1998)

**TOP**

# **CHAPTER 775: Division of Institutional Advancement**

**775.01 General Objectives**

**775.02 Public Relations**

**775.03 Publications and Electronic Media**

**775.04 Sports Information**

**775.05 Alumni Affairs**

**775.06 Foundation**

**775.07 Administration of Grants and Gifts to SUNY Cortland**

**775.08 Annual Giving**

**775.09 Leadership Giving**

**775.10 Planned Giving**

**775.11 Fundraising Guidelines**

## **775.01 GENERAL OBJECTIVES**

The Division of Institutional Advancement provides leadership in building awareness and support for SUNY Cortland and its mission. The division does this by establishing and nurturing mutually beneficial relationships between and among campus community members and extended constituencies. Its goals focus on building support, assisting in marketing the College to students, raising funds and strengthening bonds with graduates. The vice president for institutional advancement reports directly to the president.

## **775.02 PUBLIC RELATIONS**

The Public Relations Office oversees the College's news services, sports information, records access and government relations' efforts. The public relations staff assists in the College's marketing and fundraising initiatives and participates in planning a variety of special events throughout the year. The office serves as the official College liaison with the news media. The staff strives for consistent image, accuracy and quality in promoting the college and communicating its message to both internal and external publics.

To achieve its goals, the Public Relations Office writes and edits a variety of key institutional print and electronic communications. These include news releases; *The Bulletin*, the internal bi-weekly campus electronic newsletter; *Columns*, the 24-page print publication sent to alumni worldwide; *Moments*, the alumni association's electronic newsletter; the *Annual Report of the College Foundation*, and the *Annual Report of the President*.

The public relations staff coordinates requests for faculty and staff expertise, maintains the College's news website, produces the online campus calendar and handles media-related photography. Staff members serve on key College committees.

## **775.03 PUBLICATIONS AND ELECTRONIC MEDIA**

The Publications and Electronic Media Office is responsible for many of the College's official printed and electronic publications, including the campus website, the *College Handbook*, *Undergraduate Catalog*, *Graduate Catalog*, publications for Commencement, Honors Convocation and Academic Convocation and a variety of printed pieces for campus offices. The staff also produces the College's admissions and fundraising materials and helps to implement its marketing and branding initiatives.

## **775.04 SPORTS INFORMATION**

The sports information staff promotes and maintains official records pertaining to the College's 25-sport intercollegiate athletic program and the participating student-athletes and coaches. The office serves as the official athletic information liaison between the College and the news media, other college and university intercollegiate athletic communication operations and state, regional and national conferences. The staff maintains statistical records, writes sports releases, supervises home press box operations, updates the College's sports results hotline and its Web sports page, and writes and edits the SUNY Cortland *C-Club Newsletter* and athletic team media guides, brochures and game programs.

## **775.05 ALUMNI AFFAIRS**

The staff of the Alumni Affairs Office designs and delivers compelling involvement opportunities and activities for SUNY Cortland alumni. The office develops and promotes programs to create a closer partnership between graduates and their alma mater. The staff also provides administrative support for SUNY Cortland Alumni Association business, serves as a point of contact for requests for alumni information and controls records usage for official purposes. The SUNY Cortland Alumni Association exists to represent the interests of graduates in a lifelong relationship with the College, organizes and conducts alumni programs and events in support of the College's mission, and benefits students, faculty, and alumni.

The Alumni Association also provides opportunities for alumni to stay connected with their alma mater through lodging and event services offered at the Lynn Parks '68 SUNY Cortland Alumni House.

## **775.06 FOUNDATION**

The Cortland College Foundation is the official gift receiving agency for SUNY Cortland. The purposes of the foundation are to solicit, receive, acknowledge, invest, manage and steward funds for the encouragement and promotion of education at SUNY Cortland. The foundation is a separate nonprofit corporation chartered in the State of New York. The foundation exists to advance the mission of SUNY Cortland through promotion of private philanthropy.

The relationship of the foundation to SUNY Cortland and The State University of New York is periodically defined in a Memorandum of Understanding between the Foundation Board of Directors and the State University of New York. Institutional advancement staff manages the day-to-day activities of the Cortland College Foundation. An independent board of directors governs the foundation. A central role of the Cortland College Foundation is building and investing a permanent endowment to support the educational activities of SUNY Cortland.

The Foundation has an affiliated corporation known as Cortland College Foundation Properties, Inc. This entity's purpose is to acquire and manage real property for the benefit of the foundation and SUNY Cortland. The officers of the foundation also serve as the officers of the properties corporation.

## **775.07 ADMINISTRATION OF GRANTS AND GIFTS TO SUNY CORTLAND**

All grants and gifts to SUNY Cortland and all solicitations and proposals for such funds must have the approval of the College and must conform to the College's Mission Statement, SUNY policies and applicable laws and regulations. All grants and donations shall be coordinated either through the Research and Sponsored Programs Office or through the Division of Institutional Advancement. A complete copy of the guidelines for administering grants and gifts may be obtained from the Research and Sponsored Programs Office or the Division of Institutional Advancement.

(Approved by the President's Cabinet, Feb. 2, 1999)

## **775.08 ANNUAL GIVING**



The staff of The Cortland Fund annually solicits unrestricted operating support and designated gifts for the benefit of SUNY Cortland from alumni, parents, friends, faculty and staff of the College. This is done through direct mail solicitations, phonathons by the student call center, e-solicitations, as well as staff and volunteer personal solicitations. The Cortland Fund staff also coordinates designated support for specific College departments.

### **775.09 LEADERSHIP GIVING**

The staff of the Leadership Gifts Office identifies, cultivates, solicits and stewards capital gifts of \$25,000 or more from individuals. The staff focuses on securing capital gifts to build the endowment of the College, to establish endowed scholarships, to support academic departments and renovate College facilities.

### **775.10 PLANNED GIVING**

The staff of the Planned Gifts Office offers and promotes gift opportunities to individuals through their estate plans, retirement plan assets, life income gift vehicles such as Charitable Gift Annuities and Charitable Trusts. The Planned Gifts Office stewards and recognizes alumni, parents, friends, faculty and staff of the College who make planned gifts through the The Lofty Elm Society, the planned gift donor recognition society.

### **775.11 FUNDRAISING GUIDELINES**

**Mission Statement:** The Cortland Fund encourages participation through annual gifts from alumni, parents, faculty, staff, students and friends of the College in order to provide exceptional educational experiences for SUNY Cortland students. Through education and stewardship, donors gain satisfaction in knowing that their contribution to The Cortland Fund results in an extraordinary education for future generations.

The main objective of every annual fund solicitation is to maximize dollar support and donor connection, while also creating a pattern of giving that often serves as the foundation for a major or planned gift. To most effectively serve alumni, maximize financial return and minimize costs, a policy has been developed to ensure that all constituents are annually asked to make an investment in SUNY Cortland while also taking into account the number of times they are solicited for special purposes.

#### **The Cortland Fund focuses its activities primarily on the following constituencies:**

- Previous donors and lapsed donors at all giving levels
- All reunion class members (donors and non-donors)
- All young alumni (alumni who graduated within the last ten years)
- All senior class members
- All parents of undergraduates

**Project time frame:** Solicitations for departments, projects and affinity groups are limited to the

period between January 1 and May 15 of each fiscal year. The Cortland Fund staff will work with programs/departments and affinity groups to clarify solicitation language and define the appropriate group to receive the message, removing alumni who have asked not to be solicited, phoned, etc. Each department will be responsible for the costs associated with the special mailing such as postage, letterhead, envelopes, etc. The staff will provide any other non-budgetary support and advice that might be helpful or necessary. The purpose of these mailings is to give campus organizations the opportunity to solicit restricted current-use gifts from alumni.

**Departmental solicitations:** The dean of each school — School of Education, School of Arts and Sciences, School of Professional Studies — will designate one department within their school each year to develop a solicitation based on current needs to be done during the spring semester.

**Newsletters:** Newsletters sent to constituents during the fall semester should not ask for designated gifts; however, newsletters sent during the spring semester may contain information for constituents to consider making a designated gift to the department, project or affinity group.

**Mailings to non-donors:** Programs and departments may solicit non-donors at any time during the year. Non-donors are categorized as alumni who have never given a gift to the College. Non-donors who belong to a reunion year will be solicited only through The Cortland Fund. Because of the high cost/low return characteristics of such non-donor mailings, careful consideration should be given to the allocation of resources to this type of prospect identification/donor acquisition program.

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## CHAPTER 785: Central Stores

### 785.01 GENERAL PURPOSE

Central Stores is located in the Physical Plant complex and is part of the conglomerate department called Central Receiving. Central Stores stocks most commonly needed office supply items.

- A. Central Stores serves only College needs.
- B. Supplies can be ordered through the **Central Stores Online Ordering System**, located under the Faculty and Staff Resources link on the SUNY Cortland home page.

## CHAPTER 790: The Duplicating Center

### 790.01 GENERAL PURPOSE

The Duplicating Center, located in Corey Union, offers high-speed digital duplicating service.

- A. The center serves only official College needs.
- B. Requests for duplicating services must carry the account number and the signature approval of the department requesting service and being charged. Large orders or orders with deadlines must be

scheduled in advance. The center reserves the right to determine the most appropriate method of copying in light of costs, quality, work schedules, and availability of supplies.

## CHAPTER 795: Mail Service

### 795.01 Regulations of Mail Service

### 795.02 Mail Delivery and Pickup Schedule

#### 795.01 REGULATIONS OF MAIL SERVICE

- A. Only official outgoing or interoffice mail should be sent through the mail room. **Employees are not permitted to send personal mail through the mail room.**
- B. Only interoffice envelopes should be used for correspondence within the College. Interoffice mail should be batched by department/building, with the department/building clearly listed for delivery to the building drop point. Only black or blue ink should be used.
- C. All official envelopes and packages must be clearly marked above the SUNY Cortland logo on the envelope/label with the six-digit department account code of the originating department. This will facilitate charging the originating department as an overhead cost. Items need not be individually marked if they are tied or banded together in groups with an attached slip indicating the department account code. Units that have been assigned a bar code should include this code with their mailings. Even if each item is coded, it is requested that they be tied in bundles. Items without the Department code will be returned to the department for correction. Since it may be necessary to open envelopes to determine originator, please do not seal legal/letter size envelopes. This will be done automatically at the mail room.
- D. Envelopes with the College name imprinted are not to be used for personal mail or interoffice mail.
- E. Mail to the ASC offices should be sent in interoffice envelopes.
- F. All interoffice student mail should be sent through Residential Services. Student mail sent through the United States Post office must include the student's name, residence hall, room number and Cortland, NY 13045-0900. Issues with student mail should be addressed to Residential Services.
- G. The mail room will determine the most appropriate method of mailing, keeping the cost and time elements in mind.

#### 795.02 MAIL DELIVERY and PICKUP SCHEDULE

**LOCATION**

**DEPARTURE TIME**

Studio West	9:35 a.m.
Park Center	9:40 a.m.
Corey Union/Neubig Hall	9:45 a.m.
Brockway Hall	9:50 a.m.
Miller Building (leave at 10 a.m.	9:55 a.m.
Old Main	10:05 a.m.
Moffett Center	10:10 a.m.
Bowers Hall	10:15 a.m.
Sperry Center	10:20 a.m.
Cornish Hall (Van Hoesen Hall, Education Building)	10:30 a.m.
McDonald Building	10:40 a.m.
Child Care Center	11:10 a.m.
Van Hoesen Hall (Career Services, Residence Life and Housing, University Police)	11:15 a.m.
Library	11:20 a.m.

Dowd Fine Arts Center	11:25 a.m.
Winchell Hall	11:30 a.m.
Physical Plant	11:35 a.m.
Brockway Hall	1:45 p.m.
Miller Building	1:50 p.m.

## CHAPTER 796: Transportation Center

### 796.01 General Purpose

The College maintains a central fleet of 7- and 12-passenger, vans to serve the travel needs of its faculty, staff and students. The vehicles are for use by College employees or trained students only, solely for the purpose of SUNY Cortland business. Buses also are available for College-related class trips and student group activities. A per-mileage charge to the staff member's department or student group will be applied for each request. Account numbers are required on request forms in order for vehicles to be reserved.

Vehicle reservations should be made as far in advance as possible by completing a Vehicle or Bus Request Form, available at the Physical Plant website under **Forms and Policies**. Request forms should be mailed to the Transportation Center through interoffice mail. The Transportation Center is open from 7 a.m.-3:30 p.m. Monday-Friday.

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## **Part Eight: The Affirmative Action Program**

### **Chapter 840: Equal Employment Plan for Affirmative Action**

### **Chapter 850: Complaint Procedure for the Review of Allegations of Discrimination — State University of New York College at Cortland**

### **Chapter 860: Procedures for Dealing with Sexual Harassment**

### **Chapter 870: Procedures for Dealing with Charges of Discrimination or Harassment in Employment Based on Sexual Orientation**

## **CHAPTER 840: Equal Employment Plan for Affirmative Action**

A full description of the College's Affirmative Action Program is available in the Affirmative Action Office. What follows are excerpts. Please refer to the complete description.

### **840.01 Statement of Policy and Intent of Affirmative Action Program**

### **840.02 Implementation of Policy**

### **840.03 Responsibilities and Authority for Implementing the College's Affirmative Action Program**

### **840.04 Recruitment and Hiring**

### **840.05 Records, Reports and Monitoring**

### **840.06 Promotions and Salaries**

### **840.07 Complaints**

### **840.08 Terminations**

### **840.09 Part-time Appointments**

### **840.10 Waiver of Search**

## **840.01 STATEMENT OF POLICY AND INTENT OF AFFIRMATIVE ACTION PROGRAM**

It is the policy of the State University of New York that all employment within the University system shall be free of any discrimination on the basis of age, race, creed, religion, color, national origin, ethnicity, sexual orientation, predisposing genetic characteristics, marital status, gender/sex, disability, familial status, pregnancy, arrest record, conviction record, genetic disposition, gender identity, unlawful disparate treatment of workers with care-giving responsibilities, military status, including Vietnam-era veterans, special disabled veterans and other eligible veterans. In filling any opening on the staff, the candidate shall be selected who is best qualified to perform the duties of the position in accordance with the Affirmative Action guidelines. The search for candidates should be extensive and should recognize that certain groups may be disadvantaged because they historically have not been represented in particular professional fields. The College has a special obligation to take Affirmative Action to seek out candidates for employment from such disadvantaged groups.

This policy applies to all persons working under the aegis of the College, regardless of the source of funding with the following exceptions: While the policies of nondiscrimination, equity, and fairness apply in every case, the guidelines for recruitment and requirements for advertising do not apply to faculty and professional appointments of 16 weeks or less (full- or part-time) or to graduate assistantships. In both cases, however, information about these opportunities should be made as widely available as practicable, and competition for the positions must be open and fair.

(Approved by President Taylor May 8, 2001)

College policy also demands equitable treatment of all students and calls for continued efforts to eliminate overt and subtle forms of unfair discrimination.

On Feb. 23, 1993, the Faculty Senate of State University of New York at Cortland passed the following statement on diversity, which was approved and endorsed by President Clark on Feb. 25, 1993: "SUNY Cortland is dedicated to the affirmation and promotion of diversity in its broadest sense. Our mission requires that people of every background be able to study and work here with an expectation of respectful treatment. We seek to establish standards of behavior which honor the dignity and worth of individuals regardless of their gender, ethnicity, race, age, physical or mental abilities, religious beliefs, sexual and affectional orientation or socioeconomic class.

A major goal of our College is to develop and maintain an atmosphere that supports learning about prejudice and discrimination so that we can strive to reduce it not only on our own campus, but wherever we encounter it. We recognize that advocating for diversity frequently brings discordant viewpoints into focus. As we endeavor to educate ourselves about the effects of our biases, it is important for us to do so within an atmosphere of safety and respect. An environment where it is safe to explore our differences enables us to make more progress toward a campus which celebrates, rather than simply tolerates, the richness inherent in our pluralism."

## **CHAPTER 840.02 IMPLEMENTATION OF POLICY**

SUNY Cortland's goal of achieving equal opportunity can best be met by concerted efforts to adhere to both the spirit and intent of the relevant legislation and by widely shared, committed efforts to provide opportunities to "affected groups" or "protected classes."

To meet the ultimate goal of having these historically underrepresented affected groups as employees and students of SUNY Cortland in proportion to their demographic representation in the population and/or in the applicant pool, the following objectives are presented:

Recruitment for positions may not be limited to word-of-mouth communication. Such communication tends to deny equal opportunity to affected groups since those groups generally have less access to informal networks. In the same way requests may not be limited to schools, professional societies, or other agencies whose constituencies under-represent affected groups.

Job descriptions, qualifications, entry examinations, and screening procedures must be realistically related to job requirements and must avoid cultural bias. Based on current availability information, utilization analyses are conducted and goals are established to achieve parity and to correct underrepresentation.

Employment – All academic and professional vacancies will be advertised according to the *Search Committee Procedure Manual* available online at <http://www2.cortland.edu/offices/hr/affirmative-action/>.

### **840.03 RESPONSIBILITIES AND AUTHORITY FOR IMPLEMENTING THE COLLEGE'S AFFIRMATIVE ACTION PROGRAM**

The president of SUNY Cortland is responsible for the Affirmative Action Program. Vice presidents, deans, directors, chairs, and all administrative staff also bear responsibilities for fulfilling the moral and legal obligations of equal opportunity and affirmative action. The president has delegated procedural responsibility for monitoring the program to the assistant vice president for human resources and the affirmative action officer.

The duties assigned to the affirmative action officer are:

1. Assisting academic departments and administrative units with recruitment of protected class members.
2. Monitoring appointments to ensure compliance with regulations governing affirmative action searches.
3. Monitoring promotion, transfer, permanent appointment, and DSI increment transactions to ensure nondiscrimination.
4. Review and disposition of allegations of discrimination by students and employees in accordance with the SUNY Cortland Discrimination Complaint Procedure.
5. Maintenance of a database adequate to generate required periodic reports, such as (1) updating of the Affirmative Action Program; (2) filing of reports as required by the Governor's Executive Order 40.1; (3) filing of periodic reports on discrimination grievances, applicant flow, and other quantitative analyses required by Executive Order 40.1.
6. Preparation of all affirmative action reports required by federal, state, and University regulations.



7. Ongoing review of campus policies and practices to ensure campus compliance with laws and regulations protecting minorities and women, identifying problem areas and recommending solutions and corrective actions.
8. Ongoing review of campus policies and practices to achieve compliance with the Americans with Disabilities Act, Sections 503 and 504 of the Rehabilitation Act of 1973, as amended (rights of the disabled), and the Age Discrimination Acts of 1967 and 1975.
9. Ongoing review of campus policies and practices to achieve compliance with the Vietnam Era Veterans' Readjustment Assistance Act of 1974.
10. Providing information and assistance to the campus Affirmative Action Committee.
11. Providing staff assistance and data to SUNY Legal Office staff and to state and federal compliance officials reviewing discrimination grievances or conducting routine compliance reviews.
12. Conducting ongoing training sessions, briefings, and workshops to ensure high awareness on campus and in the community of campus affirmative action programs.

## **CHAPTER 840.04 RECRUITMENT AND HIRING**

**A.** The administrative officer responsible for recommending the appointment shall complete a requisition to fill in accordance with established search procedures.

### **B. Faculty, Professional, and Management/Confidential**

The College must recruit from the broadest possible group of qualified candidates for faculty, professional, and management/confidential positions, regardless of the source of funding, and in a manner that assures compliance with both contractual and affirmative action/equal opportunity requirements.

Department chairs or other administrators involved in recruitment and hiring are responsible for ensuring that good faith recruitment efforts are made to locate qualified affected group candidates. When preparing a recruitment plan, department heads are required by policy to seek the advice of the AA/EEO officer on the extent of recruitment necessary for each proposed position vacancy. The AA/EEO officer is an ex officio member of all search committees and assists with the development of current and adequate referral sources for recruiting affected groups. Recruitment of faculty is conducted by the academic department concerned, governed by adherence to the Affirmative Action Program of the College. Professional and management/confidential staff recruitment is conducted by the appropriate department or office. The use of and composition of search committees for faculty, professional and management/confidential positions is discussed in the Search Committee Procedure Manual. The Human Resources Office files vacancy notices with the System Administration Placement Service.

### **C. Classified Civil Service Personnel (Full-time and Part-time)**

With the exception of competitive class appointments from the Civil Service List of Eligibles, all recruitment efforts to locate civil service staff must serve to implement the affirmative action policy of the College. Job announcements for noncompetitive and/or labor class positions are posted and announced through the Human Resources Office. Noncompetitive and/or labor class positions must also be publicly advertised, unless the job can be filled by qualified persons already in the employ of the College. All entry-level, noncompetitive and/or labor class positions must be publicly advertised. Screening of applications is performed by a committee made up of representatives from the College's

Affirmative Action Office, the Human Resources Office, and other areas as appropriate.

#### **D. Auxiliary Services Corporation**

The calendar Corporation (ASC) is a private, nonprofit corporation that has a contractual relationship with SUNY Cortland. Responsibility for affirmative action in ASC has been assigned to the executive director, ASC office, Winchell Hall.

### **CHAPTER 840.05 RECORDS, REPORTS AND MONITORING**

All recruitment efforts shall serve to implement the affirmative action policy of the College.

Recruitment files must be available for a compliance audit by state and federal agencies, and thus must be supported by documented files of the recruiting unit. Files shall be kept for a minimum of three years. The Affirmative Action Office shall also maintain applicant flow data collected from each search. Monitoring of affirmative action performance is the responsibility of the affirmative action officer and of each person with responsibility for employment, retention, promotion, and salary parity.

### **CHAPTER 840.06 PROMOTIONS AND SALARIES**

1. Promotions: The College is committed to ensuring that no employees, including affected groups, are discriminated against in promotions. The criteria governing the promotion of academic employees and the evaluation and promotion of professional employees are set out in the board of trustees policies and in collective bargaining agreements with the unions. The SUNY Discrimination Complaint Procedure (formerly the Internal Grievance Procedure) may be used for review of allegations of discrimination in the matter of promotions. Promotions of Civil Service employees are conducted in accordance with the Civil Service Law.

2. Salaries: The State University of New York salary administration policy requires that salary differences among employees are not to be related in any way to race, sex, national origin, or any other factor irrelevant to fair compensation for work performed. Complaints of discrimination in salary may be addressed through the SUNY Discrimination Complaint Procedure.

### **CHAPTER 840.07 COMPLAINTS**

Faculty members who have complaints related to Equal Employment and Affirmative Action are advised to seek resolution with their department chair or dean. Questions not resolved with chairs or deans may be referred to the provost. Professional staff other than faculty take their complaints to their department supervisors and, when concerns are not resolved, they may be referred to the vice president for the area. Similarly, Civil Service employees of the College are requested to discuss matters of concern with their department heads and with the director of human resources. Formal allegations related to Affirmative Action and Equal Employment should be taken to the affirmative action officer (see SUNY Cortland Discrimination Complaint Procedure, **Chapter 850**).

All employees and students have a right to seek advice from and to consult with the affirmative action

officer at any step in the process.

The State University of New York, in accordance with Title IX of the Education Amendments of 1972, has adopted an Internal Grievance Procedure for the prompt and equitable investigation and resolution of allegations of unlawful discrimination on the basis of race, color, national origin, religion, age, sex, disability, or marital status. Discrimination on the basis of sexual orientation is prohibited by State University Policy and by New York State Executive Order No. 28, but it is not covered under the federal statutes. The procedure does not supplant or supersede the strongly recommended method of attempting to resolve questions of discrimination within a departmental structure. Neither does the procedure in any way deprive a complainant of the right to file with outside enforcement agencies. The grievance procedure is an additional mechanism that employees of the College community may use to identify and eliminate incidents of illegal discrimination.

Anyone who wishes to file a grievance, or simply to discuss filing a grievance, should contact the affirmative action officer.

## **CHAPTER 840.08 TERMINATIONS**

Involuntary terminations of a professional staff member with continuing appointment, or of one on a term contract within the term, can only be done pursuant to procedures specified in Article XIV of the Board of Trustees Policies and Articles 19, 32, and 35 of the Agreement between the State of New York and the United University Professions, Inc.

Involuntary terminations of employees within the Civil Service Employees Association, Council 82, NYSCOBA and the Professional Employees Federation bargaining units before becoming effective must first be reviewed by the director of human resources for compliance with state and University policies and procedures. Such terminations can only be effected following contract provisions and Civil Service laws.

## **CHAPTER 840.09 PART-TIME APPOINTMENTS**

The Affirmative Action Plan applies to part-time as well as to full-time faculty and professional appointments with the following exceptions: scope of search and requirements for advertising. Most part-time positions are filled by local people or people who live within commuting distance; therefore, it is reasonable to limit searches to nearby communities and graduate schools. Generally this would include the communities of Cortland, Syracuse, Ithaca and Binghamton and the graduate schools within that general area. An advertisement in at least two regional newspapers and contacts with nearby schools will fulfill the requirements of a limited search. All departments that regularly employ part-time people must form a pool of candidates for those positions by conducting a regional search at least once every two years. No reappointment of part-time people can be approved unless these biennial searches are made. The Affirmative Action Office will place in regional newspapers an advertisement for part-time positions each semester. Participation in this ad will fulfill the requirements for establishing a pool.

To be eligible for appointment to a full-time position, a part-time employee must have been hired as the

result of an affirmative action search. This includes national, regional and/or local searches for part-time and/or full-time temporary positions. Additionally, the employee must have served in the same capacity (i.e., same job responsibilities within the same department) and have been granted a term appointment. The Board of Trustees policies grant term appointments to part-time faculty and professional staff after six consecutive semesters (three years), because it is at this point in time an employee is seen as having more than a temporary relationship with the campus.

(Approved by President Taylor, November 2002.)

## **CHAPTER 840.10 WAIVER OF SEARCH**

It is necessary to request a waiver of search if proposing to conduct a search of narrow scope or to deviate from the outlined search procedures.

Waivers of search for full or part-time positions can be granted only with the joint approval of the affirmative action officer and the Affirmative Action Committee. Each waiver request is provided to all committee members, who are given 48 hours to contact the chair if they have any misgivings about granting the waiver. As noted in President Clark's memo of June 30, 1982, no official appointment may be offered until it has been reviewed for compliance with Affirmative Action.

Waivers are granted under such special circumstances as illness, death, or late resignations, i.e., conditions that preclude the possibility of a full search. Late resignations are those that come at a time that prevents the department from advertising, receiving applications and making a decision generally less than six weeks before the start of a term.

The term for a waiver of search is up to one year, depending on the nature of the position and of the search.

(Approved by President Clark, April 25, 1989)

Appeals of waiver of search denials may be submitted to the affirmative action officer within 10 business days of the date of denial notification. Upon receipt of the appeal, the affirmative action officer will circulate the appeal to the Affirmative Action Committee. The committee has 48 hours to respond to the chair who notifies the affirmative action officer of the committee's decision. The affirmative action officer notifies the hiring manager of the committee's decision. Personal appeals to individual committee members or the committee as a whole are not permitted. There are no further appeals available in this process.

(Approved by President Bitterbaum, March 30, 2006)

**TOP**

## **CHAPTER 850: Complaint Procedure for the Review of Allegations of Discrimination — State University of New York**

# College at Cortland

## 850.01 Overview

## 850.02 Confidentiality

## 850.03 Jurisdiction of the Affirmative Action Office

## 850.04 Role of the Affirmative Action Officer

## 850.05 Supervisory Responsibility

## 850.06 Retaliation

## 850.07 Who Can File a Complaint

## 850.08 Against Whom May Complaints Be Brought?

## 850.09 Procedure for Resolving Complaints

## 850.10 Definitions and Prohibited Acts and Behaviors

### **850.01 OVERVIEW**

SUNY Cortland, in its continuing effort to seek equity in education and employment and in support of federal and state anti-discrimination legislation, has adopted a complaint procedure for the prompt and equitable investigation and resolution of allegations of unlawful discrimination on the basis of race, color, national origin, religion, age, sex, sexual orientation, disability, veteran status or marital status. Harassment on the basis of any of the above-protected categories is a form of unlawful discrimination. Conduct that may constitute harassment is described in 850.10. For more detailed information, contact the affirmative action officer.

This Complaint Procedure for the Review of Allegations of Unlawful Discrimination provides a mechanism through which the College may identify, respond to, prevent and eliminate incidents of illegal discrimination. The College recognizes and accepts its responsibility in this regard and believes that the establishment of this internal, non-adversarial grievance process will benefit students, faculty, staff and administration, permitting investigation and resolution of problems without resorting to the frequently expensive and time-consuming procedures of state and federal enforcement agencies or courts.

This procedure has been developed in accordance with guidelines and recommendations provided by the Chancellor's Office of Affirmative Action. The policy is administered by the College's Affirmative Action Office. The affirmative action officer directs that office and reports directly to the College president and

the assistant vice president for human resources. These procedures have been approved by the State University of New York, Office of University Counsel. These procedures are intended to balance the rights of those bringing complaints of discrimination, harassment and retaliation (the “complainant”) with those against whom such claims are brought (the “respondent”). Throughout these procedures the “parties” shall refer to the complainant, respondent and witnesses involved in the complaint.

This procedure may be used by any person who is the victim of discrimination by a SUNY Cortland student or employee. Employee grievance procedures established through negotiated contracts, academic grievance review committees, student disciplinary grievance boards and any other procedures defined by contract will continue to operate as before. This procedure does not in any way deprive a complainant of the right to file with outside enforcement agencies, such as the New York State Division of Human Rights, the Equal Employment Opportunity Commission, the Office for Civil Rights of the United States Department of Education and the Office of Federal Contract Compliance of the United States Department of Labor. Contact information for these agencies and more detailed information may be obtained from the Affirmative Action Office.

The complainant is not required to pursue the SUNY internal procedure before filing a complaint with a state or federal agency. In addition, if the complainant chooses to pursue the SUNY internal procedure, the complainant is free to file a complaint with the appropriate state or federal agency at any point during the process. Upon filing with an external agency, however, the SUNY Cortland internal complaint procedure will be terminated and the matter referred to the Office of the University Counsel for review, defense or, if deemed appropriate by counsel, involvement in mediation, conciliation or settlement with the external agency where the complaint was filed, or such other actions as may be in the interests of the College.

During any portion of the procedures detailed hereafter, the parties shall not employ audio or video taping devices.

## **850.02 CONFIDENTIALITY**

Every effort will be made to protect the privacy of all individuals throughout all phases of the complaint and resolution process. Information about complaints or inquiries will be maintained in confidence to the fullest extent possible. However, an investigation will generally include interviewing necessary parties and coordination when necessary with relevant offices.

In responding to complaints, the affirmative action officer will take appropriate action to provide remedies and protect the privacy of all those involved to the fullest extent possible. The affirmative action officer will instruct the parties and all other affected persons that the complaint investigation procedure is best able to achieve a mutually acceptable agreement for resolution of the complaint when confidentiality is not breached. Once breached, it will make it difficult for the affirmative action officer to successfully conclude the complaint investigation process to the satisfaction of the complainant. Additionally, federal law prohibits retaliation. Adverse action taken against any individual who files a complaint, or who assists or participates in any manner in an investigation proceeding, or hearing is against the law.

The complainant and respondent will receive a preliminary report summarizing the complaint and the initial findings of fact.

### **850.03 JURISDICTION OF THE AFFIRMATIVE ACTION OFFICE**

SUNY Cortland is responsible for providing a learning and working environment free of discrimination. The College reserves the right to pursue any complaint of discrimination about which it becomes aware. Based on information received by the Affirmative Action Office, the affirmative action officer or designee may exercise his/her own discretion and initiate a complaint on behalf of the College community.

In addition, the Affirmative Action Office may determine that a specific complaint of unlawful discrimination or harassment is of such a serious or potentially criminal nature that the investigative steps outlined in this process should be accelerated or eliminated. This determination, if made, shall be communicated to the Human Resources Office for appropriate action, which may include the initiation of disciplinary and/or other action.

If, at any time during the course of resolving or investigating a complaint of discrimination, the affirmative action officer or designee determines that a complaint is not within the jurisdiction of the office, the complaint and complainant shall be referred to the appropriate office and the matter shall be considered concluded for the purposes of the Affirmative Action Office.

### **850.04 ROLE OF THE AFFIRMATIVE ACTION OFFICER**

The affirmative action officer is trained in investigating and resolving complaints. The officer is available for assistance in filing the complaint with the College and will remain impartial during an investigation. The Affirmative Action Office does not represent any individual or department, but does advocate on behalf of the College's goals of equal opportunity and nondiscrimination.

The affirmative action officer may receive initial inquiries, reports and requests for consultation and counseling. Assistance will be available whether or not a formal complaint is contemplated or even possible. It is the responsibility of the affirmative action officer to respond to all such inquiries, reports and requests as promptly as possible and in a manner appropriate to the particular circumstances. An individual may refuse to reduce a complaint to writing. However, notwithstanding that refusal, there may be a continuing obligation on the part of the campus to investigate the verbal complaint to the best of its ability and proceed with any action that is warranted. Although in certain instances verbal complaints may be acted upon, the procedures set forth here rest upon the submission of a written complaint that will enable the affirmative action officer to conduct a full and fair investigation of the facts.

The Affirmative Action Office shall solicit information concerning any factors that might prejudice an objective evaluation of the evidence and shall reassign an investigation if a conflict or potential conflict emerges.

### **850.05 SUPERVISORY RESPONSIBILITY**

Complaints or concerns that are reported to an administrator, manager or supervisor concerning an act of discrimination or harassment shall be immediately referred to the affirmative action officer.

### **850.06 RETALIATION**

An employee or student who participates in the procedure has the right to do so without fear of or actual retaliation. It will be made clear that retaliation against an employee or a student who has filed a discrimination complaint or an individual who serves as a witness will result in appropriate sanctions or other disciplinary action as covered by collective bargaining agreements, and/or applicable College policies.

### **850.07 WHO CAN FILE A COMPLAINT**

Employees may file a written complaint with the affirmative action officer within 90 calendar days following the alleged discriminatory act or the date on which the complainant first knew or reasonably should have known of such act. Complainants may complete an intake form, available from the Affirmative Action Office, to initiate an investigation. Students must file a complaint within 90 calendar days following the alleged discriminatory act or 90 calendar days after a final grade is received for the semester during which the discriminatory acts occurred, if that date is later.

It is the complainant's responsibility to be certain that any complaint is filed within the applicable 90-day period. In the event that the complainant would be barred under these procedures, the complainant may contact the Affirmative Action Office with regard to other avenues of recourse that may be available.

If a complainant elects to withdraw a complaint, this decision must be communicated in writing to the affirmative action officer indicating the reason for withdrawal. The College may nevertheless pursue its review of the allegations.

### **850.08 AGAINST WHOM MAY COMPLAINTS BE BROUGHT?**

A complaint of unlawful discrimination may be brought against any student or employee. If the complaint concerns behavior by a vendor or contractor or some other individual who may not be a member of the College community, but who may have an affiliation or a recognized connection to SUNY Cortland, the concerns may be brought to the attention of the affirmative action officer for assistance.

If the president is the respondent, the affirmative action officer reserves the right to refer the complaint to the Office of University Counsel. The finding and recommendation shall be submitted to the chancellor or a designee. If the affirmative action officer is the respondent, the matter shall be referred to the president or a designee.

If a student is the respondent, the affirmative action officer will refer the complaint to the Judicial Affairs Office for review, investigation and appropriate action under the appropriate student conduct code.

### **850.09 PROCEDURE FOR RESOLVING COMPLAINTS**



## A. Complaint Consultation and Review

Any member of the College community may consult with the affirmative action officer regarding potential discrimination or harassment. The length of time for the consultation varies depending on factors such as the complexity of the situation, office workload, or whether the situation involves actual or imminent loss of employment or academic standing, potential physical harm, or an ongoing relationship between the involved individuals. In a telephone conversation or in-person appointment, the affirmative action officer will:

- receive complaints of alleged discrimination or harassment,
- discuss the facts of the situation and help the individual identify the problem(s),
- assist the complainant in the use of the complaint form to define the charge,
- determine if the Affirmative Action Office is the appropriate College resource to address the concern,
- inform the individual of the ways in which the Affirmative Action Office approaches the investigation and problem solving,
- explore methods of resolving the situation on one's own, if that is the individual's preference,
- advise an individual of alternate available College resources and external options for resolution,
- provide the complainant with information about the various internal and external mechanisms through which the complaint may be filed, including applicable time limits for filing with each agency.

The affirmative action officer will ask a complainant to participate in an initial interview. During the initial contact known as the intake interview, the complainant will be:

- asked to complete an Intake and Information Sheet (The complainant may be asked to have this completed prior to the Intake Interview.),
- interviewed about the allegations so that the charge may be clearly stated,
- asked to provide information about witnesses and other possibly aggrieved persons,
- advised of the office's intake procedures to enhance the complainant(s) understanding and to facilitate realistic expectations as to the role of the office,
- referred to a proper College department/agency if the complaint does not fall within the jurisdiction of the Affirmative Action Office,
- advised of the protection against retaliation,
- advised of the College's policy on confidentiality,

- advised of the option to file a complaint with one of the external federal/state investigative agencies at any time,

## B. Each Party's Rights and Responsibilities

The College's formal review procedures are not designed to replicate an external judicial process.

Consequently:

- Complainants and respondents are expected to meet with the affirmative action officer as requested and needed.
- Legal counsel retained by a complainant or respondent may not participate or be present at any meeting convened by the affirmative action officer.
- Complainants are expected to communicate with the affirmative action officer either directly or with the assistance of a person serving in an advocacy or supportive role, but not through legal counsel.
- Respondents are expected to communicate with the affirmative action officer directly, not through legal counsel, other intermediaries or persons accompanying them.
- Complainants and respondents have the right to receive notification of determinations and findings made by the affirmative action officer.

Should the Affirmative Action Office determine that a complaint of unlawful discrimination merits further review, the affirmative action officer will immediately commence an investigation. The complaint shall contain:

(a) The name, local and permanent address(es), and telephone number(s) of the complainant.

(b) A statement of facts explaining what happened and what the complainant believes constituted the unlawful discriminatory acts in sufficient detail to give each respondent reasonable notice of what is claimed against him or her. The statement should include the date, approximate time and place where the alleged acts of unlawful discrimination or harassment occurred. If the acts occurred on more than one date, the statement should also include the last date on which the acts occurred as well as detailed information about the prior acts. The names of any potential witnesses should be provided, if appropriate.

(c) The name(s), address(es) and telephone number(s) of the respondent(s), i.e., the person(s) claimed to have committed the act(s) of unlawful discrimination.

(d) Identification of the status of the persons charged whether faculty, staff, student or persons otherwise affiliated with the College.

(e) A statement indicating whether or not the complainant has filed or reported information concerning the incidents referred to in the complaint with a non-college official or agency, under any other

complaint or complaint procedure. If an external complaint has been filed, the statement should indicate the name of the person or department or agency with which the information was filed and its address or to which it was reported

(f) Other supplemental information as may be requested.

If the complainant brings a complaint beyond the period in which the complaint may be addressed under these procedures, the affirmative action officer may terminate any further processing of the complaint, refer the complaint to University Counsel or direct the complainant to the appropriate alternative forum or to the list of External Enforcement Agencies available from the Affirmative Action Office.

### C. Investigative Procedures

If a complainant elects to have the matter dealt with in an informal manner, the affirmative action officer will attempt to reasonably resolve the problem to the mutual satisfaction of the parties. If these efforts are not successful, and the affirmative action officer has determined that the complaint merits further investigation, the complainant and respondent shall be advised in writing of the initiation of an investigation. During the investigation the affirmative action officer will:

- provide an initialed, signed, date-stamped copy of the complaint to the complainant,
- review all College records that concern the complaint,
- interview witnesses and other relevant persons,
- review statements provided by the complainant and the respondent(s),
- review other relevant and material evidence,
- take all reasonable steps necessary to complete the investigation within ninety (90) calendar days after receipt of the complaint. If such is not possible, the affirmative action officer may extend this deadline for a reasonable period of time. The complainant will receive notification from the Affirmative Action Office regarding the basis for extension.

### D. Failure to Cooperate

If the respondent refuses to cooperate and/or respond in a timely manner, the Affirmative Action Office may forego completion of an investigation and refer the matter to the Human Resources Office, or the office may take any other action it deems necessary and appropriate to address the situation. Failure to cooperate meaningfully in a review of a complaint of discrimination may be grounds for discipline.

### E. Inaction by Complainant

If at any time during an investigation, a complainant declines to cooperate with the Affirmative Action Office, or if the office determines that the complainant no longer wishes to pursue his or her complaint, the Affirmative Action Office may consider the matter closed and take no further action or may

continue the investigation, if necessary, with appropriate notification.

#### F. Evaluating the Evidence and Resolution

In reaching its finding, the Affirmative Action Office shall evaluate the conduct alleged to have been discriminatory by considering the totality of the circumstances, including the nature, frequency, intensity, context and duration of the conduct. Although repeated incidents would create a strong claim of discrimination, a serious isolated incident can present sufficient grounds for corrective action.

The Affirmative Action Office shall make every reasonable effort to resolve the matter. Resolution can take any form that is acceptable to the College. It may, for example, take the form of:

- separate meetings with the complainant and respondent,
- joint meetings between the complainant and respondent with the affirmative action officer as facilitator,
- separate and/or joint meetings with the complainant and/or respondent's supervisor(s),
- a written agreement or memorandum of understanding signed by one or both of the parties,
- mandated training in the area of discrimination for the respondent or departmental unit,
- a verbal counseling session with the respondent,
- a written counseling memo issued to the respondent,
- no further action at the request of the complainant,

This list is not exhaustive and other forms of resolution may be appropriate although they are not listed here.

#### G. Determination

The affirmative action officer issues a written statement to the complainant and respondent, indicating the finding at the conclusion of the investigation. If a resolution satisfactory to both the complainant and the respondent is reached through the efforts of the affirmative action officer, the affirmative action officer will close the case, sending a written notice to that effect to the complainant and the respondent.

The actions proposed in the finding may consist of:

1. A determination that the complaint was not substantiated.

If the affirmative action officer determines that there is insufficient credible evidence to support the allegation(s) of discrimination, the complaint shall be dismissed, the matter shall be concluded, and the College shall take no further action.

2. A determination that the complaint was substantiated.

a. For Employees (including student employees) not in a Collective Bargaining Unit

In consultation with the Human Resources Office and the Office of University Counsel, the president may take such administrative action as he/she deems appropriate under his/her authority as the chief administrative officer of the College, including, but not limited to: termination, demotion, reassignment, suspension, reprimand or training.

b. For Students

The director of judicial affairs may determine that sufficient information exists and the Judicial Affairs Board may take such administrative action as they deem appropriate, including, but not limited to: community service, counseling, reprimand, residence hall suspension, suspension, loss of privileges, restitution or a letter of apology.

c. For Employees in Collective Bargaining Units

The affirmative action officer may determine that sufficient information exists to refer the matter to the Human Resources Office for investigation and disciplinary action or other action as may be appropriate under the applicable collective bargaining agreement including, but not limited to: reprimand, probation, suspension, termination of employment or non-renewal of a contract.

If the president is the respondent, the chancellor or a designee shall issue a written statement indicating what action the chancellor proposes to take. The chancellor's decision shall be final for purposes of this discrimination procedure.

H. The Affirmative Action Office may:

- Place a confidential written report in its file, subject to applicable law and policy, and disclosure, if required by law.
- Prepare and distribute a written report to the president and any other person designated by the affirmative action officer as a person who has a need to know how the complaint was resolved.
- Refer the matter to another department or administrator in the College for review.

If the affirmative action officer is unable to resolve the complaint to the satisfaction of the complainant, the affirmative action officer shall again notify the complainant of his or her right to separately file with appropriate external enforcement agencies.

There is no right of appeal to this procedure. The affirmative action officer's decision is considered final for the purposes of this procedure.

## **850.10 DEFINITIONS AND PROHIBITED ACTS AND BEHAVIORS**

Sexual harassment in the employment setting is defined as:

Unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature when any of the following occurs:

(a) Submission to such conduct is made a term or condition of an individual's continued employment, promotion or other condition of employment.

(b) Submission to or rejection of such conduct is used as a basis for employment decisions affecting an employee or job applicant.

(c) Such conduct is intended to interfere, or results in interference, with an employee's work performance, or creates an intimidating, hostile or offensive work environment.

Sexual harassment in the educational setting is defined as:

Unwelcome conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature. Sexual harassment of a student denies or limits, on the basis of sex, the student's ability to participate in or to receive benefits, services or opportunities in the educational institution's program.

Harassment on the basis of protected characteristic(s) other than sex/gender:

Harassment based on race, color, age, religion, national origin, disability, sexual orientation or other protected characteristics may be oral, written, graphic or physical conduct relating to an individual's race, color or national origin (including an individual's ancestry, country of origin or country of origin of the student's parents, family members or ancestors) or other protected characteristics that is sufficiently severe, pervasive or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the educational institution's programs or activities, or terms, conditions or status of employment.

To request assistance or additional information:

Affirmative Action Office  
 SUNY Cortland  
 Miller Building, Room 301  
 Cortland, NY 13045-0900  
 (607) 753-2302  
 Fax: (607) 753-5994

(Revised complaint form and procedures approved by SUNY Legal Counsel Oct. 30, 2009.)

**TOP**

## **CHAPTER 860: Procedures for Dealing with Sexual Harassment**

**860.01 SUNY Cortland Policy Statement****860.02 Purpose****860.03 Definitions****860.04 Procedures****860.01 SUNY CORTLAND POLICY STATEMENT**

The College is committed to maintaining a learning and working environment that is free of unwelcome conduct of a sexual nature that adversely affects a student's learning environment or an employee's working environment.

Harassment on the basis of sex is a form of discrimination and is a violation of Title VII of the 1964 Civil Rights Act and Title IX of the Educational Amendments of 1972. It is also a violation of New York State law, SUNY policy and Cortland College policy. Sexual harassment may be either subtle or overt.

Sexual harassment includes such categories as seductive behavior, sexual bribery and sexual coercion. Seductive behavior is unwanted, inappropriate and offensive physical or verbal sexual advances. Sexual bribery includes the solicitation of sexual activity or other sex-linked behavior by promise of reward or benefit of some kind. Coercion of sexual activity or other sex-linked behavior by threat of punishment is sexual coercion.

**860.02 PURPOSE**

The purpose of these procedures is to protect the student or employee. The intention is to create a climate in which the student or employee can feel free to discuss sexual harassment concerns short of formal complaint and to guarantee the student or employee protection from retaliation. At the same time, the procedures recognize that the charge of sexual harassment is a serious one and the student or employee must be protected from false or capricious accusations.

Incidents of sexual harassment are reported at various places — often to the Counseling Center, sometimes to the University Police Department, sometimes to a trusted faculty member, residence hall director, residence assistant and sometimes to the affirmative action officer. It is important to establish a clearinghouse for these complaints so as to identify patterns of offensive behavior if it exists. Persons hearing complaints are asked to encourage complainants to speak with the affirmative action officer so that the officer can perform this clearinghouse function.

A student or employee may feel free to discuss with the affirmative action officer problems of definition and identification of sexual harassment. At the initial inquiry state, confidentiality to the extent possible will be promised to the student or employee for all internal procedures. If, after informal discussion, the student wishes to file a complaint, the affirmative action officer will explain the necessary procedural

steps.

See also paragraphs 5 and 6 of [Section 220.09](#), "Code of Ethics," as it relates to consensual relationships.

### **860.03 DEFINITIONS**

See Section [850.10](#).

### **860.04 PROCEDURES**

Since sexual harassment has been ruled a form of sexual discrimination, the SUNY Cortland Discrimination Complaint Procedure is available to all accusers. The procedure is available for informal resolution of complaints before more formal steps are taken.

Use of the SUNY Cortland Discrimination Complaint Procedure in no way deprives a student or employee of the right to use other internal processes or to file with external enforcement agencies. The SUNY Cortland Complaint Procedure is outlined in [Chapter 850](#).

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## **CHAPTER 870: Procedures for Dealing with Charges of Discrimination or Harassment in Employment Based on Sexual Orientation**

### **[870.01 Statement of Policy](#)**

### **[870.02 Definitions](#)**

### **[870.03 Complaints](#)**

NOTE: This procedure shall be liberally construed to effect the purpose of Executive Order No. 28 (State of New York).

### **870.01 STATEMENT OF POLICY**

- A. The College will not discriminate against an applicant or employee because of sexual orientation. This includes all employment practices such as hiring, appointing, promoting, retaining, training, granting permanent appointment, assigning work, or engaging in other conduct that otherwise adversely affects the employment opportunity of applicants or employees on the basis of sexual orientation of the employee or applicant.
- B. The College will not discriminate on the basis of sexual orientation against any individual in the



provision of services or benefits by the College. Harassment on the basis of sexual orientation will not be countenanced at SUNY Cortland in the employment relationship.

- C. The College will ensure that no discrimination against a person because of sexual orientation will occur on campus.

## **870.02 DEFINITIONS**

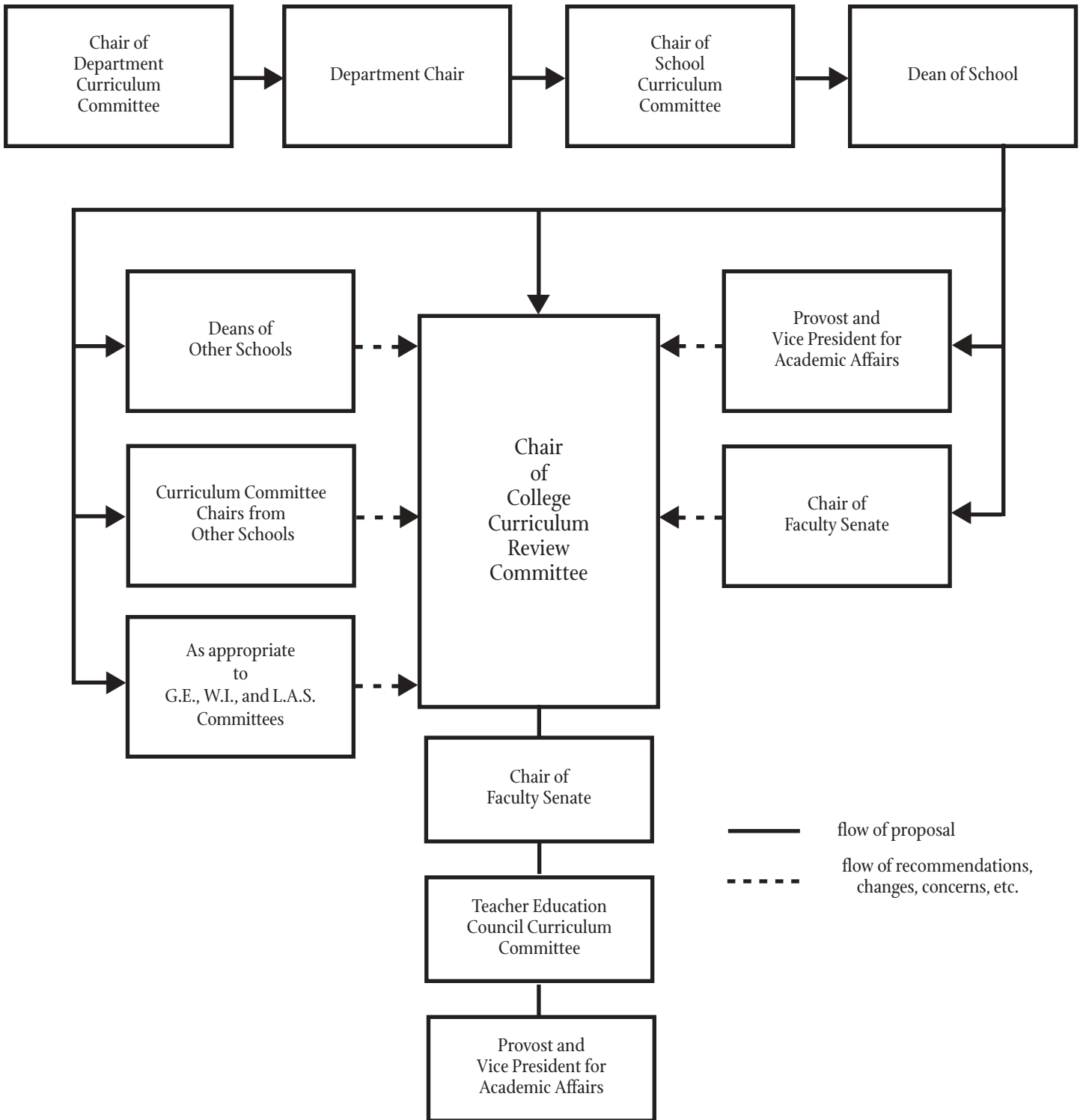
Sexual orientation is defined as the disposition of a person for heterosexuality, homosexuality, asexuality or bisexuality or a history of such a disposition or any identification with having such a disposition. Discrimination is defined as any conduct that has the purpose or effect of making sexual orientation the basis for an employment decision or that interferes with an employee's work performance or that creates an intimidating, hostile or offensive work environment.

## **870.03 COMPLAINTS**

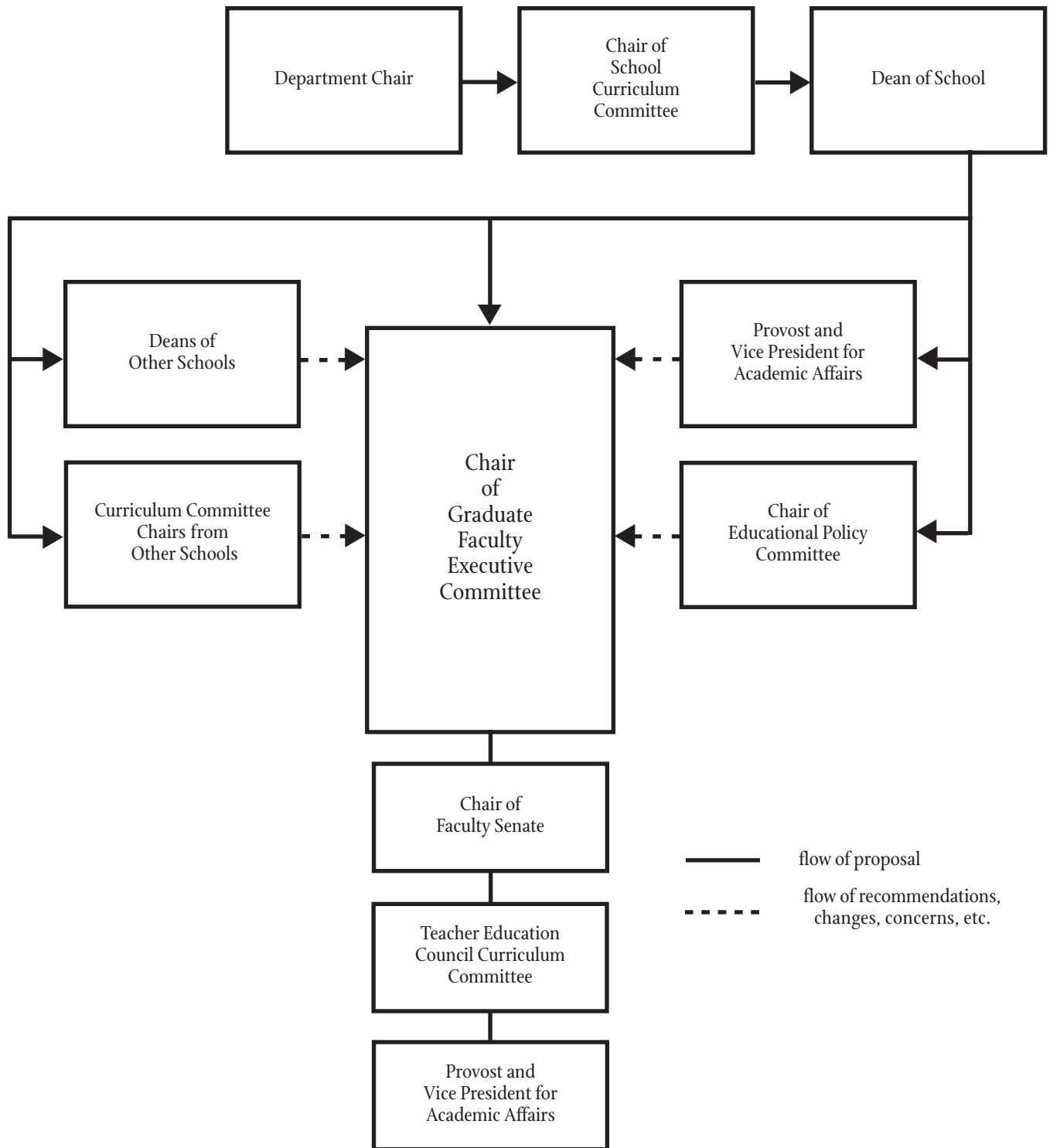
Complaints will be processed in accordance with the SUNY Cortland Discrimination Complaint Procedure ([Chapter 850](#)).

[TOP](#)

## Flow Plan for Undergraduate Curriculum Changes



## Flow Plan for Graduate Curriculum Changes



Memorandum of Understanding  
Evaluation of Full-time Lecturers  
July 06, 2001  
Revised July 29, 2004

NOTE: Nothing contained herein shall prevent the university, in its discretion, from granting further upward salary adjustments of individual employees.

I. Criteria

- A. The necessary and sufficient criterion is instruction (teaching, student-teacher supervision, clinical supervision) suitable to discipline.
- B. Scholarship is not expected. It may be considered for reappointment only at the lecturer's request and as a form of faculty development appropriate to instruction and/or performance in the subject area.
- C. Committee work/service outside the department is not expected. It may be considered for reappointment only at the lecturer's request and as a form of faculty development appropriate to instruction and/or performance in the subject area. An instance of this is the work of the Peer Group Committee.
- D. Committee work/service within the department may be expected and may be considered for reappointment when it is consistent with departmental personnel policies.

II. Process

- A. Evaluation of full-time lecturers follows the same cycle as the evaluation of tenure track faculty, on the schedule published by the provost.
- B. A lecturer who is eligible for reappointment applies to the department personnel committee.
- C. The department chair joins the standing personnel committee without a vote to explain the criteria as described above. The personnel committee makes an independent recommendation on the lecturer's application and forwards it, along with the application, to the department chair.
- D. The department chair makes an independent recommendation on the lecturer's application and forwards it, along with the application and the department personnel committee's recommendation, to the school's dean.
- E. At the level of the dean and subsequently, the process follows the same steps as with tenure-track faculty.
- F. With the same rights of due process as other full-time faculty, the lecturer shall be provided with a copy of every recommendation and decision at each stage of this review. The lecturer's chair shall also be provided with such copies.

III. The criteria and process are to be re-evaluated by the parties to this memorandum, with assistance from the Peer Group Committee, every two years.

# SUNY Cortland

# Organizational Chart

