

Adjunct Faculty Handbook



The School of Liberal Arts

MORRISVILLE STATE COLLEGE

August 2016



CONTENTS

WELCOME	2
I. BASIC EXPECTATIONS	3
II. DEVELOPING A COURSE SYLLABUS	5
III. IMPORTANT LOGISTICAL INFORMATION	7
CHANGE IN CLASSROOM ASSIGNMENT	7
COMPUTERS	7
EMAIL	7
FIELD TRIPS	7
KEYS	8
MAIL, CAMPUS AND U.S.	8
OFFICE SPACE	8
ORIENTATION	9
PARKING	9
SUPPLIES	8
WEBSITE	10
IV. SERVICES	11
DUPLICATING	11
LIBRARY	12
COUNSELING SERVICES	11
ACADEMIC SUPPORT CENTER	11
INSTRUCTIONAL COMMUNICATIONS	11
V. ACADEMIC POLICIES AND PROCEDURES	13
ACADEMIC FREEDOM	13
ADDING/DROPPING COURSES	17
GUEST LECTURERS	23
HOLY HOURS	23
STUDENT ATTENDANCE POLICY	25
CLASS CANCELLATIONS	17
COLLEGE CLOSINGS	19
ATTENDANCE RECORDS	17
COPYRIGHT LAW	19
COURSE SYLLABI	20
FACULTY OFFICE HOURS	21
GRADE DISPUTE PROCEDURE	22
GRADING	22
RECORD KEEPING/ RECORD DISPOSAL	24
STUDENTS WHO ARE DISABLED	26
DRUG-FREE WORKPLACE	20
EVALUATION	20
SEXUAL HARASSMENT POLICY	25
NO SMOKING POLICY	23
ASSESSING STUDENT OUTCOMES	Error! Bookmark not defined.
TELEPHONE DIRECTORY	28



WELCOME

Welcome to the School of Liberal Arts. I hope that you will find this handbook helpful and that a written introduction to some basic school policies, procedures and practices will make your work with us a bit easier. This document, though, is not meant to be a substitute for human contact, and I encourage you to feel free to call Mary Hitchcock or me any time you have a question or concern. We will be glad to assist you.

The School of Liberal Arts could not fulfill its dual mission of providing service courses to almost all students on campus and of preparing our own majors without the help of our dedicated adjunct instructors. All of us in the school value your presence and welcome you as a colleague.

During the semester, I will be sending out periodic newsletters that will contain both administrative information and also some materials intended for your continuing professional development. In addition, I encourage you to attend our annual development breakfast for adjunct faculty where you will have a chance to meet other part-time and full time faculty and to discuss topics of mutual concern. Information on that meeting will be forthcoming. Finally, during the semester I will contact new adjunct faculty individually about arranging a time for me to observe your teaching and provide feedback that is helpful in your own growth as a college teacher.

I hope your experience teaching at Morrisville is rewarding for you. I am very grateful for your willingness to share your time, your expertise, and your enthusiasm for learning with our students.

Sincerely,

Paul F. Griffin, Ph.D.
Dean

I. BASIC EXPECTATIONS

Some characteristics that students look for in good teachers are:

- Being knowledgeable, organized, and in control.
- Getting students actively involved in their learning.
- Helping students understand the course objectives and goals.
- Ability to stimulate discussions.
- Preparing professional materials and handouts.

In preparing for class, keep in mind that it is nearly impossible to anticipate all situations. The speed at which your class presentation goes will vary from class to class. Many times student response is significantly greater or less than expected. Having excessive material prepared for the class will allay this problem and is worth the extra effort in confidence gained.

Ethics and the Profession. Adjunct faculty:

- Will attend all assigned classes with adequately prepared materials and content as described in the course description.
- Will not attempt to teach a course for which they are not qualified and knowledgeable.
- Will present all sides on controversial issues.
- Will conduct a fair evaluation of students, applied equally to all.
- Will not promote outside entrepreneurial activities within the class setting.
- When reasonably possible, will attend college orientations and other development activities presented for the improvement of their role as an instructor.
- Will avoid behavior that may be interpreted as discriminatory based upon gender, age, social status, sexual orientation or racial background.
- Will hold their colleagues and institution in highest respect in their actions and communication within and outside the institution.

Professional Ethics and Students. Adjunct faculty:

- Will not discuss individual students and their problems outside of the professional structure of the institutions.
- Will refer student personal problems to qualified staff.
- Will maintain and honor office hours and appointments with students.
- Will respect students' integrity and avoid social encounters with students that might suggest misuses of power.
- Will not attempt to influence students' philosophy or their positions concerning social and political issues.
- Will not ask students for personal information for research purposes.

Material on this page obtained from Donald Greive (2001). *A Handbook for Adjunct/Part-Time Faculty and Teachers of Adults*. 4th edition. Info-Tec.

Below is a checklist that you might find helpful.

FACULTY CHECKLIST

1. What are the names of the department chairperson, dean, and school secretary?
2. Have I completed all of my paperwork for official employment? (It's demoralizing when an expected paycheck doesn't arrive.)
3. Is there a departmental course syllabus, course outline, or statement of goals and objectives available for the course?
4. Where is and/or how do I get my copy of the text(s) and support materials for teaching the class?
5. Is there a department and/or college attendance or tardiness policy?
6. When are grades due?
7. Where can I get instructional aid materials and equipment, films, videotapes, software? What is the lead-time for ordering?
8. Is there a student evaluation of instruction form for this course? Do I have or can I get a sample copy?
9. Do I have a variety of instructional strategies planned so that my course does not become repetitious?
10. Do I have a current academic calendar that lists the length of term, the end of quarter, semester, or inter-term for special assignments so everyone clearly understands the beginning and termination of the course?

Material on this page obtained from Donald Greive (2001). *A Handbook for Adjunct/Part-Time Faculty and Teachers of Adults*. 4th edition. Info-Tec.

II. DEVELOPING A COURSE SYLLABUS

1. In designing a course syllabus, keep in mind that it will have several uses. First, of course, it will help you and your students by providing students with a clear statement of course requirements, due dates, and your expectations.

Bear in mind, though, that there is also an administrative use of the course syllabi. Copies of course syllabi are kept on file in the school office. Sometimes students do misunderstand course requirements or have a disagreement with an instructor and come to the school office to discuss a course and their progress. At such times, the course syllabus becomes an important part of the discussions. It is the only way that an administrator outside the class has of knowing exactly what you expect of students in your class.

You should also be aware that it is not uncommon for questions to arise about a course or a student's grade in a course several semesters or even several years after a course is given. Once again, the syllabus is the main source of information.

2. Students who are new to college may not understand what a syllabus is and how it works, so you may find it useful to explain it to them early in the semester and get them in the habit of consulting the syllabus to get answers to frequently asked questions about the course. Don't assume that students will automatically know how to make good use of their syllabus.

You might also remind students to bring the syllabus with them to every class to note any changes you might discuss. Some instructors find it helpful to take some class time to discuss and review the syllabus.

3. It is reasonable to expect that a syllabus cover the entire semester. Students like to know at the beginning of the semester what the workload in a course will be and how it will be distributed over the course. It is not usually helpful to give a syllabus for only part of the semester and then add to it as the semester progresses. For a similar reason, it is usually beneficial to have a syllabus be as detailed as possible.
4. It is important that syllabi can pass what has been called a "third party" test. In other words, the syllabus should stand on its own, and not depend on a lot of classroom explanations and supplements. Someone who is neither the instructor nor the student --a third party-- should be able to read the course syllabus and from that document alone be able to tell:
 - the course outcomes (for multiple section courses, standard departmental outcomes must be used – ask Mary Hitchcock for more information if necessary);
 - how students will be graded;
 - what assignments/tests/other factors will contribute to the final grade;
 - how much each assignment, exam, or other factor will contribute;
 - what texts or other supplies are required;

- when assignments are due;
- what major topics will be covered in the course;
- in what order they will be covered;
- what students with disabilities need to do to make themselves and their needs known to you;
- your policy on attendance;
- your policy on late assignments and missed exams;
- the college policy on academic dishonesty:

The faculty of the School of Liberal Arts voted to include, beginning in fall 2006, the following statement on all syllabi within the school:

"Academic honesty promotes continued academic and occupational success. Maintenance of academic honesty and quality education is the responsibility of both faculty and students. Any assignment (including those in all electronic media) submitted by a student must be of the student's original authorship. Representation of another's work as his/her own shall constitute plagiarism."

5. Many instructors have also been using the course syllabus as a way of promoting civility in the classroom. Some chose to include a statement on acceptable and unacceptable behavior. Some instructors chose to be very specific. Will you allow eating in class? What is your policy on students using laptops while class is in session? All these things should be spelled out.
6. Some instructors maintain that students should simply know a lot of these things, especially when it comes to issues of civility and acceptable classroom behavior. Unfortunately, students aren't always aware of these expectations and the syllabus and any classroom discussions you have about the syllabus can be a good means to have a constructive discussion of these matters at the beginning of the semester.
7. Changes to a syllabus do happen during the course of the semester. It is a good idea to include in your syllabus a statement that indicates that the course schedule and assignment due dates are subject to change. Then it is important to make specific and repeated announcements about any changes in class. Substantial changes to the syllabus (the dropping of an assignment for example) should be made in writing and distributed to the class and a copy submitted to the school office.
8. Many instructors find it helpful to approach the syllabus not just as a necessary bureaucratic document but more importantly as another chance to teach students, especially first-year students, and make them aware of college-level academic and behavioral expectations.

III. IMPORTANT LOGISTICAL INFORMATION

CHANGE IN CLASSROOM ASSIGNMENT

The Registrar's Office is in charge of academic room assignments. If you have a problem with your classroom assignment and wish to change, or if you need to reserve a room for a special purpose, you should contact the Registrar's Office (X6066). If you prefer, please contact the School Office (X6081) who will be happy to assist you. In the event you arrange a room swap with another faculty member, you still must notify the Registrar's Office and the School Office.

CLASS LISTS

The Registrar tries to make class lists available through Web for Faculty before classes meet. Web for Faculty can be accessed from Morrisville State College's homepage at www.morrisville.edu.

COMPUTERS

Computers are available on the second floor of Crawford Hall in the computer lab. You may also use the computers located in the Library or in the Cyber Lab in the basement of Charlton Hall.

EMAIL

You may request an email account from Computer Services located on the first floor of Charlton Hall. Contact Wendy Groves (X6053). Access to email is through a web browser such as Internet Explorer, so it is available from any computer with Internet access, including your home computer. All messages reside on the server, so you have access to your archived messages as well as current mail at all times.

KEYS

Office keys must be requested at and picked up from the School Office, Crawford 223 (X6081) Keys open offices and the mailroom.

MAIL: CAMPUS AND U.S.

Each adjunct faculty member will have a mailbox in the faculty mailroom on the 2nd floor of Crawford Hall (room 236). Your outgoing campus mail and college-related U.S. mail can be left in the Out Box.

Mail from off-campus may be addressed to you as follows:

Your Name
Crawford Hall, Room 236
School of Liberal Arts
Morrisville State College
P.O. Box 901
Morrisville, New York 13408

OFFICE SPACE

You will be assigned to an office before the semester starts. Check with the School office (X6081). Several adjunct faculty members will be assigned to the same office; we will make every effort to coordinate your schedules so that as few people as possible are using a space at the same time. There are also 2 desks available in the mailroom, Crawford 226, for your use.

OFFICE SUPPLIES

Pens, pencils, and pads may be obtained from Mary in Crawford 223.

A copy machine is also located in the mailroom. However, please use this for only small, 1 to 20 page copy jobs. Larger print jobs should be sent to the Print Shop in Galbreath Hall or electronically to costanwd@morrisville.edu. Electronically submitting print requests is much quicker and more efficient than using interoffice mail.

ORIENTATION

You may be required to attend a school-wide orientation for adjuncts. Details will be provided each semester when the schedule and format are determined.

PARKING

You must obtain a valid parking permit for faculty/staff, at no cost to you, from University Police located in Brooks Hall (X6410). You must have your college ID prior to obtaining a parking permit. Your college ID and vehicle registration are required. You may then park in any faculty/staff designated parking on campus.

PAY

You are paid every other Wednesday. Human Resources will provide you with the start and end dates. Many members of the faculty take advantage of the direct deposit feature available to college employees. If you are interested in this service, please contact the Human Resources Office (X6038). If you worked here during a previous semester and had direct deposit, that is no longer in effect. If you wish to have direct deposit again, you **must** contact the Human Resources Office as soon as possible. If you have direct deposit, your pay stub will be mailed to you. If you are only on campus for evening classes (after 4:30 pm), your pay check/pay stub will be mailed to you. If you are teaching during the day and do not have direct deposit, you must go to the student accounts office on the on the 4th floor of the Whipple Administration Building to pick up your paycheck.

TEXTBOOK PUBLISHERS

Check with departments for textbook recommendations and contact information. Also, for questions concerning book orders, check with Alicia Lenhart at the bookstore (X6073)

VOICEMAIL

Each office phone has an associated voicemail box that can be accessed from on or off campus. Contact the School office for instructions if needed.

WEBSITE

Access the Morrisville State College website at www.morrisville.edu for the following information:

- Academic Calendar
- Administration
- Campus Services
- Class Cancellations and College Closings
- College News
- Faculty/Staff Directory
- Intranet
- Web for Faculty (location to submit mid term and semester grades)
- Web Mail (access your email from off campus)

IV. SERVICES

ACADEMIC SUPPORT CENTER

The Academic Support Center is located in the Library. Peer and professional tutors are available to work with the students. Schedules can be obtained by contacting the Center (X6075) or they can be obtained from the Academic Support Center link found on the Morrisville State College home page at www.morrisville.edu (click Academics then click Academic Support Center). Faculty are encouraged to refer students who seem to be having difficulty with study strategies essential for success in a college course to the Academic Support Center. The disability specialist is also located at the Center.

COUNSELING SERVICES

Morrisville State College Counseling & Career Development provides services to students with personal, social, academic, career and alcohol/drug related concerns.

The Counseling is located in the Student Health Center (X6078).

DUPLICATING

Copying services for large and small jobs can be found at the College's Print Shop located on the first floor of Galbreath Hall (X6409). Jobs can be dropped off or picked up at the Print Shop between 8:30 am to 5:00 pm Monday through Friday. Completed jobs can also be sent to you through campus mail. You may also email your copy job to costanwd@morrisville.edu. Typical turnaround time for a job is 72 hours, although it can be longer during peak usage times (i.e., beginning of the semester) or if you request campus mail delivery.

INSTRUCTIONAL COMMUNICATIONS

Many classrooms are equipped with a teaching console that includes a document camera and a projector for displaying material from your laptop. If you wish to learn about how to use the equipment you may contact Instructional Communication Services (ICS) for instruction prior to the class you plan to use the equipment in.

If the equipment in your classroom, including overhead projectors, is not functioning, notify ICS (X6059). They will most likely not be able to correct the situation for the current class, especially if it is at night, but the problem should be resolved by the next class. If you have continuing problems with equipment, notify the school secretary, Mary Hitchcock (X6081).

LIBRARY

The Library serves the campus in a variety of ways including providing reference material, reserved reading, and a quiet place to study. The Library staff is also extremely helpful in providing orientation sessions to both faculty and students when requested (X6055). The Library also provides services over the Internet. The Library services can be accessed from the Morrisville State College homepage at www.morrisville.edu.

Normal hours of operation for the Library during the Fall and Spring semester are:

Mon: 8 a.m. - Midnight
Tues: 8 a.m. - Midnight
Wed: 8 a.m. - Midnight
Thurs: 8 a.m. - Midnight
Fri: 8 a.m. - 8 p.m.
Sat: 1 p.m. - 6 p.m.
Sun: 1 p.m. - 10 p.m.

V. ACADEMIC POLICIES AND PROCEDURES

ACADEMIC FREEDOM

Per Article XI, Title I, Section 1 of the State University of New York Policies of the Board of Trustees:

“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 their 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 spokes-persons.”

ACADEMIC GRIEVANCES

Students have the right to bring academic grievances in response to classroom situations in which they think they have been treated unfairly. The full procedure is outlined in the Faculty-Staff Handbook and is available from the school office. Two points to keep in mind. The hope of our system is that disagreements between students and their instructors can be worked out between the parties involved before they become formal grievances. If you need help in resolving such a situation, contact the dean’s office. Also, bear in mind that many grievances are resolved by making reference to policies that are specifically described in the course syllabus. Finally, faculty should remember that the most iron-clad and defensible classroom policies are those that are reasonable, clearly described in writing in the syllabus, and enforced equally for all students.

ACADEMIC HONESTY

When you encounter what you believe to be a violation of the code of academic honesty by a student (e.g. cheating on an exam, plagiarism), you have two choices. You can resolve the matter informally with the student or you can follow the official policy outlined below. Often, especially with first-year students, you have to determine if the incident warrants a candid, private discussion or the full force of the official college procedure. It is in your professional judgment to determine which path to take. If you are uncertain, feel free to discuss the matter with the dean, the department chair or other staff members. Note, though, that if you choose to resolve the matter informally with the student (“teachable moment”) and the student should subsequently be accused on another violation of the academic honesty policy, that new incident

would be treated as a first offense if the instructor (even the same instructor) decided to follow the formal policy.

Note that the formal policy as described below determines the sanction for each offense. If you choose to make a formal charge of a violation of the code of academic honesty, you must wait to find out from the relevant dean's office what the sanction is. (It will depend on whether the student has had prior offenses documented. Only the student's school office can determine this.) Note that you cannot determine the sanction on your own.

Academic honesty promotes continued academic and occupational success. Maintenance of academic honesty and quality education is the responsibility of both faculty and students. The code of academic honesty is designed to protect the rights of students and to provide uniform corrective measures to the faculty should a violation occur.

Faculty Responsibility

A faculty member's responsibilities fall primarily in the area of test development, test administration and test evaluation. The following are recommendations for improving testing procedures:

1. The faculty member or his/her representative in charge is expected to be present at all times during any examination. Absence at any time will negate any charge of a first or second offense of the academic code, regardless of circumstances.
2. A faculty member should make maximal use of physical facilities. The use of alternate seating or alternate exams should be employed whenever possible. Circulation of the proctor is highly advised.
3. The use of subjective exams or multiple-choice score sheets may be beneficial in encouraging academic honesty.
4. Faculty members should avoid continued uses of a given exam on a semester or academic year basis.
5. Individual faculty members are to inform the students of the existence of an academic code and the implications of this code. The faculty should serve as a model of conduct to the students.

Student Responsibility

Student responsibilities for the maintenance of academic honesty are:

1. To follow all testing procedures as put forth by the faculty member in charge.
2. To make every effort to insure the originality of all submitted work.
3. To initiate appropriate action (such as change of seating or reporting suspected cases of violations of the code to the faculty member in charge at any time which will protect their academic integrity).

The Code of Academic Honesty

Academic honesty promotes continued academic and occupational success. Maintenance of academic honesty and quality education is the responsibility of both faculty and students. Any written assignment (including all electronic media) submitted by a student must be original authorship. Representation of another's work as his/her own shall constitute plagiarism. Any charge of plagiarism must be substantiated by a direct correlation in wording and organization between the original and plagiarized copy.

All examinations must be taken according to prescribed procedure, as determined by the faculty member in charge. Any form of unauthorized written material used by a student or evident on his/her person during or directly following an examination shall be deemed a violation of academic honesty. Unauthorized correspondence between students during any examination or preparation of submitted work that cannot be substantiated by physical proof or eyewitness verification shall be considered an infraction of the code and shall subject involved parties to corrective procedures.

Corrective procedures for infractions of the code shall be administered by the faculty member in charge at his/her discretion.

Corrective Procedures for First Offenses of the Code

1. The penalty for plagiarism or violations of testing procedure is total loss of credit for the assignment or examination. The faculty member in charge will forward the names and any evidence to the student's School Dean. The student's School Dean will notify the student that a first offense has occurred and that its penalty will be enacted.
2. A first offense of the code shall not have occurred unless the above penalty is invoked. This penalty must be used when violations of testing procedure involving use or possession of unauthorized written material occur.
3. Appeal procedure – a student protesting a faculty member's charge or decision shall be entitled to make appeal to the appropriate Dean within 10 school days.

Corrective Procedures for Second Offenses of the Code

1. The penalty for a second offense of plagiarism or testing procedures shall be the earning of a grade of "F" in the appropriate course or similar penalties for other learning experiences. The second violation of the code need not happen in the same course or learning experience. Students will not be allowed to drop the course to avoid this penalty. The faculty member in charge will forward the names and evidence to the students' Dean who will notify both the faculty member and the student that a second offense has occurred and that its penalty will be enacted.

2. Appeal Procedure – a student protesting the faculty member’s charge or decision shall be entitled to make an appeal to the appropriate Dean within 10 school days.

Corrective Procedures for Subsequent Offenses of the Code

1. The penalty for subsequent violations of the code shall be the earning of a grade of ‘F’ in the appropriate course or similar penalties for other learning experiences. Reported violations of the Code of Academic Integrity beyond the second become a serious breach of the Student Code of Conduct.
2. Upon receiving a report of any violations of the code beyond the second, the student’s academic dean shall forward the case including all supporting information and the names of the student(s) involved to the Dean of Students for review by the College Judicial Board in accordance with published College Judicial procedures. For review of these violations, the Dean of Students will assemble a Board consisting of faculty only to hear the case.
3. Appeal Procedure – student appeal of subsequent violations will follow Judicial Board appeal guidelines.

Student Rights

1. A student shall have the right to appeal all charges or decisions made by the faculty member or Dean to the Provost and Vice President for Academic Affairs.

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ADDING/DROPPING COURSES

After the first week of classes, a student may not add a course to his/her schedule without the signature of the instructor. **It is the instructor's decision as to whether or not it is appropriate to allow the student to add the course after the first week.** Students may drop a course up to the tenth week of classes. An X will appear next to the course on their transcript.

ASSESSING STUDENT OUTCOMES

Faculty at Morrisville State College are engaged in assessing student outcomes in general education programs. It is critical to the success of the program, that adjunct instructors give their utmost cooperation to department chairs in this endeavor. All adjunct instructors are expected to participate where appropriate.

ATTENDANCE RECORDS

You must keep daily attendance records for each of your classes. You should keep those records for 1 year subsequent to the end of class. You must also submit a copy of your attendance record and grade book for each class at the end of each semester. They can be submitted electronically to Mary Hitchcock at hitchcma@morrisville.edu

CLASS CANCELLATIONS

Instructors log onto <https://cancellations.morrisville.edu> to cancel a class due to illness or weather, the school office (X6081) should be notified prior to 4pm, Monday through Friday. The instructor is expected to find a reasonable way to make up the missed class.

CLASSROOM CIVILITY

The best way to create a classroom environment that is conducive to learning is to make your expectations clear and explicit for students. Take some time early in the semester to discuss with students exactly what you expect from them in terms of civility and how they interact with one another.

You might remind students that you expect them to treat others with respect, use language and tone of voice that would be appropriate in a professional or business setting, and to focus class discussions on the topic at hand. Personal issues that they might have with other class members should not be brought into class.

In rare and extreme cases where you have to ask a disruptive student to leave a class that is in progress, be aware that in the event the student refuses to leave the room, your only recourse is to call university police for assistance and it may take some time before officers can respond. Depending on the officers' assessment of the situation, you may need to give a statement. In such cases, the student can be referred to the campus judicial system for failure to comply with the directives of a college official performing the duties of his or her office. The decision about how to handle the situation would be made by the responding officer(s).

CLASSROOM SAFETY

The first time you get to the classroom in which you will be teaching, you should check whether your cell phone, if you have one, has service in the room.

If you do not have a cell phone, you should find the location of the nearest campus emergency telephone or office with a phone that you can use.

In the event of any serious emergency in the classroom (for example a student passes out or a student not in the class enters the room and disrupts the class) contact University police (315 684 6410) at once and alert them to the problem. If your cell phone works and you are free to do so, you can make the call yourself. If you do not have a cell phone or there is not cell phone coverage in the classroom and if it safe to do so, send a student to contact university police. Do not leave the room yourself.

Note that for students with cell phones issued by the college, dialing #87 will connect them with Morrisville University Police.

All emergencies should be reported to campus police first. They will contact ambulance, fire or other emergency services as necessary.

In contacting university policy, remember to speak slowly and calmly, give your name and location and describe the problem.

If at any time student behavior in the classroom makes you feel uncomfortable or concerned for your own safety or the safety of your students, you have the option to cancel the remainder of the class and get students out of the classroom as quickly as possible. If you take this option, please contact university police immediately and contact the Liberal Arts School office as soon as possible.

In the event of a campus-wide emergency, remain calm and follow instructions that you get from the campus loudspeaker system or on your cell phone from the SUNY Alert system if you have one. (See below for NY Alert procedures and how to enroll.)

If you observe student behavior that is not necessarily disruptive and does not create an immediate emergency, but which makes you concerned about the student's safety or the safety of other students or yourself, contact the school office let either Mary Hitchcock or Paul Griffin know. Concerns of this type are forwarded to the campus Behavioral Intervention Team who review them and look for patterns of student behavior that might suggest the need for intervention.

COLLEGE CLOSINGS

When inclement weather or hazardous road conditions prevail, instructors and students are advised to listen to announcements of closings on local radio and TV stations. The college will make every effort to notify these stations by 6:30am for actions that affect the day session and by 4:30pm for evening sessions and activities. Changing weather conditions, however, may affect earlier announcements, and it is wise to continue to listen for further bulletins. Also, announcements regarding college closings can be found on the Morrisville State College web page at www.morrisville.edu.

CONFIDENTIALITY OF STUDENT RECORDS (BUCKLEY AMENDMENT)

“The Buckley Amendment,” also known as the Family Educational Rights and Privacy Act (FERPA) of 1974, states that all postsecondary educational institutions and those employed by them have a responsibility to protect and not to dispense by phone or in person any information pertaining to a student or employee. This includes any inquiries from family member, friends, or other persons who do not have a written release from the individual in question, or inquiries from any person within Morrisville State College who does not have proper authority.

An education record is any record, in whatever medium, which contains information directly related to the student and from which the student can be individually identified. All documents containing personally identifiable information on students must be shredded before disposition. This includes class lists, student folders, grade sheets, and, particularly, transcripts.

No one shall release information about a student (address, phone number, social security number, registration schedule or location of classes, grade point average, etc.) to any third party in writing or verbally without the student’s written permission. (In rare cases, a student’s safety and security may depend on adherence to this policy.)

Grades may not be posted on office doors using student social security numbers; these are considered “personally identifiable information” and are, therefore, confidential. Further information on FERPA may be requested from the Registrar.

COPYRIGHT LAW

Guidelines for classroom copying in not-for-profit educational institutions with respect to books and periodicals are as follows.

1. A single copy may be made of any of the following by a teacher for the purpose of scholarly research or use in teaching a class:
 - A chapter from a book
 - An article from a periodical or newspaper

- A short story, essay or poem
 - A chart, graph, et al.
2. Multiple copies (not to exceed one copy per pupil in a course) may be made for classroom use.

No charge shall be made to the student.

COURSE SYLLABI

For more detailed information about constructing a syllabus, see Section II above. Current written course syllabi, including catalog description, prerequisites, learning objectives, outlines, methods of evaluation, attendance policy, texts and supplementary reading should be submitted for approval prior to being duplicated. You can send copies electronically to Mary Hitchcock at hitchcma@morrisville.edu . Once approved, syllabi must be accessible to the students during the first week of classes (either hard copy or on blackboard). A copy of all the stated material must be turned in to Mary Hitchcock in the School office (Crawford 223 or electronically) by the end of the second week of classes.

DRUG-FREE WORKPLACE

The College, in compliance with the federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989, has adopted the following policy, which must be adhered to as a condition of employment.

Policy: The unlawful possession, use, or distribution of a controlled substance or alcohol on the college premises or as a part of any college activity is prohibited. Employees who unlawfully manufacture, distribute, dispense, possess, or use a controlled substance or alcohol will be subject to disciplinary procedures consistent with applicable laws, rules, regulations, and collective bargaining agreements. Furthermore, on the job impairment from alcohol or controlled substances is prohibited.

EVALUATION

School of Liberal Arts adjuncts will be evaluated by the dean, usually during their first semester of employment and periodically thereafter. The evaluation will consist of a classroom observation and a written report, which you will have the option to follow up with a phone conference or a meeting if you would like. The adjunct is also expected to conduct student evaluations each semester in their classes. Student evaluations should be turned into the School office.

EXAMINATIONS

Faculty members are expected to include in the course syllabus their examination practices and make-up notices.

The last exam in a course must be given during finals week. A last unit/hour exam may be given during the last week of class provided a comprehensive final is given in finals week. Courses without a comprehensive final will schedule the last unit/hour exam during finals week. The form for final exam requests will be distributed around mid semester.

Evening students take final examinations at their regular class meeting time during Finals Week.

Instructors are responsible for administering and proctoring their own examinations at times scheduled. Each instructor is responsible for maintaining security of examinations before, during, and after administration.

FACULTY OFFICE HOURS

Adjunct faculty are encouraged to be available to students by keeping office hours (1 hour for each 3 credit course). Being in the classroom before and/or after class is often a practical solution for both students and faculty. Also, providing a telephone number or email address where students can reach you off campus is extremely helpful.

FIELD TRIPS

If you wish to request to take a class on a field trip, you need to request permission from the dean at least three weeks in advance of the trip. You will need to send to Mary Hitchcock, the school secretary, an email explaining the destination and purpose of the trip. You will also need to include in the email the time at which the group will leave campus and the time that the group is expected to return, along with the names of all students who will attend.

Once your request is reviewed by the dean, it is forwarded to the office of the Vice President for Academic Affairs for approval. The names of the students who are approved are forwarded via email to all faculty/staff so that instructors know that the field trip has been approved. (Note that this official process does NOT remove from students the obligation of contacting instructors in classes they will be missing because of the field trip. You should encourage students to do this.)

Field trips can sometimes become a contentious issue between faculty members. The best way to avoid unnecessary conflicts is to display the same flexibility with fellow faculty members as

you are asking them to show toward the students from their classes whom you want to take on your field trip.

As a courtesy to your fellow faculty members who have your students in their classes, you should avoid scheduling multiple field trips in a single class and avoid scheduling field trips in the last few weeks of the semester.

If you are requesting that the college provide transportation, the required vehicle request slip must be filled out well in advance of the trip.

GRADE DISPUTE PROCEDURE

Whenever a student has a grade dispute, the first step is for the faculty member to try to reach an understanding with the student. The Dean would be happy to help assist you in this procedure. However, if an understanding is not reached, it is vital that the student be referred to the grade dispute procedures as outlined in the latest Student Handbook. Check with Mary Hitchcock if you have questions. Also, please note that we will sometimes be contacting you in regard to student grade complaints after you have left our employment. It is imperative that at the end of each semester you leave with us either a paper or electronic record that when consulted in conjunction with the grading scale on your syllabus can show a third-party (i.e. someone who was not present in your class) how the final grade was calculated for any particular student.

GRADING

The grading system A through F is used at Morrisville with the following designations: A, superior; B, above average; C, average; D, passing but unsatisfactory; F, failure; I, incomplete; W, withdrawal from college; P, passing; X, withdrawal from course; S, satisfactory; NP, not passing. Morrisville also uses a +/- system for grades between A through F, with the exception of A+ and D-.

The instructor is expected to state in the syllabus the criteria to be used in determining the final grade. Numerical or letter grades may be used during a course, but the final grade must be submitted in letter form.

Grades are to be submitted via Web for Faculty twice each semester by the specified academic calendar deadline.

If a grade change is warranted, the instructor must complete the form Student Permanent Record Change Form A and submit it to the School office. The form will then be submitted to the Dean and Vice President for Academic Affairs for approval. **Note: the form must contain an explanation for the change.**

When a student has not completed a major assignment or examination, the instructor (in consultation with the student) may assign a grade of “Incomplete.” The instructor must submit the Incomplete Grade form to the School office. This form is due by the specified academic calendar deadline for submitting grades.

The Incomplete grade must be completed when grades are turned in for the next regular semester or it will turn into an F. An Incomplete grade is removed by completion of the form Student Permanent Record Change Form A.

Since an adjunct instructor may not be teaching in the semester following one in which an Incomplete is given, details for student completion must be discussed and agreed upon with the department chair person. The adjunct instructor must leave appropriate records and contact information with the department chairperson.

GUEST LECTURERS

At the present time, we do not have funds to offer honoraria or other reimbursement to people who you might invite into your classes as guest lecturers. Please be aware that you may not have a guest lecturer cover an entire class (i.e. a class at which you are not present) without the permission of the dean.

HOLY HOURS

No classes are scheduled on Tuesday and Thursday between 1:00 p.m. and 2:00 p.m. to facilitate faculty meetings.

NO SMOKING POLICY

Smoking is prohibited within 20 feet of all campus buildings unless specifically exempted.

NY ALERT/ SUNY EMERGENCY CONTACT SYSTEM

Below are directions on how to enroll and/or update your contact information in the NY Alert emergency communications program. This system would be used both for state-wide emergency situations (e.g. severe weather) and for campus-specific emergencies. For adjunct staff, you can access this system once you have been assigned a Morrisville email address. It

will also be useful only if you chose to have the updates sent to a cell phone that you will have with you in class.

As you may know, the Chancellor convened a Task Force on Critical Incident Management following the tragic events at Virginia Tech in 2007. One of the recommendations of that task force was that multiple forms of emergency communication must be available to campuses in the event of an emergency.

As a result, SUNY campuses were given the opportunity to participate in SUNY Alert, an emergency notification system, through the NYS Emergency Management Office. It gives us the ability to send alerts to our faculty, staff and students through e-mail, phone calls and text messages in the event of an emergency such as a major weather event, chemical spill, or violent act on campus.

Though it is our hope that we will never need to use these systems, it is very important to have them in place. I hope you will assist in these efforts by either enrolling in NY Alert or updating your contact information. It will only take a few minutes.

To enroll or update your contact information, go to this website <http://www.suny.edu>
Click on the “Faculty and Staff Tab”
Click on “SUNY Secure Sign On”
Choose “Morrisville” from the pull-down menu and enter your campus-issued account and password.
Click on SUNY Emergency Contact System. Fill in the form fields with your updated information.

To avoid overwhelming our phone system, please do not use your office phone or fax number as an emergency contact.

As a reminder: once you have enrolled, in the event of an emergency, you will receive a message giving instructions about what to do. Updates and an “all clear” message are also possible.

For more detailed information, the NY Alert web site has an acceptable use policy and some Frequently Asked Questions

RECORD KEEPING/ RECORD DISPOSAL

Records are to be kept as follows:

- Course syllabus: 6 years
- Grade book or listing including class number and title, location, date and time class meets, student attendance, test grades, and final grade: Permanently
- Final examination (completed): 1 year

Adjunct faculty are responsible for maintaining all grade books, copies of final exams and other grade records as long as the college employs them. Upon termination of employment, all records must be given to the School office for safekeeping.

Record Disposal: any records that include individually identifiable student information must be shredded before disposal. This includes examinations or assignments with students' names on them, class lists, grading sheets, etc. Examinations with students' names torn off may be recycled without shredding.

SEXUAL HARASSMENT POLICY

Sexual harassment in the workplace is not merely an offensive working condition, it is against the law. Like harassment on the basis of color, race, religion or national origin, sexual harassment which discriminates on the basis of gender is a violation of Section 703 of Title VII of the Civil Rights Act of 1964 as amended and the New York State Human Rights Law.

On September 23, 1980, the Equal Employment Opportunity Commission approved final guidelines effective November 10, 1980, designed to eliminate instances of sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature will constitute sexual harassment when:

1. Submission to the conduct is either an explicit or implicit term or condition of employment; or
2. Submission to or rejection of the conduct is used as a basis for an employment decision affecting the person rejecting or submitting to the conduct; or
3. The conduct has the purpose or effect of unreasonably interfering with an affected person's work performance, or creating an intimidating, hostile, or offensive work environment.

Every State employee is entitled to a working environment free from sexual harassment. Sexual harassment has devastating economic, psychological, and physical effects on its victims. Its cost to the State is enormous in both human and financial terms including the replacement of personnel who leave their jobs, increased use of health benefit plans due to emotional and physical stress, and decline in individual and workplace productivity. Sexual harassment has no place in the State workplace. Ignoring the problem is tolerating the problem, and the State is determined that sexual harassment will not be tolerated.

STUDENT ATTENDANCE POLICY

Students are expected to attend all scheduled classes and laboratories. However, special circumstances such as illness, religious holidays, travel difficulties, family emergencies and

active participation in college-sponsored events may make certain absences unavoidable. In such instances, students should notify instructors of these special circumstances.

Each instructor should distribute an attendance policy statement defining excessive absences during the first week of classes each semester. The policy should be approved by the Dean's office to assure no conflict between individual attendance policies and college policy. Students are responsible for understanding the attendance policy, including procedures for making up missed work, of each instructor.

When, in the opinion of the instructor, absences have placed a student in potential academic jeopardy, the instructor should notify the student's school dean, who will issue a warning to the student. An instructor may initiate a conference with the student, the student's school dean and the instructor to determine the advisability of the student's dropping or continuing the course in which excessive absences have occurred.

A faculty member can suspend students from class or laboratory for disruptive behavior, that is, for actions which interfere with the orderly conduct of the session or which threaten bodily harm to others. All such cases must be referred immediately to the student's school dean, with a full written report. The School office should also be notified.

Extended unavoidable absences will usually result in student withdrawal from the college. However, in unusual situations, when a student who is unavoidably absent indicates a desire and an ability to complete course work even though away from campus, he/she may petition his/her school for permission to continue academic work. The school dean will then consult with the student's instructors and, on the basis of these consultations, advise the student to withdraw from college, to drop courses, or to finish courses under the supervision of consenting instructors.

Although regular class attendance will not guarantee passing grades, irregular attendance will usually have an adverse affect upon them. **Because final student evaluation is based upon measurable academic achievement, however, instructors will not lower final grades solely on the basis of absences.**

STUDENTS WHO ARE DISABLED

David Symonds, Disability Specialist, provides students who are disabled with support in the classroom, as well as throughout their overall experience at Morrisville State College.

In meeting the College's mission of helping students become successful members of society, the primary focus should always be on their abilities, not their disabilities. It is the responsibility of the faculty to assist students who are disabled to make full use of their potential, as prescribed by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973,

both of which state that students who are disabled must not be denied an opportunity for participation in college programs solely on the basis of the disability.

Students who are working with Mr. Symonds should identify themselves to their instructors at the beginning of the semester. However, instructors are also asked to make an announcement to each class requesting any such students to see them so that they can begin immediately to make whatever arrangements are necessary for those students to gain access to course material. In addition, instructors must include a statement in their class syllabi about self-disclosing to that instructor. Mr. Symonds will send each instructor an official notification of which students have disabilities in their class and what they require. The accommodations outlined by Mr. Symonds must be provided by the faculty member.

Accommodations are a way of providing access; most involve relatively minor, easily offered modifications of classroom procedure. For example, students with a learning disability may take their tests at the Academic Enrichment Center, an interpreter may be in the classroom to translate verbal speech to manual communication for a student who is deaf; a student who is blind may tape record a lecture, etc. These measures foster communication and increase personal accountability for both students and instructors.

For further information request the guide Morrisville State College Disability Services from the Academic Support Center or contact Mr. Symonds directly (684-6075).

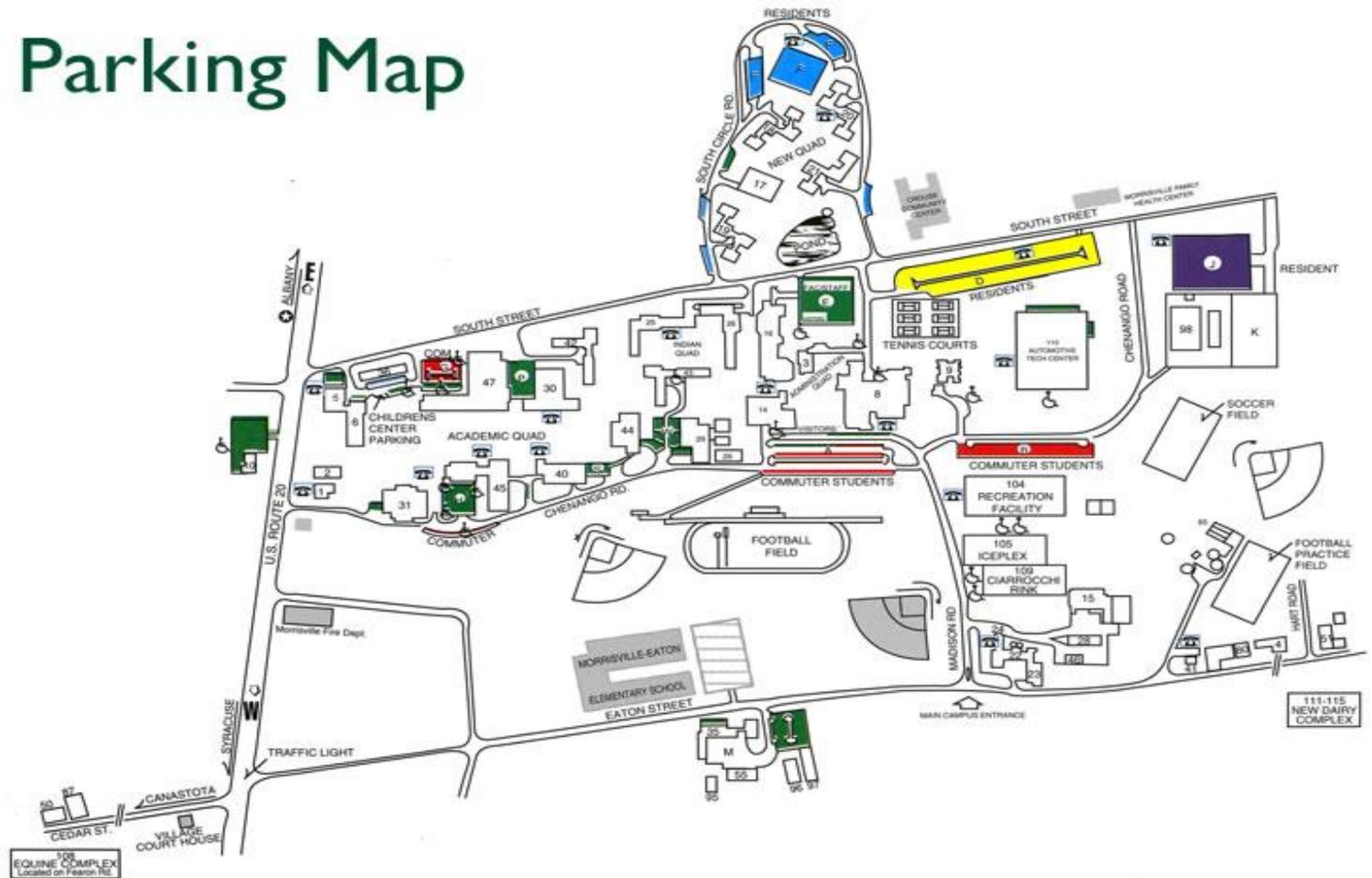
TELEPHONE DIRECTORY

Area Code 315 Campus Phone Exchange 684

Emergency: University Police	6410
Bookstore	6073
Class Cancellations: Online or call Mary Hitchcock	6081
Academic Support Center: David Symonds, Disability Specialist	6349
Computer Help Desk	6457
Dean's Office: Paul Griffin/ Mary Hitchcock	6081
Instructional Communications:	6059
Library	6055
Print Shop	6409
University Police	6410

Parking Map

1. Bicknell Hall
2. Madison Hall
3. Whipple Administration Building
4. Heifer Barn
5. Bailey Hall
6. Bailey Annex
8. Student Activities Building
9. Matthias Health
10. Brooks Hall
14. Butcher Library
15. Wood Technology Building
16. Crawford Hall
17. Fountain View Hall
18. Stewart Hall
19. Helyar Hall
20. South Hall
21. West Hall
22. Dairy Barn I
23. Agri-Business Center
24. Dairy Barn I
25. Mohawk Hall
26. Onondaga Hall
28. Farm Equipment Storage
29. Spader Horticulture Complex
30. Marshall Hall
31. Hamilton Hall
35. Johnson Service Building
36. East Hall
40. Shannon Hall
41. Water Treatment Plant
42. Oneida Hall
43. Cayuga Hall
44. Seneca Hall
45. Charlton Hall
46. Farm Repair Shop
47. Galbreath Hall
50. Equine Classroom/Riding Arena
51. Equine Training Barn
65. Waste Water Treatment Plant
80. Aquaculture Center
87. Western Barn
98. Automotive Performance Center
104. Recreational Complex
105. IcePlex
108. Equine Breeding and Training Center
109. IcePlex - Ciarrocchi Rink
110. Automotive Technology Building
- 111-119. Dairy Complex II
120. Equine Institute Arena II
125. Riding Arena/Stable III



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