

SUNY POLY

Faculty Handbook



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SUNY POLYTECHNIC INSTITUTE

Faculty Handbook

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Faculty Resources: <https://sunypoly.edu/academics/faculty-resources.html>

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Purpose of the Handbook

The handbook is designed to provide useful information to the faculty about policies, procedures, and operations of the State University of New York Polytechnic Institute (SUNY Poly). It supplements other documents published by the State University of New York or by this campus, and therefore complements information contained in other important documents, including: The [Policies of the Board of Trustees of the State University of New York](#), the [Agreement between the State of New York and United University Professions](#), the [Utica Faculty Assembly Bylaws](#), the [Student Handbook](#), the [undergraduate and graduate catalogs](#), and a variety

of documents provided by the [Office of Human Resources](#) that are related to specific programs and benefits relevant to the faculty. Since policies may be revised or promulgated after publishing this handbook, the Office of the Provost will work with the Faculty Assembly and Senate to update it regularly. SUNY System policies and applicable laws and regulations of NY State, the Federal Government and other government entities take precedence above locally created policy.

I hope you find this handbook useful, and I would appreciate any comments or suggestions you have about future editions.

Andrew L. Russell, Ph.D.

Provost

Adam T. McLain, Ph.D.

Chair of Faculty Governance, 2023-2025

This Handbook was endorsed by the SUNY Poly Faculty Assembly on January 23rd, 2025

1 Organization and Governance

1.1 State University of New York

The nation's largest and most comprehensive state university system, The State University of New York (SUNY), was founded at Potsdam, New York in 1816. Years later, the Morrill Act of 1862 led to the creation of four Ivy League land-grant SUNY colleges, which now currently exist at Cornell University. SUNY was officially established in February 1948 when New York became the 48th state, of the then 48 states, to create a state university system. SUNY initially represented a consolidation of 29 unaffiliated institutions, including 11 teachers colleges. All these colleges, with their unique histories and backgrounds, united for a common goal: To serve New York State. Since 1948 SUNY has grown to include 64 individual colleges and universities that were either formerly independent institutions or directly founded by the State University of New York.

Today, the State University of New York's 64 geographically dispersed campuses bring educational opportunity within commuting distance of virtually all New Yorkers and comprise the nation's largest comprehensive system of public higher education. The State University of New York's 64 campuses are divided into four categories, based on educational mission, types of academic opportunities available and degrees offered. SUNY offers students a wide diversity of educational options including short-term vocational/technical courses, certificate, associate, and baccalaureate degree programs, graduate degrees and post-doctoral studies. SUNY provides access to almost every field of academic or professional study within the system via thousands of degree and certificate programs.

The Board of Trustees is the governing body of the State University of New York. It consists of 17 members, 14 of whom are appointed by the Governor, by and with consent of the New York State Senate. In addition, the president of the Student Assembly serves as student trustee with voting privileges and the president of the University Faculty Senate serves as a non-voting ex-officio trustee as does the chair of the Faculty Council of

Community Colleges. Information on the Board of Trustees and their policies of the State University of New York, are available online: https://www.suny.edu/media/suny/content-assets/documents/boardoftrustees/SUNY_BOT_Policies.pdf

1.2 SUNY Polytechnic Institute: Brief History

Established by the SUNY Board of Trustees in 1966, Upper Division College at Herkimer-Rome-Utica began offering graduate education classes to 300 students in 1969 using classrooms at West Frankfort Elementary School. In May 1971, the college began operating in the former Globe Mill building in West Utica. The former mill was gradually remodeled into classrooms, offices and a library.

In 1973, the college was granted authority to offer bachelor's degree programs; the first 58 full-time undergraduates began attending classes in the fall. With growing enrollment, the institution leased three additional buildings in West Utica and one in Rome and adopted a new name in 1977: the State University of New York College of Technology at Utica-Rome.

In 1981, groundbreaking ceremonies were held in Marcy for the new campus. The first building, Kunsela Hall, was completed in 1984, and the college operated two campuses during a transitional period. In the 1987 fall semester, entering students attended all classes at the new campus; in 1988-89, the college name was changed to the "State University of New York Institute of Technology at Utica-Rome." Other buildings followed: Donovan Hall, the Campus Center, a service building, and two residential complexes; Adirondack Residence Hall opened in 1991, Mohawk Residence Hall opened in 1996. The Cayan Library opened in 2003. New campus buildings—a student center, field house, and a residence hall for freshmen—were completed in 2011. Hilltop Hall was opened in the fall of 2020.

In 1989, the SUNY Board of Trustees approved the name 'State University of New York Institute of Technology' as the institutional name to distinguish the college from the former Agricultural and Technical schools that had begun to designate themselves as "colleges of technology". A new short-form name—SUNY IT—was adopted in 2002. In 2003, SUNY IT accepted its first class of freshmen; the first class graduated in 2007, completing SUNY IT's transition from transfer institution to four-year college.

In 2014, SUNY IT merged with the Colleges of Nanoscale Science & Engineering (CNSE), formerly a unit at the University at Albany, to form SUNY Polytechnic Institute (SUNY Poly). The merged institution offered doctoral degrees in addition to existing degrees at the master and bachelor levels. A resolution from the SUNY Board of Trustees in December 2022 initiated a process that transferred administrative oversight of CNSE back to University at Albany, which was completed in August 2023.

1.3 Mission, Vision, and Values of SUNY Poly

In our 2024 Strategic Plan, "Elevating Impact," SUNY Poly defined its mission, vision, and values:

Our Mission:

SUNY Polytechnic Institute is a welcoming, inclusive place where all students, faculty, and staff are inspired by a distinctive STEAM education and social experience that prepares our graduates for the 21st century workforce and beyond. SUNY Poly applies science, technology, and innovation throughout its curriculum and is deeply committed to offering solutions to society's grand challenges and improving the health and well-being of communities in the Mohawk Valley and around the globe.

Our Vision:

SUNY Polytechnic Institute is a premier research-intensive university that leads the pursuit of knowledge and innovative applications through interdisciplinary engagement and collaboration to drive economic, humanitarian, and technological advancements.

Our Values:

- Empathy
- Kindness
- Respect
- Accountability
- Community
- Inclusion
- Gratitude
- Innovation

1.4 College Council

Each campus of the State University of New York is advised by a 10-member council. Nine members are appointed by the governor; the tenth member is a student elected annually by the student body of each campus. The President, Provost and Faculty Governance Chairperson or their designated representatives also attend College Council meetings as non-voting members.

The College Council is entrusted with broad powers of advice and counsel; members are also responsible for developing and fostering strong relationships between their institution and local communities. For information about SUNY Poly's College Council, please visit <https://sunypoly.edu/about/office-president/college-council.html>

1.5 SUNY Poly Administration

1.5.1 Organization Chart

To be added when available.

1.5.1 President

The President is the Chief Administrative Officer of SUNY Poly. The President is appointed by the SUNY Board of Trustees on the recommendation of the College Council and the Chancellor after consultation with representatives of the faculty, staff, and students.

1.5.2 Provost

The Provost serves as the Chief Academic Officer of SUNY Poly and reports to the President. The Provost oversees four colleges: Arts and Sciences; Business; Engineering; and Health Sciences. Each supports several undergraduate and graduate programs, is home to faculty and staff, and is overseen by a college dean. The Provost also supervises the following offices: Continuing & Professional Education, Distance Learning, Enrollment Management, Institutional Research, Library, Student Academic Success, and Registrar.

1.5.3 Vice President for Finance and Administration

The Vice President for Finance is responsible for Business Affairs, Student Accounts, Purchasing, Accounts Payable, IT Services, Facilities, and Mailroom and Print Shop Offices, as well as oversight of all of SUNY Poly's financial activities. This position is also tasked with leading campus budget planning efforts and maintaining internal controls to ensure assets are adequately safeguarded and that all financial reporting is prepared in compliance with Generally Accepted Accounting Principles (GAAP) and policies.

1.5.4 Vice President for Student Affairs

The Vice President for Student Affairs is responsible for determining strategic direction and long-range planning of Student Affairs, with oversight of Athletics (Athletic Compliance & Academic Success); the Wellness Center (Health Services, Health Promotion and Counseling); Residential and Campus Life (student activities, student government, first-year seminar, and orientation); Career Services; Disability Services; the Collegiate Science and Technology Entry Program (CSTEP); Educational Opportunity Program (EOP); the CARE team; and Community Standards and Leadership Development.

1.5.5 Vice President for External Relations and Chief of Staff

The chief of staff and vice president for external relations reports to the president and is responsible for directing the work of the Office of the President and serving as the liaison between the President's Office and SUNY

Chancellor's Office, governance bodies, and the campus community. This position also is responsible for the creation, refinement, and enhancement of a variety of strategic and tactical vehicles to create overarching policy, communication, and strategy in the realm of government, industry, and community interactions and partnerships.

1.5.6 Vice President for Institutional Advancement

The vice president for institutional advancement is responsible for creating, implementing and coordinating a comprehensive and effective philanthropic program focused on significantly increasing the SUNY Poly Foundation's endowment, cultivating gifts and planned gifts, increasing the number of donors, and growing the Foundation's engagement with key stakeholders of SUNY Poly, including alumni, employees, industry partners, community members, business leaders and board members. This position also serves as the Executive Director of the SUNY Poly Foundation and provides oversight of Pre-Collegiate Outreach and University Conferencing and Events.

1.5.7 Vice President of Human Resources

The vice president of human resources provides strategic direction and execution for all human resource operations, by focusing on aligning with the institution's operations and in support of SUNY Poly's academic and research mission and facilitating a culture that promotes employee engagement and maximizes employee potential. This includes formulating, implementing and establishing policies and practices, managing all personnel operations and administration, and serving as the institutions Affirmative Action and Chief Ethics Officer.

1.5.8 Vice President for Diversity, Equity, Inclusion, and Belonging

The vice president for diversity, equity, inclusion, and belonging serves as SUNY Poly's chief diversity officer. This position ensures compliance with federal, state, and SUNY diversity-focused regulations and guidelines, including Affirmative Action and Title IX, in addition to promoting inclusiveness and awareness via dissemination of relevant information and implementation of strategic activities.

1.6 Faculty Governance

Academic governance of SUNY Poly is embodied in the Faculty Assembly and Faculty Senate. The Faculty Assembly and Faculty Senate, operating under bylaws and their amendments, advises the president as prescribed in [Article X, Section 5\(b\) of the Policies of the Board of Trustees of the State University of New York](#). The Faculty Assembly meets twice yearly in August and May (or as needed by the call of the Executive Committee) and comprises the full body of the faculty. The Faculty Senate is elected from the membership of the Faculty Assembly and meets monthly from September to April and acts on behalf of the Assembly.

The bylaws of the Faculty Assembly (see section 2.0) provide that "[t]he faculty shall have primary responsibility for the formulation of policy at the undergraduate and graduate levels in the areas of curriculum; subject matter and methods of instruction; research, faculty status, admissions, academic code, grading, academic standing, graduation requirements and those aspects of student life which relate to the educational process. The faculty shall also certify students' successful completion of degree requirements."

The faculty of SUNY Poly is composed of the following individuals and groups:

- A. The Chancellor
- B. The President
- C. All full-time teaching faculty and librarians
- D. The Provost
- E. The college deans

Policy recommendations for governance are initiated through one of the nine standing committees of the Faculty Assembly and Faculty Senate: Academic Affairs; Academic Personnel; Curriculum; Distance Learning; Executive; Planning and Budgeting; Graduate Council; Academic Quality; Research, Scholarship and Creative Work; and Information Technology. Policy recommendations made by these committees are referred to the full Faculty

Assembly for consideration. Recommendations approved by the Assembly are forwarded to the President or designee (commonly the Chief Academic Officer) for action.

The President or designee reports to the Assembly on the status of pending recommendations. The Assembly is notified by the President or designee as to the acceptability of a proposed policy; the Assembly may request a meeting with appropriate SUNY Poly administrators if recommendations are deemed unacceptable. In case of emergency, the President consults with the Executive Committee of the Faculty Assembly prior to acting in areas within the domain of the Faculty Assembly or Faculty Senate. In such cases, the action is subject to later review by the Assembly. The Faculty Assembly or Senate meets regularly during the academic year and minutes and schedules are accessible through the [SUNY Poly Faculty Assembly and Senate website](#).

1.7 University Faculty Senate

The University Faculty Senate is the agency through which faculty engage in governance at the SUNY-wide level. SUNY Poly is represented in the University Faculty Senate by one Faculty Senator and one alternate, elected by the faculty. The Faculty Senator is also an ex-officio member of the Executive Committee of the SUNY Poly Faculty Assembly. Information about the [University Faculty Senate](#) is accessible through the [SUNY System website](#).

1.8 United University Professions

The New York State Fair Employment Act, commonly known as the Taylor Law, grants public employees the right to bargain collectively with their employers. United University Professions ([UUP](#)), affiliated with the New York State United Teachers (NYSUT) and the American Federation of teachers (AFT, AFL-CIO) is the elected bargaining agent for academic and professional employees at the State-operated SUNY campuses. [The Agreement made by the Executive Branch of the State of New York and the United University Professions is found in this 2022-2026 Agreement.](#)

2 Faculty Bylaws

[Faculty Assembly Bylaws](#)

3 Academic Personnel Policies, Procedures & Benefits

3.1 Equal Employment Opportunity/Affirmative Action Policy

SUNY Poly fully subscribes to the principles contained in the Statement of Policy for Equal Employment Opportunity/Affirmative Action of the State of New York, and as a unit of the State University, subscribes to the policies and guidelines set forth by the Board of Trustees of the State University of New York (June, 1971).

Consistent with the policies of the State University of New York, SUNY Poly endeavors to provide equal employment opportunities for all qualified persons, to prohibit discrimination in employment and to promote the full realization of equal employment opportunity through a continuous program of recruitment and outreach.

The State University of New York does not discriminate with regard to age, color of skin, disability, gender expression and identity, genetic predisposition, marital status, national origin, race, ethnicity, religion, sex, sexual orientation, veteran's status, status as a victim of domestic violence, status as a disabled veteran or veteran of the Vietnam era and all other protected groups and classes under Federal and State Laws and executive orders. . The State University does not discriminate in the recruitment of students, in the recruitment and employment of faculty and staff, or in the operation of any of its programs and activities as specified by federal and state laws and regulations.

Additionally, discrimination on the basis of sexual orientation and the provision of any services or benefits by State Agencies and in any matter relating to employment is prohibited by the Governor's Executive Order No. 28. Under Governor's Executive Order No. 33, discrimination is prohibited in employment on the basis of gender identity. The Policies of the State University of New York Board of Trustees also require that personal preferences of individuals which are unrelated to performance, such as sexual orientation, shall provide no basis for judgment of such individuals.

The Vice President of Human Resources is the designated coordinator in SUNY Poly's continuing compliance with relevant federal and state laws and regulations with respect to non-discrimination. The vice president of Human Resources may be consulted regarding these issues.

The **State University of New York University-Wide Policies and Procedures** can be found at <https://www.suny.edu/sunypp> and the rules of the **SUNY Board of Trustees regarding Maintenance of Order on Campuses (Part 535)** can be found at: https://www.suny.edu/sunypp/documents.cfm?doc_id=351.

3.2 Sexual Harassment Policy

The most up-to-date Sexual Harassment Policy can be found [here](#). Please note that individuals to contact regarding reporting may change as time passes and this document is updated. Please reach out to Human Resources, hr@sunypoly.edu, for the most up-to-date information on reporting.

3.3 Recruitment of Faculty

All faculty positions, new or replacement, are assigned academic departments by the President upon the recommendation of the Chief Academic Officer. Once a department is notified that a recruitment authorization for a position has been approved, the following procedures are usually observed.

- I. The department chair or appropriate unit head (college dean or the like) will appoint a search committee, subject to the chief academic officer's concurrence, consisting of at least three individuals. Consistent with the Affirmative Action Compliance Program, the department chair will attempt to assemble a committee representative of both the department and the Institute as a whole.
- II. After the search committee is selected, the department chair will establish selection criteria to serve as a guideline for this committee.

- III. The department chair will advise the committee of its responsibilities. The search committee will elect a search chair, who will preside over the affirmative action recruitment process.
- IV. The Office of Human Resources reviews the position description to make certain it is in compliance with affirmative action policies of SUNY and SUNY Poly. Candidates will complete an online application for the search committee for screening and selection of candidates.
- V. In consultation with the department chair, the search committee identifies its top candidates and requests credentials from those who are to be considered further. Before candidates are brought to campus for personal interviews, a file on each candidate should be completed, which contains the following information: 1) letter of application; 2) resume, 3) transcripts, 4) three letters of reference, and 5) employment application. Student copies of transcripts are acceptable at this stage of the search, but no offer of appointment will be made without official transcripts. After the closing date, applications are reviewed to determine if there has been a reasonable cross-section of candidates to proceed with the search.
- VI. Candidates who are brought to campus for an interview should have an opportunity to meet with a wide range of constituents. They should also be interviewed using the previously established criteria. The presentation of a colloquium is recommended. Besides the search committee, candidates are usually interviewed by faculty, the Chief Academic Officer, the President (if his schedule permits), the Director of Human Resources, and a group of students.
- VII. The Chair of the search committee reports the committee's recommendations to the department chair, who in turn makes a recommendation to the chief academic officer with respect to the strengths of the candidates, the "fit" with the department, and likelihood of strengthening SUNY Poly.
- VIII. The Chair of the search committee will send appropriate letters to the unsuccessful candidates and will complete an EEO-1 form to be attached to the Appointment Action form submitted by the department chair.

3.4 Faculty Appointment

All letters of appointment are sent by the President or President's designee, usually the Office of Human Resources. The initial contract will indicate the conditions of employment:

- Faculty member's title and rank
- The term of appointment
- Whether the appointment is temporary or on a tenure track
- Whether the appointment is full or part time
- Whether any prior service has been accepted toward tenure consideration.
- External Reviews will be required upon consideration for continuing appointment and/or promotion as appropriate.

This appointment is not official until after the candidate has signed the offer and returned it to the Office of Human Resources.

3.5 Conflict of Interest

Faculty and staff of the State University of New York are encouraged to foster an atmosphere of academic freedom by promoting the open and timely exchange of scholarly knowledge independent of personal interests and are required to avoid conflicts of interest. More information about this can be found [here](#) at SUNY's page on New York State Ethics.

In instances where potential or actual conflicts exist, faculty and staff are expected to consult with appropriate University officers and abide by this University policy. Campus officials charged with implementing this policy are responsible for identifying potential or actual conflicts of interest and taking appropriate steps to manage, reduce, or eliminate them.

This policy represents a restatement of existing University policy and pertinent state and federal law and regulations.

1. University faculty and staff may not engage in other employment which interferes with the performance of their professional obligation.
2. University faculty and staff are expected to comply with the New York State Public Officers Law provisions on conflict of interest and ethical conduct.
3. University faculty and staff, to the extent required by law or regulation, shall disclose at minimum whether they (and their spouses and dependent children) have employment or financial interests or hold significant offices, in external organizations that may affect, or appear to affect, the discharge of professional obligations to the University.
4. University campuses shall ensure that all faculty and staff subject to pertinent laws and regulations disclose financial interests in accordance with procedures to be established by the Chancellor or designee. Campuses shall retain the reported information as required, identify actual or apparent conflicts of interest and seek resolution of such conflicts.
5. Each campus President shall submit to the Chancellor's designee the names and title of the person or persons designated as financial disclosure designee(s) and shall further notify the chancellor's designee when a change in the assignment occurs. The chancellor's designee shall also be notified of any reports regarding conflict of interest that are forwarded to state or federal agencies.

3.6 Faculty Rank

Consistent with the *Policies of the Board of Trustees of the State University of New York*, SUNY Poly confers the traditional academic ranks of Instructor, Assistant Professor, Associate Professor, and Professor on its full-time faculty. Full-time librarians receive the ranks of Assistant Librarian, Senior Assistant Librarian, Associate Librarian, and Librarian. Persons appointed to these ranks may be considered for Continuing Appointment (tenure) upon completion of sufficient years of service to the Institute.

Faculty may also be appointed to qualified academic ranks, such as Lecturer, Adjunct Professor, and Visiting Professor. Time spent in service in these ranks does not count toward continuing appointment.

3.7 Evaluation for Reappointment, Promotion and Tenure

Full-time faculty and librarians of SUNY Poly are regularly evaluated for reappointment, continuing appointment and promotion, consistent with the *Policies of the Board of Trustees*. The policies of the Board of Trustees can be found [here](#). Evaluation normally considers, but is not limited to, these criteria: mastery of subject matter, effectiveness in teaching, scholarly ability, effectiveness of University service, and continuing growth in one's academic or professional field. Faculty must complete the state and/or SUNY-mandated trainings in subjects like ethics, sexual harassment, and Title IX.

Excellence in teaching is a necessary condition for promotion consideration. Expectations are greater for promotion to full professor than for promotion to associate professor. Scholarly accomplishment is a second necessary condition for promotion consideration. Peer-reviewed archival literature is often provided as evidence but other forms of creative scholarship and creative work, are considered in the case of faculty hired with creative expertise and expectations. Service to one's academic department, the Institute, and the disciplinary field are expected for promotion. Continuing appointment carries all the expectations for promotion plus the additional expectation that similar accomplishments will be forthcoming throughout the candidate's professional career.

Full-time faculty and librarians who hold the ranks of Instructor, Assistant Professor, Assistant Librarian or Senior Assistant Librarian are normally considered for continuing appointment by the end of their sixth year of employment by SUNY Poly or the University. If awarded, continuing appointment takes effect at the end of the seventh year. Up to three years of previous service at other accredited academic institutions may be counted towards tenure. Such recognition of service is not automatic and must be agreed to at the time of the initial appointment.

Continuing appointment as Professor, Associate Professor, Librarian, or Associate Librarian.

Continuing appointment for those holding these positions may be given by the Chancellor on initial appointment or thereafter. Except as provided in subdivision (c) of this section, further employment as

Professor, Associate Professor, Librarian or Associate Librarian, after the third consecutive year of service in any one or any several of these ranks at any one college must be on the basis of continuing appointment, provided, however, such appointment shall not be effective until made so by the Chancellor, and provided further that promotion to any of these ranks shall not operate to extend the service requirements for continuing appointment described in subdivision (b) of this section. This is consistent with the policies of the SUNY Board of Trustees (Page 21, section 3 (a) https://www.suny.edu/media/suny/content-assets/documents/boardoftrustees/SUNY_BOT_Policies.pdf)

The Academic Personnel Committee of the Faculty Assembly reviews the recommendations of the department peer review committees concerning reappointment, promotion, and continuing appointment in formulating its own recommendations. The recommendation of the Academic Personnel Committee is forwarded to the chief academic officer. Simultaneously, the Dean or the supervisor, also makes their recommendations directly to the chief academic officer for final review before a recommendation is submitted to the President. The President makes the final decision in all cases of appointment, reappointment, continuing appointment, and promotion. The Chancellor of the State University of New York, after considering the recommendation of President, may grant continuing appointment to an individual whom he/she finds best qualified. It is essential for faculty to review and update their personnel files on a regular basis in order to ensure that the file contains the information necessary for a proper evaluation. SUNY Poly's official personnel files are located in the Office of Human Resources.

3.7.1 Personnel Policies Sections that Define a Tenure and Promotion File

Implementation Date: Fall 1993

Current guidelines for preparation of Academic Personnel Review [Portfolios](#)

Faculty will submit electronic portfolios for purposes of Academic Personnel Review.

Guidelines for preparation of Academic Personnel Review Portfolios can be found here: https://sunypoly.edu/sites/default/files/faculty_assembly/Guidelines%20for-preparation-of-portfolios-version-2.2.pdf

1. Faculty Grievances

Under the agreement negotiated between the State of New York and United University Professions, most faculty grievances are handled under the contractual grievance procedures. For information on this procedure and its jurisdiction, see the [Agreement between State of New York and UUP](#). It is also important to realize that the procedure also covers grievances based on the *Policies of the Board of Trustees*. The Policies of the Board of Trustees can be found [here](#). Faculty who think they may have a grievance should contact a member of the local UUP grievance committee. Grievances must be filed within forty-five days from the date when a faculty member first knew or could reasonably be expected to know of a grievable occurrence. The Office of Human Resources has the necessary forms for filing a grievance.

The initiation of a grievance procedure should be entered into when other remedies have been exhausted. If faculty members feel they have been treated unfairly or improperly on the job, they are urged to meet first with the department chair, or another appropriate administrator to attempt to resolve the complaint informally.

There is a separate procedure used for grievances in matters relating to discrimination, including sexual harassment. For information about these procedures, contact the UUP Representative and the Director of Human Resources. Human Resources policies can be found [here](#).

3.8 Faculty Leaves of Absence

3.8.1 Sabbatical Leaves

The program of sabbatical leaves makes it possible for certain members of the faculty to be on leave from SUNY Poly, with pay, for one semester or two. Sabbatical leaves are not intended to be a reward for past service. They are granted to carry out scholarly or research projects that enhance a faculty member's value as an employee of the University.

Eligibility

Faculty are eligible for sabbaticals if they have a continuing appointment and have completed at least six consecutive years of employment in the University. Sabbatical leaves may be granted for up to six months of full salary or full year at half salary. Faculty may, with the prior approval of the President, accept fellowships, grants-in-aid, or earned income to assist in accomplishing the objective of the sabbatical leave. In such cases, the President may adjust the sabbatical leave salaries to reflect such income consistent with Trustee's *Policies*. Sabbatical leaves are not automatic. SUNY Poly must be able to provide a satisfactory arrangement to care for the academic program during the period of the leave. There must also be sufficient funds available in the year's budget to pay for the leave.

Application Process

Application forms (Form LR-1) for sabbatical leaves are available in the Office of Human Resources. The form along with a detailed description of the project to be carried out during the course of the leave should be submitted to the department chair by March 1 of the academic year preceding the leave. The application should identify any supplemental income expected during the leave period, and indicate the applicant's intention to return to SUNY Poly at the expiration of the leave.

Description of the Project

The sabbatical application should include a detailed description of the project that will be carried out during the period of the leave.

- The objectives or goals of the project
- The location or special facilities where the project will take place
- A statement of how the project and the leave will enhance the applicant's effectiveness as a member of the faculty
- A timetable for the completion of various stages of the project during the sabbatical period
- The role travel, if any, will play in the project

Review of Sabbatical Requests

Sabbatical leave requests are reviewed by the Chief Academic Officer. Those recommended for funding are submitted by the Chief Academic Officer to the President for final approval.

Recipients of Sabbatical Leaves

The recipient of a sabbatical leave shall be expected to submit a report, in writing, to the Chief Academic Officer one month after the faculty member resumes full-time duties. Normally, this would be October 1 for year-long sabbaticals or those taken in the spring term; and February 1 for those taken during the fall term.

3.8.2 Sick Leave

Full-time faculty members employed by the State University of New York before July 1, 1982, accrue sick leave at the rate of 1 3/4 days per month, during the term of their professional obligation (10 months). If employment with the University began on or after July 1, 1982, sick leave is accrued according to the following schedule:

Years of Service	Rate of Accrual of Sick Leave
------------------	-------------------------------

0-1	1 ¼ days/month (15 days/year)
2	1 1/3 days/month (16 days/year)
3-5	1 ½ days/month (18 days/year)
6	1 2/3 days/month (20 days/year)
7	1 ¾ days/month (21 days/year)

The maximum sick leave that can be accrued by full-time faculty is 225 workdays. Part-time faculty may be eligible to accrue sick leave and other benefits on a pro-rata basis. For information, check with the Office of Human Resources.

The President may grant additional sick leave at full or reduced pay up to a maximum of six months. The President may also authorize an additional six months of sick leave without pay. Upon recommendation of the President, the Chancellor of the University may grant a further extension of sick leave, with or without pay.

For faculty who have ten or more years of service in the University and are 55 years of age, accrued sick leave can be converted upon retirement to a monetary value to pay all or part of health insurance premiums during retirement. Check with the Office of Human Resources to discuss eligibility for this benefit.

Faculty are required to submit a monthly time sheet that identifies any sick leave absences incurred during the reporting month. The SUNY HR Portal can be found [here](#).

3.8.3 Disability Leave

Faculty who become temporarily or permanently disabled from the performance of their responsibilities may be eligible for a disability leave. Depending on the nature of the disability, faculty may be eligible for workers' compensation benefits; social security disability allowance; a monthly income through the SUNY Long Term Group Disability Insurance Plan or benefits available to members of a public pension plan. In addition, faculty may be eligible for disability leave with or without pay at the discretion of President and the Chancellor. For more information, consult the Office of Human Resources.

3.8.4 Maternity/Child Care and Adoption Leave

Faculty are eligible for leaves of absence as a result of pregnancy or adoption of a child. Employees who become disabled as a result of pregnancy are eligible to use accrued sick leave for the period of disability. Normally under the State's policy, disabilities arising from pregnancy or childbirth are treated the same as other disabilities in terms of eligibility for sick leave with or without pay and extended leave. Generally, the period of disability for pregnancy or childbirth is four weeks prior to delivery and six weeks following delivery. In no case will charges to sick leave credits be allowed beyond the time frames stated above without satisfactory medical certification.

Any employee, regardless of gender, is entitled to leave without pay for childcare for up to seven months following the date of delivery. Employees are also eligible for childcare leave related to the adoption of a child. For detailed information, contact the Office of Human Resources.

Faculty are encouraged to notify the department chair as soon as possible regarding their intention to apply for maternity/childcare leave. Employees requesting leaves of absence must submit Form LR-1 (Request for Leave of Absence - Professional Staff) to the department chair.

3.8.5 Leave for Military or Legal Obligations

Faculty are entitled to military leave with pay for up to a maximum of thirty days a year and to military leave without pay for longer periods. Military leave is not considered an interruption of a faculty member's continuous employment with the University.

Faculty may also apply for leave with pay for jury duty when subpoenaed to appear in court, or for other absences required by law.

3.8.6 Other Leaves

The President may recommend a leave of absence with or without salary (or a reduced salary) for purposes of professional development or acceptance of a short-term assignment with another institution, agency, or government, or philanthropic body. Recommended leaves with or without pay must be approved by the Chancellor.

Applications for all leaves are sent from the department chair to the Chief Academic Officer and then to the President. Each application should state the purpose of the leave, its anticipated duration, and its value to the University and to the applicant.

The Family Medical Leave Act (FMLA) is a federal act that provides workers faced with family obligations or serious family or personal illness with reasonable amounts of unpaid leave. The law requires that employees receive up to 12 weeks per year of paid or unpaid sick leave for serious family sickness or illness.

3.9 SUNY Employment Benefits

The State University of New York extends the following employment benefits to its full-time faculty members.

3.9.1 Retirement Coverage

Full-time faculty of SUNY Poly are eligible to elect one of the [three retirement programs](#). Retirement information can be found in more detail [here](#).

- New York State Employees' Retirement System (ERS)
- New York State Teachers' Retirement System (TRS)
- Optional Retirement Program: Teachers Insurance Annuity Association – College Retirement Equities Fund (TIAA-CREF), MetLife, Valic, and ING.

Employees must elect to participate in one of these programs within thirty days of appointment. If an election is not made within this period, employees will be required to join the New York State Teachers' Retirement System and have no further opportunity to change their retirement program.

Part-time professional employees are also eligible to join the Employees' Retirement System (ERS) or the Teachers' Retirement System (TRS). Part-time employees holding a "term" appointment are also eligible to participate in the Optional Retirement Program. Detailed information on each plan is contained in individual booklets which can be obtained from the Office of Human Resources.

3.9.2 Deferred Annuities

It is possible to set aside a portion of base annual salary in one or more of the following deferred annuity programs:

- Supplemental Retirement Annuity (SRA) or Tax Deferred Annuity (TDA) through TIAA/CREF, ING, MetLife, Valic or Fidelity
- Deferred Compensation Plan through Nationwide

3.9.3 Survivors' Benefits

Death benefits vary with each of the retirement plans. The State provides an additional survivors' benefits plan which supplements benefits equal to less than half of the yearly salary, up to a maximum benefit of \$10,000.

3.9.4 Health Insurance

Two health insurance options are available to full-time faculty members who are employed by SUNY Poly and to part-time faculty who teach at least two courses per term. The two insurance options are:

The Empire Plan:

Comprehensive hospital coverage through Anthem.

Paid-in-full medical/surgical benefits, after co-pay, provided through United Healthcare when participating providers are used;

Major medical coverage provided through United Healthcare after the deductible is met and reimbursed at 80 percent of the normal and customary fee when non-participating providers are used.

Health Maintenance Organization (HMOs):

MVP (Mohawk Valley Plan), HMO Blue, and CDPHP. This option is available to employees who reside in the county served by the particular HMO. Under this option, hospitalization coverage as well as medical/surgical care is provided. Enrollees must receive all services from HMO primary care providers or through a referral to non-HMO providers. There is a nominal charge for each visit.

3.10 Other UUP Health Benefits

All members of the United University Professions (UUP) Bargaining Unit are entitled to the following benefits. Part-time employees are also eligible for these benefits if they qualify for health insurance coverage as outlined in section 3.10.4.

3.10.1 Prescription Drug Program

Employees represented by the United University Professions (UUP) may enroll in a prescription drug plan allowing the employee and eligible dependents to purchase prescription drugs at minimal cost. New employees become eligible upon completion of 42 days of continuous service. The plan has a co-pay feature. When prescriptions are filled at a participating pharmacy, there is a charge for each separate prescription or refill. For those taking maintenance medications, the plan provides a mail order pharmacy program. A 90-day supply of the medication may be ordered for a single co-pay.

3.10.2 Dental Insurance

The United University Professions (UUP) Employees Benefit Fund provides employees and their eligible dependents with a group dental plan. Completion of 42 days continuous service is the eligibility requirement. Temporary employees whose appointments are expected to last fewer than six months are not eligible for this plan.

3.10.3 Vision Care

The United University Professions (UUP) Employees Benefit Fund also provides vision care coverage for employees and eligible dependents. Coverage becomes available upon the completion of 42 days of continuous service. Temporary employees whose appointments are expected to last fewer than six months are not eligible for this plan. Paid-in-full coverage for most services is provided through participating providers; a schedule of allowance is followed for non-participating providers.

For detailed information concerning these benefit plans, contact the union representative or the UUP/Public Employee Fund at 1-800-887-3863.

3.11 Education and Training Benefits

3.11.1 SUNY Tuition Waiver Program

This program waives employee tuition expenses for career-related, credit course work taken at SUNY institutions (except community colleges). Partial tuition, and occasionally full tuition, is payable subject to the availability of funds. Full-time employees are eligible for up to 12 credit hours of course work per semester, and part-time employees who work at least half-time are eligible for up to six credit hours of course work per semester. Recreation, hobby, and/or personal interest courses, whether or not required for a degree do not qualify for tuition waiver under this program. Course work must be career-related as determined by the department head or supervisor.

3.11.2 SUNY Tuition Reimbursement Program

This program partially reimburses employees for career-related, credit course work taken through accredited institutions other than SUNY. A maximum reimbursement of \$25 per credit hour is payable, subject to availability of funds in the department. Full-time employees are eligible for up to 12 credit hours per semester, and part-time employees who work at least 50 percent of full time, are eligible for up to six credit hours per semester. Recreation, hobby, and/or personal interest courses, whether or not required for a degree, do not qualify for tuition waiver under this program. Course work must be career-related as determined by the department head or supervisor.

3.11.3 Tuition Assistance Program

This program waives full tuition expenses for credit course work taken on either a credit or audit basis at SUNY institutions. Fees other than tuition are not covered and are the responsibility of the employee. Employees in the Professional Services Negotiating Unit (PSNU) may enroll in a maximum of one course per semester and/or special session (e.g., summer session) under this program. Courses under this program are offered on a space available basis, determined by the specific college, and employees must meet all course prerequisites.

Further details concerning all above-mentioned programs and applicable forms can be obtained through the Office of Human Resources.

3.12 Employee Assistance Program (EAP)

The Employee Assistance Program (EAP) offers assistance to employees in solving personal and family problems that may affect their performance at work. EAP serves as a referral source to other agencies which offer evaluation and treatment.

EAP offers assistance for a variety of problems including chemical dependency, alcohol and drug abuse, mental or emotional problems, physical illness, marital or family difficulties, and legal or financial difficulties. Participation in this program is entirely voluntary. EAP services are free of charge. Employee benefits cover most of the expenses of other referral agencies.

Any contact with EAP is entirely confidential. Anyone interested in utilizing the services of the Employee Assistance Program may contact the Employee Assistance Program Coordinator at 315-793-2201.

3.13 Credit Unions

Employees and their families are eligible to join either the Mohawk Valley Federal Credit Union or First Source Federal Credit Union. Both offer a wide variety of savings and investment accounts through payroll deduction and loan funds to members at very competitive rates. Savings are insured up to \$250,000 by the National Credit Union Association.

Additional information can be obtained from the Office of Human Resources.

3.14 Optional Group Benefits

In addition to the benefits provided to SUNY employees, other optional group benefits sponsored by the United University Professions (UUP), the New York State United Teachers (NYSUT), National Education Association (NEA) and the American Federation of Teachers (AFT), are available to UUP bargaining unit members. For further information on these benefits, refer to the UUP Employee Benefits Handbook or contact the UUP local campus representative.

3.15 Faculty Compensation

3.15.1 Pay Schedule

SUNY Poly employees who are on the State payroll are paid biweekly, every other Wednesday. Because the State uses a two-week lag payroll system, new full-time faculty members beginning the academic year in August will receive their first paycheck on the second pay date in September.

The Office of Human Resources provides faculty with appropriate forms to arrange for deductions from their pay. Standard deductions include withholding taxes, social security taxes, a retirement deduction, and an agency shop fee. Additional voluntary deductions may include savings bonds, supplemental funds for retirement, credit unions, loan payment or savings, charitable contributions, etc.

Faculty usually enroll in the direct deposit program. Checks or payroll statements may be picked up from the business office between the hours of 8:30 a.m. – 4:30 p.m. Faculty wishing to have paychecks/paystubs mailed to their home address should contact the Human Resources office.

Part-time instructors should contact the department chair concerning their payroll schedule and the delivery of their paychecks/statements.

3.15.2 Direct Deposit of Payroll Check

Employees may wish to have all or part of their biweekly payroll deposited directly in a bank or credit union. Contact the human resources office to arrange for this service.

3.15.3 Extra-Service Compensation

Extra service is defined as: Work performed by academic and professional staff in a state payroll agency other than the one to which the employee is regularly assigned, or special assignment performed by academic and professional staff at their own campus which is substantially different from or in addition to an individual's professional responsibilities. Extra service assignments may be performed on the home campus but must be in addition to and must not interfere with the individual's regular responsibilities. Extra service must be closely monitored. It must be clearly demonstrated that any extra service exceeds that which is normally performed under the regular obligation and outside of normal working hours.

All faculty extra service assignments at SUNY Poly may only be offered subject to the advance approval of the department chair and the Chief Academic Officer.

It is the policy of SUNY Poly that full-time employees cannot be independent contractors when performing extra service assignments on campus, even if the extra service assignment is for an agency of the Auxiliary Services Corporation or SUNY Poly Foundation. The person performing such service must be paid on the State payroll and New York State must be reimbursed by the organization requesting services of the State employee.

Compensation for extra service is not to exceed an amount equal to 20 percent of base annual salary in any academic or calendar year. For example, a faculty member earning a salary of \$50,000 may not be paid more than \$10,000 for extra service during the course of his or her annual professional obligation. Summer employment outside the period of an academic year obligation does not constitute extra service. Compensation for such summer employment is covered by other policies and procedures.

3.16 Travel Reimbursement Policy and Procedures

Employee Travel Website is [here](#).

SUNY Poly provides transportation or reimburses travel expenses only for persons engaged in the official business of the University or SUNY Poly. The following activities constitute official SUNY Poly business:

- Meetings or conferences called by learned societies;
- Meetings or conferences called by the Chancellor, a member of the Chancellor's staff, or a campus president;
- Meetings or organizations in which the President or the University hold membership;
- Recruitment of administrators and instructors;
- Visits to two-year colleges for the purpose of recruitment or advisement of students;
- Meetings with officers of the University, officials of the state government, or other persons on the declared business of the University or SUNY Poly.

As a general policy, SUNY Poly reimburses travel expenses within the limits established by the University for attendance at meetings that help faculty improve as instructors or scholars or that deal with matters affecting the general welfare of SUNY Poly or the University.

3.16.1 Travel Approval

Faculty must request **prior** approval from the department chair for all travel off campus whenever such travel conflicts with teaching assignments or office hours, or when a state car or reimbursement for expenses is requested. Requests for travel funds should be submitted well in advance of the planned travel to determine which expenses, if any, will be reimbursed. The Chief Academic Officer must approve all travel out of state. A special form is used and is available [here](#). In general, out-of-state travel is approved for attendance at conferences or meetings of professional or scholarly associations and organization, or for travel otherwise related to one's employment. All travel, even when reimbursement is not sought, must be approved to ensure employees are covered for liability and the like while engaging in NY State Business.

3.16.2 Reimbursement for Expenses

Travel expense vouchers must be submitted to the business office no later than 30 days after completion of the trip. A copy of the out-of-state travel request form duly approved by the appropriate authorities should be included along with the voucher. If a personal car was used, attach a statement of automobile travel form.

The state determines a schedule of payments for travel. For information on travel allowances, refer to Employee Travel section under Business Affairs on the SUNY Poly website.

3.17 Reimbursement of Instructional Expenses

Faculty seeking reimbursement from SUNY Poly for out-of-pocket instructional expenses must secure prior approval from the department chair. Faculty may not charge students a fee to reimburse instructional expenses incurred in connection with instruction. No such charge is allowed by the University under any circumstances.

4 Faculty Responsibilities

4.1 Academic Freedom

The SUNY Poly policy on academic freedom is taken from the statement in the *Policies of the Board of Trustees*, Article XI, Title I:

“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 spokespersons.”

4.2 Copyright and Faculty Ownership of Intellectual Property

Under the Federal Copyright Act, 17 USC §1.01, work-for-hire is (1) work prepared by an employee within the scope of employment, or (2) work specifically ordered or commissioned and prepared per a written contract [by an employee or non-employee], such as an instructional text, test and test answers. Under a work-for-hire contract, the parties decide who is the owner of the copyright.

SUNY’s copyright policy was written in 1954 when the 1909 federal copyright act was in effect. Under the 1909 copyright act, there was a common-law exception from the work-for-hire rule for faculty work. That is, despite the work-for-hire rule that would otherwise have vested in SUNY as employer ownership of copyright in faculty-employee work, copyright in faculty work vests in the faculty.

SUNY’s policy incorporates the general academic common law work-for-hire exception (to the effect that faculty own the copyright in work produced in the scope of employment), but retains the ability of the University to specifically order or commission a faculty member per written contract to create work-for-hire, in which either the University or the faculty member may own the copyright, as the parties shall agree and reflect in the contract.

Regarding faculty materials used on the web for instruction, under the current SUNY policy, copyright ownership is treated the same as faculty materials produced for the classroom. That is, faculty own the copyright under the academic work-for-hire exception embedded in SUNY’s copyright policy. Alternatively, SUNY and faculty may enter work-for-hire written agreements relating to materials produced for on-line use in which the parties may agree to vest copyright in either SUNY or the faculty and to provide for related licenses.

For more information, please visit SUNY’s page on [Copyright and Faculty Ownership of Intellectual Property](#).

SUNY’s copyright policy applies to the State-operated campuses but does not apply to community colleges under the program of the State University. Ownership of copyright in faculty materials may be addressed in a copyright policy of a community college or in collective bargaining agreements of a community college. To the extent ownership of copyright in faculty materials is not so addressed, SUNY encourages each community college to adopt policies and agreements that facilitate licensure of faculty materials in support of Open SUNY or the SUNY Learning Commons with respect to those faculty members who volunteer to participate in such programs.

4.2 User Policy

4.3.1 Acceptable Use

Faculty use of electronic resources including email is covered by the NY State Freedom of Information Law (FOIL), more information on FOIL is available [here](#).

Current Appropriate Use of Information Technology Policy is [here](#).

Authorized use of SUNY Poly computer and network resources is granted to eligible persons as defined in the two previous sections. Use of SUNY Poly-owned resources must be for prescribed tasks, scholarly research, coursework and professional development.

Activities in supervised facilities are subject to the directives given by the person in charge of that facility (faculty or staff member, or computer laboratory assistant), and by University Police personnel.

Computer account holders are responsible for all activity for which that account is used whether by the account holder or another person. Therefore, it is essential that the password on the account be kept confidential.

Persons using SUNY Poly resources for purposes that are not permitted are subject to having all of their activities on such systems monitored and recorded by Information Technology Services staff. In the course of such monitoring, the activities of authorized users may inadvertently be monitored. Use of SUNY Poly resources constitutes consent to such monitoring. Where such monitoring reveals possible evidence of unlawful activity, Information Technology Services will turn over the evidence to appropriate law enforcement officials.

4.3.2 Unacceptable & Unauthorized Use

Unacceptable and unauthorized activities can result in revocation of computing privileges, further disciplinary action, and filing of civil or criminal complaints. SUNY Poly will cooperate with law enforcement authorities in investigations involving criminal activities for which college-owned equipment is employed.

The computing facilities of SUNY Poly and its supporting data network may **NOT** be used:

1. to interfere with the privacy of others.
2. for direct financial gain (e.g., commercial consulting or manuscript preparation for hire).
3. for the conduct of private business.
4. in conjunction with programs (such as copying the password file, password cracking programs or the Security Administrator Tool for Analyzing Networks, SATAN) that are designed to prove, describe or to defeat computer security features of computer systems located at SUNY Poly or elsewhere, or the repeated use of ordinary tools (e.g., *ping* for *finger*) in a manner that may probe or describe network topology or computer security features without the express written consent of the Director of Information Technology Services or designee.
5. to effectuate, or attempt to effectuate, access to any system for which the person is not an authorized user.
6. to decrypt, or attempt to decrypt, scrambled files (e.g., the password file) that are not owned by the user.
7. to use “sniffing” or similar programs to gain access to communications or data to which the user is not a party.
8. in a manner that degrades system or network performance (e.g., transmission of software containing a virus, cancelbot, trojan horse, or worm or other harmful component or running a program that has no purpose).
9. to alter system configuration files (e.g., *autoexec.bat* or *config.sys*).
10. to remove SUNY Poly-owned software.
11. to remove or alter files owned by another user.
12. to uphold, post, publish, transmit, or reproduce in any way, information, software or other material which is protected by copyright or other proprietary right, or derivative works with respect thereto, without obtaining the permission of the copyright owner or rightholder.
13. to post or transmit any unlawful or unsolicited message that is threatening, abusive, libelous, obscene, or pornographic, whether in text, audio, or graphic form, and regardless of whether the message was unsolicited.
14. to send unsolicited messages (such as chain letter or electronic junk mail) that may be perceived as harassing, annoying, or obscene.

15. to conduct business for political purposes.
16. to interfere with or intercept the electronic communications of another user.
17. to obscure or to attempt to obscure the identity and location of a remote connection.
18. to physically abuse or misuse SUNY Poly computing equipment.
19. to engage in activities prohibited by local, state or federal law.

4.3 Policies Governing Faculty Professional Responsibilities

The policies governing the professional responsibilities of the faculty are contained in the [Policies of the Board of Trustees](#) (Article XII, Title A, Section 4 a-e). Material contained in this section complements policies governing the State University of New York and contract agreements specified in the active [Agreement between United University Professions and the State of New York](#).

4.4 Curriculum Committee

The policies and procedures followed by the Curriculum Committee are found [here](#).

4.5 Student Advisement

The procedure for selecting academic advisors varies among academic programs; however, full-time faculty members are expected to assume the responsibility of advisement for assigned students. Sound advisement is critical to the academic enterprise.

Teaching

Excellent teaching is the highest faculty priority and the most fundamental obligation that all faculty at SUNY Poly share. For that reason, SUNY Poly values the art of teaching and expects faculty to strive to excel in this effort.

Excellent teaching is fostered by knowledge of one's subject matter and related fields, by careful preparation for each class, using instructional strategies appropriate to the subject matter, and by a well-developed variety of evaluation techniques that guide students in the learning process.

4.5.1 Course Objectives and Requirements

It is important that faculty reflect on their instructional goals for each course. This includes formulating achievable learning goals that are appropriate to the course, and showing the way the course contributes to the major or the general education of the student.

4.5.2 Course Syllabi

One of the most effective ways instructors can convey the course's essential requirements is through the syllabus. Each syllabus should list learning outcomes and contain information about any prerequisites, readings, projects, and other requirements that must be completed to earn credit. Students need to know the instructor's attendance policy, the method that will be used to determine grades, and any other special information that might affect student performance in the course. Since many students commute from some distance, it is helpful to provide phone numbers, office hours, email address, and other relevant instructions in the syllabus in the case of emergencies. In keeping with SUNY Poly's commitment to support student accessibility needs, faculty should add a student accessibility statement to each syllabus, as supplied by the Office of Student Accessibility Services (see section 5.8 below).

The syllabus should be distributed at or before the first class meeting and discussed in sufficient detail so that students can make informed choices about their registration. Faculty should submit each syllabus to the college secretary and Office of the Provost, where it is kept on file for three years and then placed in the library archives. When assignments require library research, a copy of the assignment should be sent to the library faculty. Faculty should consult with librarians prior to developing assignments to ensure that there is access available to the resources that are needed for the assignment.

4.5.3 Class Lists/Rosters

Class rosters are available online in the student information system, Banner. At the start of the third week, faculty must review and confirm the roster's accuracy with the Registrar's Office.

4.5.4 Field Trips

SUNY Poly has a form that is used when faculty take students on a field trip as part of a course. These forms are available in the college office and require the dean's signature. If a state vehicle is needed, an appropriate travel form must be completed. (See Section 9.8)

4.5.5 Guest Lecturers

Faculty may invite guest lecturers to address classes where no honorarium is involved. Arrangements involving fees must be approved by the college Dean.

4.5.6 Meeting Classes

Faculty are required to meet all scheduled classes except in cases of emergency or illness. If a class cannot be held, faculty should notify their Dean at once, notify the entire class through the official learning management system, and ask the college secretary to post a notice outside the classroom door, informing students that the class is canceled. A listing of canceled classes can be found online at <https://webapp.sunypoly.edu/forms/cancelled-classes/>. Faculty are responsible for ensuring that students have access to course materials and should make every effort to ensure that students have access to the support needed to complete all assignments and satisfy course learning objectives. If possible, all missed classes should be rescheduled before the end of the semester, or some other appropriate activity substituted, which is acceptable to the department chair.

Occasionally there are circumstances where faculty have another professional obligation that conflicts with a scheduled class. All requests to cancel classes, or to rearrange them, must be approved in advance by the department chair.

4.5.7 Notification of Change of Classroom or Time

The Registrar assigns rooms for all classes. Any request to change the location or time of a class meeting should be emailed to the College office, who will file a request for change with the Registrar's Office. The Dean must authorize any proposed change and report it to the registrar in writing, even if students agree to the change beforehand.

4.5.8 Student Evaluations of Teaching Effectiveness

SUNY Poly uses a regular process to collect student feedback to evaluate teaching effectiveness.

During the first three years of teaching at SUNY Poly, all classes are evaluated by the students. After three years, the largest class per semester is selected for IDEA evaluation. Once a faculty member has received continuing appointment, only the largest class during the spring semester will be selected for evaluation. Faculty members may request or College practice may require that additional classes be evaluated, subject to the approval of the Chief Academic Officer.

Student evaluations have two purposes. They assist faculty in evaluating their own effectiveness as a teacher; they are part of the criteria reviewed by others in reappointment, continuing appointment, and in awarding discretionary salary increases.

4.5.9 Duplicating/Using Copyrighted Materials

Copyright Law prohibits the duplication of copyrighted material without prior permission. It would be wise to ask for copyright permission to use items created by others. Faculty members need to be careful in the ways that they share information with their students whether it is in a face-to-face class or an online class. Here are some common situations that faculty may encounter.

Face-to-face Class Guidelines:

1. Make a copy of a small portion of a book, less than ten percent of the entire book, to share with a class. This may be done for *one* semester when there is insufficient time to ask for permission from the copyright holder. If copies are needed for additional semesters, the faculty member must seek permission from the copyright holder. A faculty member could place a copy of the book on reserve in the library for all students to use and avoid the necessity of copying the material.
2. Make a copy of an article to share with students in a class during a semester if there is insufficient time to ask for permission from the copyright holder. Permission must be sought for use in subsequent semesters. No other articles by this author should be duplicated. It might be better to use a source available in the library's databases. Students would be able to access this source online, using a link to the article, and the faculty member would not have to copy the article.
3. You may show a legitimately acquired film in a class setting. You may not show this same film in a public meeting or event. In such a case, you must purchase the film with performance rights.
4. When using an online video, it is best to use a link to the video and not embed the video in a presentation.
5. You may make a digital copy and show it to your class following these rules:
 You must show it during the ten days following the copy.
 You must destroy the digital recording forty-five days after its broadcast.

Online Class Guidelines:

The material provided to students enrolled in your specific online course which is password protected should be for a single semester.

1. The same rule applies for books in a **face-to-face class** as in an **online class**. The library can scan small portions of a book and place them in Cayan Library E-Reserves in the Course Modules in an online course. The library cannot scan a copy from a book acquired via Interlibrary Loan. The faculty member must seek permission from the copyright holder.
2. The same rule applies for articles in a **face-to-face class** as in an **online class**. The library can scan a copy of an article and place it in the Cayan Library E-Reserves in the Course Modules in an online course. The library cannot scan a copy of an article acquired via Interlibrary Loan. The faculty member must seek permission from the copyright holder.
3. If you were teaching a class in a face-to-face format and would show an entire film, then you are able to show an entire film in your online class. Entire films must be streamed in an online class. At this time, our online courses do not have this capability. One alternative would be to require students to purchase the use of the film through a commercial service like Netflix, Amazon, iTunesU, etc.
4. When using an online video, it is best to use a link to the video and not embed the video in a presentation.
5. It is more complicated when you want to post a broadcast program that you have recorded in your online course. It would be wise to seek permission. At the least, check with a librarian before deciding to post the program.

Please contact one of the librarians with questions concerning copyright.

4.6 Office Hours

Full-time faculty are expected to maintain a regular schedule of office hours each week for the purpose of student consultation and other Institute business. Faculty are expected to regularly schedule from five to six hours per week for this purpose. At the beginning of the semester, the school Dean must receive and approve a copy of each faculty member's office hours. A notice of the scheduled office hours should be posted outside a faculty member's office, and two copies given to the secretary, one for the school Dean and the other for the Provost/Vice President for Academic Affairs. Adjunct faculty are encouraged to hold office hours. *The matter of Office Hours is currently under review by the Academic Affairs Committee and the Provost's Office.*

4.7 Faculty Research

SUNY Poly encourages and supports faculty to conduct research, scholarly activities, and creative work. Depending on the nature and significance of the research project, SUNY Poly may grant a reduced teaching load to a faculty member to carry out a designated project.

Before engaging in any research that involves human subjects, faculty must have written approval from the [Institutional Review Board](#). (For policy governing faculty research misconduct, refer to Section 4.8.4, below).

Before engaging in research that involves animals, faculty must have approval from an Institutional Animal Care and Use Committee (IACUC).

4.7.1 Faculty/Student Research Collaboration

Faculty members should encourage students to get involved in research projects when appropriate. However, it is incumbent upon the faculty member to give appropriate recognition to a student's contribution to this research effort.

4.7.2 Faculty/Student Research Collaboration Position Statement

We, the faculty of SUNY Polytechnic Institute, hereby state our position on student involvement in research on this campus.

Not only do we wish to encourage student involvement in research, but we also believe that students should receive recognition for any such involvement. We further support the guidelines for recognition of student involvement as set forth by ethical guidelines in most professions. The [AAUP statement on professional ethics](#) reads, "Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom."

These guidelines further state that recognition for involvement in research should be commensurate with the contribution made by that individual. For example, the "[Ethical Principles of Psychologists and Code of Conduct](#)," suggests the following:

"8.12 Publication Credit (a) Psychologists take responsibility and credit, including authorship credit, only for work they have actually performed or to which they have substantially contributed. (See also Standard 8.12b, Publication Credit .) (b) Principal authorship and other publication credits accurately reflect the relative scientific or professional contributions of the individuals involved, regardless of their relative status. Mere possession of an institutional position, such as department chair, does not justify authorship credit. Minor contributions to the research or to the writing for publications are acknowledged appropriately, such as in footnotes or in an introductory statement. (c) Except under exceptional circumstances, a student is listed as principal author on any multiple-authored article that is substantially based on the student's doctoral dissertation. Faculty advisors discuss publication credit with students as early as feasible and throughout the research and publication process as appropriate. (See also Standard 8.12b, Publication Credit.)"

Examples of significant contributions to research include the following:

- Formulation of the problem or hypotheses;
- Conducting and interpreting statistical analyses;
- Writing a major portion of the paper.

Examples of lesser contributions to the research include:

- Collecting data;
- Advising on design or statistical analyses;

- Modifying a computer program;
- Arranging for participants in the research

(*APA Manual, 1983*).

References

American Psychological Association. (1981). "Ethical principles of Psychologists." *American Psychologist*, 35, 633-638.

American Psychological Association. (1983). *Publication Manual*. (Third Edition). Washington, D.C.

The American Association of University Professors. (1977). "Policy Documents and Reports."

4.7.3 Sponsored Research

Faculty who are interested in pursuing externally funded research should take advantage of the services of the Office of Sponsored Programs. The services of this office are described in more detail in Section 6.6.2.

4.7.4 Misconduct in Faculty Research

Current policy on Misconduct in Faculty Research can be found [here](#).

4.8 Service

The vitality of an institution of higher education is largely dependent upon the commitment of faculty to participate in the governance process of the institution and to engage in service on behalf of SUNY Poly. This includes departmental, institutional, and University-wide committee work; and service to the community, scholarly societies, and professional organizations. It is especially important for faculty members to serve in the governance of their department and the Institute.

4.9 Student Recruitment

Faculty members are encouraged to become involved in the recruitment of new students. Recruitment activities may include visits as guest lecturers to other colleges, hosting student groups on campus, development of articulation agreements, and nurturing collegial contacts with K-12 teachers and two-year college faculty.

4.10 Consulting

Faculty members are encouraged to utilize their expertise through consulting activities. Consulting commitments should not exceed one day per week during the academic year. College deans must be informed of consulting activities in order to ensure that faculty responsibilities to SUNY Poly are not compromised.

4.11 Conflict of Commitment

Faculty members must not allow outside employment to conflict with primary SUNY Poly responsibilities. The guiding principle is that SUNY Poly duties are the primary obligation of the faculty member. *SUNY Board of Trustees Policy, Title H, section 4* states, "No employee may engage in other employment which interferes with the performance of the employee's professional obligation."

5 Instructional Policies & Procedures for Undergraduates

5.1 SUNY Poly General Education Policy

Students at SUNY Poly are required to complete 30 credits in approved coursework in the following SUNY-GE areas: communication (written and oral), mathematics (and quantitative reasoning), natural sciences (and scientific reasoning), diversity: equity, inclusion, and social justice, and at least one course in each of three of the remaining six SUNY GE categories: social sciences, US history & civic engagement, world history & global awareness, humanities, the arts, or foreign languages.

The undergraduate catalog also lists courses that will fulfill the requirements of each general education area.

Four required areas: Basic Communication, Mathematics, natural sciences (and scientific reasoning), and diversity: equity, inclusion, and social justice

Any 3 of these 6 areas: US History & Civic Engagement, Foreign Language, Humanities, World History & Global Awareness, Social Sciences, The Arts.

In addition to the above SUNY General Education areas, all students must complete an upper-division writing requirement (see 5.2).

5.2 Writing Requirement

Current guidelines for General Education may be found [here](#).

Test-Out Policy

SUNY Poly allows students to establish credit for coursework on the basis of activities other than normal class attendance. The following guidelines have been established to guide departments in establishing their own policy on testing out of requirements.

The basis for establishing credit must be explicitly formulated and approved in advance by the faculty of the departments, department chair, and the Chief Academic Officer. A copy of the policy must be filed in the Registrar's Office.

- Credit established under this policy must be used to satisfy degree requirements and must not extend the total number of credit hours required for graduation by the student.
- No more than twelve credit hours can be earned by a student under the provisions of this policy.
- A grade of EX is assigned to students establishing credit under the provisions of this policy. This grade is not counted in calculating the student's grade point average.
 - Regular tuition and fees are charged for course requirements satisfied under this policy.
 - Credits earned through this procedure may not be applied toward satisfaction of the 30-semester hour residence requirement.
 - A student may have the opportunity to test out of a particular course only once.

Students wishing to test out must contact the academic department offering the specific course to determine if a test is available and, if so, must register for the course no later than the last day to add a course for a term. The test must be administered no later than the beginning of the term so that the student may change their class schedule, depending on the results of the test, during the add/drop period. Students who pass the test must remain registered in the class to receive credit for the course. Students who do not pass may choose to remain registered and complete the course in the normal manner or can choose other course options.

5.3 Class Attendance

Although SUNY Poly has no formal attendance policy common to all courses, students are expected to attend class regularly. The student is responsible for notifying the instructor if a class will be missed. Generally, instructors permit a prolonged absence from class only for an emergency, such as an illness or a death in the immediate family. Students are responsible for any class assignments missed because of absence, regardless of cause. Faculty members are encouraged to provide specific information about attendance requirements in the course syllabus.

5.4 Late Enrollment

A student may not enroll in class later than one week after the beginning of the semester without permission of the instructor.

5.5 Student Withdrawal from a Course

Students may formally withdraw from a course beginning the third week of class through the tenth week of classes by submitting an add/drop form. Beginning the eleventh week of classes, courses cannot be dropped without a penalty of grade (A-F). For further details, see the Undergraduate Catalog and the current academic calendar.

5.6 Changes in Student Program and Status

During the course of the semester, faculty may be requested to provide information about changes in a student's program and/or status.

SUNY Poly uses a variety of forms to accommodate changes in a student's academic program. Some of these forms are:

- Program of Study Form
- Add/Drop Form
- Academic Petition Form
- Independent Study Authorization Form
- Incomplete Grade Data Form
- Mid-Semester Deficiency Notice Form
- Change of Grade Form
- Change of Program Form

For information about the use of these or other forms, please check with the department chair or the Registrar's Office. It is important to respond to these requests promptly and accurately. Forms are available [here](#).

Students with Disabilities

SUNY Polytechnic Institute welcomes individuals with diverse abilities and receives guidance from the Office of Student Accessibility Services (SAS) to ensure an equitable and inclusive learning environment. SAS coordinates academic adjustments, auxiliary aids, and services that are necessary under the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 free of charge to students with disabilities. Students can be referred to SAS with any questions or concerns regarding accessibility. 5.8.1 Policy Governing the Provision of Academic Accommodations for Students with Disabilities

I. Documenting the Need for a Specific Academic Accommodation

Students who wish to request alterations, changes, or modifications to any SUNY Polytechnic policy, practice, or procedure (i.e. to request reasonable accommodations), should contact the Student Accessibility Services office (SAS). The student will be required to provide supporting documentation and engage in the interactive process with SAS staff to determine reasonable accommodations. Approved academic accommodations will be noted on an accommodation plan, and disseminated to faculty each semester a student is enrolled.

An accommodation is not reasonable if it lowers or substantially modifies academic requirements; imposes an undue administrative burden; requires provision by the college for personal use or study (e.g. hearing aids,

personal care attendants, or tutors or coaches); or requires a fundamental alteration of the program, course, or activity. If a requested accommodation would fundamentally alter the nature of a SUNY Poly program or activity, other accommodations will be considered to permit participation in the program or activity to the maximum extent possible.

II. Dissemination of Information for Academic Accommodations

The accommodation plan will be provided to faculty by the student as a hard copy or email attachment. On occasion, it may be appropriate for SAS staff to notify faculty. Students and faculty are encouraged to have a dialogue about the need and how the accommodations will apply in each class. Faculty are encouraged to converse with SAS staff about accommodations and how they will apply in their course, discrepancies concerns questions regarding the process, undue hardship, alternatives, etc. Faculty should consult with SAS if they feel the student is misusing or misunderstanding approved accommodations.

III. Responsibility for Compliance with the Americans with Disabilities Act Regulations

- a. SAS staff will ensure all accommodative requests are reviewed and follow the process to make a determination on what is reasonable.
- b. The student will disclose as a person with an impairment that substantially limits one or more life activities, provide verifying documentation, meet with SAS staff, provide accommodation plans to faculty, and follow the process outlined for each individual adjustment or modification.
- c. The faculty member will make adjustments or modifications as outlined in the accommodation plan and collaborate with other campus personnel such as SAS staff, Learning Center, Library, and Instructional Resources to make applicable changes.

In demonstrating compliance and commitment to ensuring comprehensive educational access, faculty are strongly encouraged to include a disability/accessibility statement in their syllabus. SAS will provide updated syllabi statements to faculty using various avenues such as email and the website.

Grievance Procedure

When an accommodated student feels that a faculty member has failed to properly accommodate a documented need, a student should be advised to engage in an informal resolution by voicing concerns with SAS staff and faculty. If there is not an agreed upon resolution, a student should meet with the dean of the faculty member's school. The senior-most officer in the Office of Human Resources upholds the rights of a student to secure access and accommodations in accordance with the ADA and Section 504, Title IX, and the Age Act. SUNY Polytechnic Institute maintains a philosophy of student self-advocacy and the right to pursue a grievance through the formal grievance procedure. Should a student feel they not been treated in a fair or professional manner with regard to access and accommodations, the student is encouraged to follow the formal grievance procedure. Students will also be advised of the option to file a complaint outside of the college with the Federal or State Departments of Education.

5.7 Final Examinations

The final exam schedule is developed by the Registrar at mid-semester and currently spans four days. Exams are scheduled according to the starting time of classes and the exam date and time is closely linked to the actual class meeting wherever possible. The exam schedule is distributed only to the faculty, who then inform students of their exam; the schedule is also available on the Registrar's website.

Every course at SUNY Poly must conclude with a final examination or some other concluding activity. **Final examinations may not be given in class prior to the scheduled final examination period.**

Faculty are required to submit a final examination or equivalent graded final activity, if one is given, to their college office at the semester's close.

5.8 Final Grades

Faculty submit final course grades to the Registrar's Office via Banner Web by the date established in the academic calendar. It is important to submit final grades on time, because grade reports are not run until grades for all courses have been submitted.

5.9 Grading System

SUNY Poly uses the following system of grading for undergraduates:

Grade	Quality Points	Grade	Quality Points	Grade	Quality Point
A+	4.00	C+	2.33	W	0
A	4.00	C	2.00	I	0
A-	3.67	C-	1.67	IP	0
B+	3.33	D+	1.33	S	0
B	3.00	D	1.00	U	0
B-	2.67	F	0.00	EX	0

Faculty set the levels of achievement associated with the letter grades in their courses. Instructors may choose not to employ the full range of letter grades or plus and minus grades. S/U grades can only be assigned in courses approved as S/U graded. For more information about the grading system, consult the undergraduate catalog.

There is a Pass/No Pass option available for students. Please see the relevant policy here: https://sunypoly-my.sharepoint.com/:w/g/personal/flrw_sunypoly_edu/EeqCuneP8jRNqfOsG0694RwB-g1D9CC9Xa86MnfPY6Q3-Q?e=2FfDda

5.10 Incomplete Grade/In Progress Passing

An incomplete grade (I) should be assigned only when the student has failed to complete the course work due to circumstances beyond their control. The incomplete grade must be removed by the middle of the following semester (specific dates can be found in the academic calendar for each term), or it automatically becomes an F. An incomplete grade renders a full-time student ineligible for academic honors until the grade is removed from the student's record. Students are not allowed to re-register for a course in which they currently have an incomplete grade pending.

An in progress passing (IP) grade may be assigned when the student is making satisfactory progress in course requirements that one ordinarily would be unable to complete by the end of the semester, e.g., research, practicums, internships. Students have until the end of the following term to complete the required work. An IP grade that is not changed by the end of the following term is recorded as an F.

5.11 Change of Grade

Under normal circumstances only the instructor can change a student's grade. Grade changes must be made on a form available on the SUNY Poly Registrar's website. Grades may be changed only for exceptional reasons that can be substantiated.

SUNY Poly Policy on Undergraduate Change of Grade: <https://sunypoly.edu/sites/default/files/Change-of-Grade-Policy.pdf>

SUNY Faculty Senate Policy on Change of Grade (applies to graduate students):
<https://system.suny.edu/media/suny/content-assets/documents/faculty-senate/resolutions/158-04-1ResolutiononGradeChangeAuthority.pdf>

5.12 Policy on Graduation Honors

SUNY Poly confers honors in recognition of excellence. This concept, by its nature, involves an overall academic performance which is unusual, noteworthy, and extraordinary. Consequently, the students thus designated are normally expected to be few. Accordingly, honors will be conferred according to the following pattern:

Summa cum laude 3.90-4.00

Magna cum laude 3.80-3.89

Cum laude 3.70-3.79

5.15 Residency and Transfer Requirements

SUNY Poly maintains a minimum residency requirement of 30 semester hours, of which a minimum of 12 semester hours must be in the major. Consult program descriptions for any additional specific residency requirements. (Approved by the Faculty Assembly, February 11, 1993)

5.13 Transfer of Credit

It is the policy of SUNY Poly to accept only those transfer credits that are applicable to the student's degree requirements. A minimum 2.0 cumulative grade point average must be maintained for all credit transferred. Courses for which transfer credit is allowed may not be repeated at SUNY Poly.

5.13.1 Transfer of Credits Taken Prior to Matriculation

Students may transfer all applicable earned credit ordinarily not to exceed 76 lower division semester hours. Subject to the residence requirement, lower division credit in excess of 76 semester hours taken at a college that is part of the SUNY system may be accepted by petition to the extent that the additional coursework would have been applicable had it been taken at SUNY Polytechnic Institute. Students may transfer additional credits at the upper division level subject to the residence requirement.

Transfer of Credits Taken After Matriculation

Matriculated students who wish to take coursework at another college and receive additional credit must receive prior approval by filing an academic petition in accord with the procedures of their academic department. Approval of transfer credit will be based on the applicability of the course toward the student's degree requirements, and successful completion of the course with a grade of "C" or better. Ordinarily, these courses shall be taken from four-year colleges. It is the student's responsibility to have an official transcript forwarded to the Registrar's Office for evaluation upon completion of the course.

5.13.2 Credits by External Examination

Credit is allowed for other types of educational experience when applicable to the student's degree requirements according to the following guidelines:

- College Proficiency Examination Program (CPEP). Administered by the New York State Education Department, CPEP offers examinations in the arts and sciences, nursing, health, and teacher education.
- College Level Examination Program (CLEP). The College Entrance Examination Board offers a national credit-by-examination program that includes general examinations in the humanities, social sciences, mathematics, natural sciences, English, composition, introductory accounting, and computer and data processing.
- United States Army Forces Institute (USAF/DANTES). The USAF offers credit-by-examination in a variety of academic areas including the humanities, social sciences, and business administration.
- Regents External Degree (RED). The Board of Regents of the University of the State of New York offers various programs in which students can demonstrate successful subject area competence by examination.

5.13.3 Effect of Transfer Credits

Credits awarded under the above regulations have no effect upon the computation of the student's grade point average.

5.14 Instructional Policies and Procedures for Graduate Students

For a description of graduate academic policies, refer to the Graduate Catalogue:
<https://webapp.sunypoly.edu/grad-catalog-2023-2024/>

5.15 Code of Academic Conduct

SUNY Poly Academic Integrity Policy: https://sunypoly-my.sharepoint.com/personal/mclaina_sunypoly_edu/_layouts/15/doc.aspx?sourcedoc={262fd692-cf48-4c54-a5f7-4ad4374aaf7c}&action=edit

6 Academic Support Services

6.1 Cayan Library

6.1.1 Services

Peter J. Cayan Library offers information resources, services, and spaces to support the research, teaching and learning mission of SUNY Polytechnic Institute.

Within the library building are housed many departments which similarly support this mission: IT Helpdesk, Student Accessibility Services, Student Academic Success & Advising for tutoring, advising, and testing accommodations (a.k.a. The Learning Center), EOP & Multicultural Affairs, and the Mario Café. Beginning in Fall 2023, the new Writing & Communication Center is temporarily housed on the building's first floor as well.

Amenities within the building are eight group study rooms, two conference rooms, a computer lab, a computer classroom, and a testing room. Cayan Library is open year-round and maintains online resources for full-text delivery, search, and citation management that are accessible from on and off campus.

Faculty members are urged to make the fullest possible use of the services and resources provided by the library, and to encourage their students to do the same. An information literate student body requires a joint effort between librarians and teaching faculty.

Please visit the [library website](#) for more information, and do not hesitate to contact library staff with any questions, concerns or comments at library@sunypoly.edu

The Library Online

Search tools and electronic resources are accessible from the [SUNY Poly library website](#). Search the library catalog (books, ebooks, and other returnables) together with all article databases at once with the [Search Everything](#) widget on the homepage. More targeted searches can use [subject-specific and multidisciplinary article databases](#), [journal title search](#), [library catalog](#), [SUNY libraries catalog](#), or [WorldCat](#).

Some services require authentication for access off campus; simply use your SUNY Poly SITNet ID and password, the same credentials you use to log into email, Banner, Brightspace, etc. Contact the IT Helpdesk with authentication problems at helpdesk@sunypoly.edu

[Video tutorials](#) to support the use of library resources by you and your students are available and can be created upon request.

Library Instruction

To assist with the advancement of information literacy, the library offers a program of orientation and instruction including group orientations, course-related presentations, course-integrated instruction, one-on-one reference service, and research and/or citation appointments.

Librarians also provide database training to faculty on any available database; either individually in a faculty office or for a department.

All instruction and support are available in person and remotely. To contact librarians, please email library@sunypoly.edu

Reference Assistance

Reference service is available during all hours of operation. Librarians can be approached in person and reached remotely by email, telephone, online chat, and by appointment.

Faculty Borrowing

Faculty may borrow Poly books and other returnable items for 49 weeks with unlimited renewals. At this time borrowers are not charged for overdue materials, but replacement costs are billed when materials are lost.

Certain library materials such as textbook reserves, tabletop games, and easels have shorter lending periods.

Interlibrary Loan

Poly librarians will borrow articles, books, and other returnable materials from other libraries on behalf of students, staff and faculty, free of charge. Prompt return of borrowed library materials on or before the due date is necessary for Poly to maintain its good standing with lenders; please email library@sunypoly.edu to request a renewal when necessary.

Course Reserves

To further SUNY Poly's mission of expanding educational access and affordability, the library strives to purchase as many course texts as possible each semester, making them available to students as ebooks or as short-term loans, a.k.a. reserve books.

Please consider sharing your textbook order with the library after you send it to the bookstore every semester. Share via email, library@sunypoly.edu

Donations or loans of texts from faculty are welcome; research shows that students are more likely to do course reading when it is freely accessible.

Placing material such as books, DVDs, games, etc., on reserve is easy. Just drop off or send the material along with a completed [reserve request form](#) to the service desk in the Cayan Library.

6.1.2 Selecting and Ordering Library Materials

Library staff welcome your purchase suggestions, and will acquire print and electronic resources requested to the extent allowed by the budget and available grant funds. Priority is given to resources that support the curriculum, followed by research and leisure.

6.1.3 Library Hours

Library hours are determined each semester and are always current on the [library website](#).

6.2 Instructional Resource Center

The Instructional Resource Center (IRC), is located on the ground floor of Kunsela Hall (around the corner from Human Resources) in suite A012, assists faculty in the selection, production, and utilization of media for instructional purposes. The IRC website provides detailed information about a variety of services offered by the

center, and the type of equipment available for classroom use. The Center personnel may be contacted by phone at 315-792-7180 or by e-mail at irc@sunypoly.edu
<https://sunypoly.edu/contact/offices/instructional-resources.html>

6.2.1 Classroom Technology

The IRC web page contains a listing and photos of locations (classrooms/computer labs/conference rooms) that have dedicated multimedia projection and other classroom technology equipment. Most classrooms are equipped with a permanently installed multi-media projector connected to an Instructor's Console. Within the console is a PC or MAC computer and a combination DVD/VHS VCR for viewing videos. Some classroom/lab locations include a Document Camera or other devices as explained in the HyFlex section below. The console also contains connections that allow one to connect their laptop, tablet, IPAD or other mobile device. For those external devices that contain an external port that is not compatible with the connections on the console, the faculty member should bring the appropriate signal adapter for their device or contact this office for an adapter. Instruction booklets are located at each console outlining the operation of the equipment. There is also an instructional video available at:
<https://sunypoly.edu/contact/offices/instructional-resources/instructional-resources/instructional-resources-classroom.html>

Instructional Resources staff are available to provide one-on-one orientation on the use of classroom technology by contacting the office at 315-792-7180. Problems with Classroom Technology may be reported by contacting the Help desk at 315-792-7440 (X7440 from internal phones) or by submitting a Help desk Ticket at <https://helpdesk.sunypoly.edu/>

6.2.2 Audio Visual Services

Audio-visual equipment is available to the college community, however, classroom use is top priority. **Special Requests should be made at least 48 hours before additional support/equipment is needed.** Faculty and staff should make any requests for student audio-visual needs. Equipment requested is delivered to the classroom and set up for use however an operator is not provided to operate the equipment. When equipment is being used off campus, it must be picked up at the Instructional Resources Center and signed out by the user.

6.2.3 Digital Still and Video Cameras

IRC has digital still and video cameras available for short term loan and use. These include High Definition cameras with memory storage. Staff is available to provide instruction on use and assist with the downloading of material onto Flash Drives, CDs or other media.

6.2.4 Video Production Services

The Instructional Resources Center is equipped for studio or on location video production. We provide full electronic editing for postproduction as needed. Our studio is a fully functional television studio. Past use has included class presentations, instructional recording, student projects, faculty recordings, testimonials, podcasts, and community projects among others. There are three distinct sets including one with a green screen. For more details please contact our office at irc@sunypoly.edu or [\(315\) 792-7180](tel:3157927180).

6.2.5 Distance Learning HyFlex Classrooms

Working with the Office of Distance Learning, a number of classrooms, teaching labs and conference rooms have been equipped with technology to support HyFlex technology enabling the delivery of classes with an in-person component, synchronous remote participants, and recording for asynchronous or archiving. Various types of equipment include PTZ cameras, microphones, document cameras, and touch screen displays. These devices are connected to the Instructor's Console and can be utilized by D2L Brightspace, Zoom, WEBEX, Microsoft Teams, etc...

6.2.6 Conferencing Technology

The center has equipment and personnel to support video or audio conferencing, webinars, and remote meetings in classrooms or locations that do not contain permanently installed equipment. Contact the Instructional Resources Office to schedule delivery when needed.

6.2.7 Cable Television System

Instructional Resources maintains a 50-channel cable television system that provides services to the residence halls and other locations on campus.

6.2.8 Specialized Facilities

Instructional Resources maintains various facilities about campus in support of outside groups, corporate events and special events. These include the Student Center Multipurpose room(s) and Theater, Field House, and Kunsela Auditorium. Special events and activities are scheduled/coordinated through the Office of Campus and Corporate Events utilizing the on-line QueWare work order system. Faculty who do not have access to QueWare should contact their respective College Administrative Support individual who can access and enter requests.

6.2.9 Audio Amplification and Recording

Instructional Resources offers several options for audio amplification in the classroom and on the computer. We have a wireless public address system that comes with a handheld or lapel wireless microphone. Microphones that plug into the computer through a USB port include a conference microphone, various models with a wireless lapel microphone. These items can be signed out for short term loan by visiting our office. We also have handheld digital audio recorders.

<https://sunypoly.edu/contact/offices/instructional-resources/instructional-resources/instructional-resources-audio.html>

6.3 Learning Center

The mission of the SUNY Poly Learning Center is to provide student-centered academic support across disciplines. In cooperation with faculty and staff campus-wide, the Learning Center will provide peer and professional tutoring assistance through individual and small group collaboration.

Assistance at the Learning Center is available free of charge to all students. The center offers support in mathematics, computer science, engineering, and science. For information on specific subject areas or scheduling tutoring sessions, check the Learning Center website at [Learning Center | SUNY Polytechnic Institute](#).

Writing and Communication Center can be found [here](#).

6.3.1 Computers

A variety of software is available for tutorial or review in mathematics, physics, biology, engineering, computer science, economics, reading, and other subject areas as well as for practice for graduate school admission examinations (GRE, GMAT and LSAT). The center also has most of the applications software commonly used on campus.

6.3.2 Diagnostic Services

The Learning Center helps students identify strengths and weaknesses both through work with tutors and by offering diagnostic exams in mathematics and reading. Mathematics exams are designed to aid in course advisement, diagnose skill levels and identify areas requiring remediation. The reading exam provides baseline information on entry level reading skills. Tutoring and computer software are available to assist students in both reading and mathematics. Students may request diagnostic services by contacting the Learning Center director.

6.3.3 Study Skills Materials

A variety of self-help materials are available for students wishing to improve study skills, test taking, listening, and notetaking. Many books, workbooks, and cassette tapes are available for use in the center and for students to borrow.

If faculty have students who could benefit from any of the aforementioned services, please refer them to the Learning Center. Students are kept informed of the center's services through the center's website.

6.4 Academic Computing Services

Academic programs at SUNY Poly are supported by numerous computer labs. Information pertaining to the locations of computer labs, hours of availability as well as available software and hardware can be found at <https://sunypoly.edu/labs>.

SUNY Poly provides each faculty member with a desktop or laptop computer. Standard software installations include the appropriate operating system and Microsoft Office. A full listing of software provided or available can be found at <https://sunypoly.edu/helpdesk>.

Both wireless and wired access to the campus network is available throughout the campus.

SUNY Poly's policies pertaining to the use of computers and other technologies can be found in our Acceptable Use Policy, <https://sunypoly.edu/its/policies/html>.

Access to all SUNY Poly computer resources is granted through your computer account (SITNet ID). A complete list of these resources can be found at <https://sunypoly.edu/its/resources.html>.

Information Technology Services provides support for all networks, systems and SUNY Poly-owned computer related resources.

Software and Hardware

Members of the SUNY Poly community are eligible for discount programs for both hardware and software offerings. A complete list of these offerings can be found at <https://sunypoly.edu/helpdesk>.

Assistance

The User Services Group is located in the Cayan Library. Services provided include:

Helpdesk – which provides hardware and software support for SUNY Poly-owned computer equipment in both faculty/staff offices and computer labs. The Help Desk also maintains laptop computers that can be signed out for events and travel requirements.

Instructional technology support services for faculty and staff – information can be found at https://sunypoly.edu/instructional_technology.html

Learning Management System support – information can be found at <https://mylearning.suny.edu/d2l/login>. Access to these services is available through the following:

Online request submission system: <https://helpdesk.sunypoly.edu/>

By email: helpdesk@sunypoly.edu

SUNY System Helpdesk for Brightspace Issues: <https://online.suny.edu/help/>

By phone at (315) 792-7440 (ext. 7440)

In person at the Helpdesk

Security

Security is a major concern for college and university computer systems. Please be sure to use non-obvious passwords and never share your password(s). Please store your data on a shared drive rather than to your hard drive. You should not install any communications equipment without consulting the User Services Group.

6.4 Registrar's Office

The Registrar's Office provides numerous services to students, faculty, and staff. Many of these services are described in other sections of the *Handbook* and are not repeated here.

6.4.1 Academic Calendar

The [calendar](#) is developed and published by the Registrar's Office according to standards established by SUNY Poly.

6.4.2 Registration

New transfer students register by invitation of the Admissions Office prior to classes beginning. New First Year registration is done by the Office of Student Success and Advising throughout the summer. Advanced registrations are held in April and November for currently registered students. SUNY Poly also has continuous registration for matriculated students.

6.4.3 Registration and Billing Guide

The schedule of classes is initiated in each of the four colleges and submitted to the Registrar's Office for development of the schedule. The Fall guide is started in early February and includes registration and billing information for Summer and Fall. The Spring guide is started in early September and includes registration and billing information for Spring.

6.4.4 Room Scheduling

The Registrar's Office has primary responsibility for scheduling all academic space on campus (Donovan Hall and Kunsela Hall). Class and lab spaces are assigned by the Registrar's Office prior to the beginning of each term. Special requests or room changes must be made through the faculty member's department, who in turn notify the Office of University Conferencing & Events (UCE).

The UCE works collaboratively with the Registrar's Office on room scheduling and balancing of all requests on campus. All special requests, room changes, meetings and conferences must be submitted at least two weeks in advance via <https://sunypoly.edu/university-conferences-events.html>.

Management of events through UCE will ensure coordination and notifications for food service, university police and safety, facilities, audio/visual, and/or medical personnel.

6.4.5 Official Student Records

These records are maintained by the Registrar's Office and include all registration and add/drop forms, academic petitions, admissions material including official transcripts from prior schools, and general correspondence.

6.4.6 Transcripts

The official transcript is maintained and produced by the Registrar's Office. Students submit requests for transcripts online and are charged a \$7.00 fee per request.

6.4.7 Certification/Verification of Attendance

Verification of a student's attendance, credit hours, degree program, graduation, etc. is completed by the Registrar's Office. This is typically done for a student's insurance company, bank, other college, place of employment, etc.

6.4.8 Veterans Educational Benefits

VA education counseling and certification for benefits is completed by the Registrar's Office.

6.4.9 Graduation Clearance

This process is coordinated by the Registrar's Office in conjunction with the academic departments. Approximately two months prior to the end of each semester the departments are provided a list of students who have applied for graduation. The departments verify that the students have or have not met their program requirements. After final grades are processed, the Registrar performs the final clearance of all potential graduates.

6.4.10 Computer Reports/Requests

Throughout each semester, the Registrar's Office produces various reports that are distributed throughout the campus (master schedule of classes, class rosters, registered students, FTE reports, etc.). Requests for existing reports, or for programming related to student information, are made through the Registrar's Office.

6.4.11 Banner System

The following six areas of the campus operate through the Banner system: Accounts Receivable, Admissions, Alumni, Financial Aid, Housing, and Registrar offices. Banner is an integrated student system and is used exclusively by each of these areas for all office functions. Employees of the campus may have an account to access this system for informational purposes. All student academic information and other information pertinent to the offices listed above is maintained on this system.

6.5 Sponsored Research

Faculty members are encouraged to pursue external funding opportunities to support their research or projects. Because SUNY Poly is part of the larger statewide university system, compliance with SUNY-wide policies and procedures regarding sponsored research must be observed. The Research Foundation of SUNY, described as follows, was established to ensure compliance among the campuses.

6.5.1 Research Foundation of SUNY

Founded in 1951, the Research Foundation exists to serve SUNY and to capitalize on the scope, scale and diversity of SUNY as an engine of New York State's innovation economy.

The Research Foundation supports nearly \$1 billion in SUNY research activity annually, providing sponsored programs administration and commercialization support services to SUNY faculty performing research in life sciences and medicine; engineering and nanotechnology; physical sciences and energy; social sciences, and computer and information sciences.

For more information visit www.rfsuny.org.

6.5.2 SUNY Poly Support Services for Sponsored Programs

Faculty interested in pursuing external funding for a project or research should consult with the Pre-award Office (PAO), <https://sunypoly.edu/research/office-research.html>, preawardadmin@sunypoly.edu. This office is responsible for oversight of proposal development and submission; agreement and award negotiation and

acceptance; award establishment and maintenance; technical and invention reporting; financial grants administration; and closeout. The PAO is here to help faculty facilitate their research projects at all stages of the grant seeking process, including pre and post award tasks. Lastly, The Associate Provost for Research is also available for consultation and assistance.

- Faculty should notify the PAO at least 4 weeks in advance of a proposal's due date that they intend to submit a proposal via email: preawardadmin@sunypoly.edu
 - Solicitations that have a limited number of campus submissions must have the proposal title and proposal summary submitted to the Associate Provost for Research, officeofresearch@sunypoly.edu, 6 weeks prior to the proposal due date.
 - A review will be completed if there are more than one competing proposal summaries submitted, with a down selection made for submission of the most competitive proposal that will meet the campus strategic plan objectives
- Online access to grant opportunities is available through the Associate Provost for Research's monthly newsletter. Faculty are encouraged to create their own profile on [Grants.gov](https://grants.gov) so that grant opportunities specific to their interests can be individually filtered and captured.
- Research and scholarly works active faculty should have an [Orcid ID](https://orcid.org/) as this is used by both the Office of Research, SUNY and many federal funding agencies to track funded work by PIs.
- The PAO provides assistance with review of funding opportunity announcement to ensure the institution and principal investigator are eligible. In addition, the PAO will work together with the PI(s) to prepare a checklist of all required documents, drafting budgets, and assist with non-technical document guidance and drafting. The PAO is responsible to ensure proposals have been prepared with all of the required components and sponsor required formatting..
- The PAO will ensure faculty are aware of any necessary institutional approval and signatures. The PAO is the authorized representative on behalf of The Research Foundation for SUNY at SUNY Polytechnic Institution to approve all requests for funding.
- The final non-technical grant proposal must be submitted to the PAO 5 business days prior to the due date. This allows for final reviews before it is submitted by the Office of Research to the funding agency. The final technical documents must be submitted 3 business days prior to the due date. Please note, the PAO will give specific internal and external deadlines upon review of your request and will generate a checklist for all parties involved.

6.5.3 SUNY Patent and Inventions Policy

The Patents and Inventions Policy of the State University of New York outlines appropriate steps to be taken to ensure that the public receives the benefit of all inventions made by persons working in State University facilities.

SUNY recognizes that the three primary missions of an educational institution are teaching, research, and public service. While carrying out its research mission, SUNY further recognizes that inventions of value to the public will be made by persons working in its facilities.

It is the policy of SUNY to encourage such inventors and inventions and to take appropriate steps to aid the inventor and ensure that the public receives the benefit. Appropriate steps include securing research support, identifying inventions, securing appropriate patents, marketing inventions through licensing and other arrangements, and managing royalties and other invention-related income.

These activities are undertaken in a spirit of cooperation with governmental agencies and private industry as part of SUNY's contribution to the economic well-being of the State of New York and of the nation. All SUNY employees are subject to this policy and required to disclose new inventions created in SUNY facilities so that the University may protect future rights to commercialize or license the use of these inventions.

For more information, please visit https://www.rfsuny.org/media/RFSUNY/Policies/intellectual-property-policy_pol.pdf.

6.5.4 SUNY Copyright Policy

Generally the members of the staff of the University shall retain all rights to copyright and publish written works produced by them. However, in cases where persons are employed or directed within the scope of their employment to produce specific work, SUNY Poly retains copyright it in its own name. The copyright will also be subject to any contractual arrangements by the University for work in the course of which the writing was done. Staff members will be expected not to allow the privilege to write and retain the right to their work to interfere with their University duties. In those cases where an author desires to the help of University facilities, arrangements should be made through the administrative staff of the author's institution in advance with respect to the assistance which may be appropriately given and the equity of the University in the finished work.

7 Other Support Services

7.1 Bookstore

Faculty Course Materials Recommendation

Faculty are encouraged to include **information about all material (including textbooks) for their respective courses on the SUNY Polytechnic Banner website** so that students may access this information at the start of Advance Registration for the next term via the “Class Schedule with Textbooks” option in the Banner main menu. Availability of such information at the time of course registration by students is required by the Higher Education Opportunity Act of 2008.

To add such information, the faculty member should log into their Banner account, choose Faculty Detail Schedule, then select the Term and Course, then enter relevant information in the boxes marked “Learning Objectives”, “Required Materials” and “Technical Requirements”, and click the Submit button.

This will ensure that SUNY Polytechnic complies with the statutory requirement regarding the timely provision to the students of information on course material.

Akados (TextbookX)

The Higher Education Opportunity Act (2008) also requires an institution of higher education to provide information on the textbook and supplemental material for each course, to the institution’s bookstore.

<https://sunypoly.textbookx.com/institutional/index.php>

SUNY Poly Auxiliary Services contracts with TextbookX powered by Akados to manage the SUNY Poly online bookstore. Akados goal is to find students the lowest prices for their course materials. They do that by offering a mix of their own inventory with that of third-party sellers in order to provide one of the largest inventories of new, used, digital, and rental books. Akados also doesn’t supply just textbooks. Students can shop for other school supplies, apparel, best-selling books, magazines, study guides, and more. They also host a large Marketplace, where third-party sellers and students can buy and sell their books year-round.

Course Adoptions: Course materials are a significant investment for every student. By working together, instructors and the online bookstore can ensure that required materials are integrated into the classroom to maximize their value. It is critical that faculty adopt course materials timely for each semester.

How to Access the Adoption & Analytics Portal

To access the Adoption & Analytics Portal, visit the Online Bookstore website. (<https://sunypoly.textbookx.com/>)

Log in: You can either click the "Faculty" button on the top of the page or the "Log in" button to access your account. Then, log in using your username and password (these should be the same credentials you use to log in to the campus’ network) or the credentials provided to your by your Account Manager.

Once logged into the home page displays the term and timeline when adoptions are due and other important dates.

How to Adopt Course Materials:

Click on courses on the left-hand side. Once on the course selection page it will show you the courses you are registered to teach and if materials have been adopted yet.

Click on the No Adoptions Submitted Yet (please note this may look grayed out, so click directly on the box).

You are now brought to the adoption page where you will be able to submit your course materials.

All steps of the adoption process are listed on top of every page so you can track where you are.

- Step 1: Select Materials – adopt textbooks or choose "Adoptions not Required"
- Step 2: Select Ancillaries (optional) – add supplemental materials to your course
- Step 3: Add Course Notes (optional) – add course notes and/or files to your course
- Step 4: Preview Course – view what your course will look like to students
- Step 5: Submit Course – submit your adoptions

Adoptions not Required

If the course does not require textbooks, check the box, "Adoptions not Required" and select the reason why. Then, click "Continue" to finish submitting. When students visit the bookstore, they will see messaging saying that they do not need to purchase materials for this course.

Step 1. Adopt Course Materials

If the course does require textbooks, use the (1) search box, (2) course history, or (3) recommendation engine to adopt or re-adopt course materials. You can also choose to create a (4) custom Coursepack.

Search Box: Enter an ISBN or book title in the search box. As you type, a list of books will appear. If an ISBN doesn't appear, contact your Account Manager to have it added to our system. You can choose to check the box "Show only OER and Low-Cost Items" if you would like to limit search results to materials within those two categories. The Low-Cost indicator defaults to any item that retails for \$25 or less.

History: Books that were selected for this course in previous terms will automatically appear. Using the history option is the fastest way to re-adopt textbooks. Click "View All History" to view all books assigned to this course in prior terms. Or click "My Department" to view adoptions made by another faculty for the same course.

CoursePack: Coursepacks are a great way to build custom materials for a course and save your students money. Selections from books, articles, magazines and other literature, in addition to course notes, PowerPoint slides, course syllabus, and other handouts may be combined into one Coursepack. Many instructors take advantage of this low-cost option.

Akados partners with CoursePacks etc. to create coursepacks. When you click the "Add Coursepack" button you will be taken to the CoursePack creation tool in a separate window. Follow the process to create your custom Coursepack and then add it to your course.

Selecting a textbook for a course:

Once you select a textbook, you will be taken to the book detail page, complete with bibliographic information, pricing details, and edition alerts. The pricing section offers real-time information, which is subject to change based on availability and sourcing.

*If there is a new edition alert, you will see a comparison of the two editions

After reviewing textbook details, click "Adopt" and it will be added to the course. By default, the textbook will be listed as "Required" and all available formats will be listed for sale (new, used, eBook, rental, Marketplace).

- Required vs. Optional: If students are not required to purchase the book, you can list it as "Optional" instead.
- New Only: Select "New Only" if any of the following apply:

- o You created a custom book, bundle, lab manual, or workbook
- o You're using a book that requires an access card

* IMPORTANT: "New Only" means that the bookstore will only list new versions of the textbook for students to buy because used, eBook, rental, & Marketplace options do not come with access cards or customization.

If you decide that you no longer want to adopt that textbook, click "Delete."

To add another textbook to the course, repeat the process. After adding all course materials, click "Next" at the top of the page.

Course Materials Grouping:

If you offer multiple options for students to choose from, such as a textbook and Access Code with eBook Package, or Access Code with eBook stand-alone, use the "Course Materials Grouping" tool to combine the options together so that students know they only have to choose ONE.

To group materials, click "Course Materials Grouping." The textbooks already added to the course will appear. You can then drag and drop materials into a group. When a student visits the bookstore, they will see a drop-down arrow that shows them their different choices.

Step 2. Add Ancillary Materials (Optional)

Ancillary materials such as study guides or other materials related to the course materials you have adopted may appear as a recommendation on this page. You can choose to add them to the course or simply skip this step by clicking on "Next."

Step 3. Add Course Notes (Optional)

You can add a note to the course during this step.

For example, you may add a link to the course's information page on the Banner system or links to other sites relevant to the course (e.g., sites from which students may obtain course material).

If you want students to read the first chapter of a textbook before the first day of class, you can indicate that during this step and it will be displayed to students when they are viewing the course at the Online Bookstore.

You can also upload files such as a class syllabus.

After typing a course note, click "Save Note" to add it to the course listing.

If you want to add course files like a syllabus, PPT slides, or handouts, click "Add Course Files" to select the file from your computer. Click the pencil next to the file name to edit how the file is displayed to students.

Once all course notes and files have been added, click "Next" at the top of the page.

Step 4. Preview Course

The course preview page will show you what the course will look like to students when they are shopping at the Online Bookstore.

Note: Pricing and availability of course materials are subject to change. For example, if you recently added a new book, it may appear as out of stock or on backorder. Once the adoption is submitted, our inventory team will begin sourcing all materials.

Step 5. Submit Course

If you need to add another textbook to the course, click “Add More Materials” to return to the first step. Once you have added everything, click “Submit” to complete your adoption for this course.

A confirmation page appears after you click submit, which includes a direct link to the course as it appears on the Online Bookstore. We encourage you to share the link when you communicate to students. You will also receive an email confirming your submission.

Multicourse Editor: The Portal will check if you are teaching more than one section of a course to allow you to apply the same adoption to them. Books, course notes, and files will be updated.

Desk Copies: Instructors requiring desk copies must make their requests directly with the publisher, not Akademos

Faculty Help: Visit the Help page to view instructional videos and FAQs

Log in: Visit the website and log in with your school account username and password. Click on the help button on the bottom left.

Faculty can also reach out to TextbookX support with any questions or concerns at adoptions@vitalsource.com

Student Help Page: Website: Students access their personalized page by logging in with their school account username and password and interact with the TextbookX platform/Customer Experience Team.

Phone: 1-855-955-0398

Email: Customerservice@textbookx.com

The Wildcat Den and Auxiliary Services cannot give refunds, return books, or give access codes that are purchased on TextbookX. Students need to reach out to the TextbookX support team for these items or any other questions.

Students can also access the FAQ page on TextbookX with the following link:

<https://sunypoly.textbookx.com/help#/>

****The Wildcat Den is not responsible for any incorrect adoptions of books or access codes. It is up to the faculty member to adopt the correct materials for their class.****

When adopting course materials if there are questions or you are not sure on the ISBN, please reach out to adoptions@vitalsource.com. You will need to connect with TextbookX for the correct ISBN and not the publisher directly. Sometimes the ISBN are different, especially for access codes.

Wildcat Den (Campus Store)

<https://sunypolywildcatden.com/>

Located on the first floor in Kunsela Hall, The Wildcat Den is operated by the SUNY Poly Auxiliary Corporation. The Wildcat Den can work with academic departments to sell lab kits, art kits or other course kits that are unavailable through Akademos. Please contact The Wildcat Den to discuss should you have the need for such kits for your course(s).

The Wildcat Den is also home to the Poly Pantry and Auxiliary Services. For additional information please contact the Wildcat Den at (315) 792-7257 or email wildcatden@sunypoly.edu.

7.2 Print Shop

Primary contact is quickcopy@sunypoly.edu

Primary information source is <https://sunypoly.edu/offices/print-shop-mailroom.html>

Description

The print shop provides duplicating services to the SUNY Poly community for all approved academic research and administrative documentation. All duplicating jobs must be accompanied by a properly completed work request form with appropriate authorization. Department secretaries can help order this service. Confidential material such as tests should be identified. The time and the date on which the test is to be given should be included in the order to help with scheduling duplication. Reproduction of tests is given priority over other materials. Generally, allow (5) business days for request completion. During busy times, such as the start or close of the semester, work may take longer. For additional information concerning printing services, please consult the Print Shop Brochure which outlines printing services in detail. E-mail requests are encouraged. A color copier/printer is available. Requests to duplicate copyrighted material are governed by the Copyright Law of 1976. Please consult Section 4.6.9 for the restrictions placed on duplicating such material. This appendix also contains recommendations from the Association of American Publishers for faculty to follow when requesting permission to reproduce copyrighted material.

Noteworthy Print Shop Items

Unless stated otherwise and only in accordance herewith, the print shop office conducts business operations consistent with the policies and procedures of the New York State Comptroller and State University of New York.

Print Shop Brochure: <https://sunypoly.edu/sites/default/files/2022-12/PrintShopBrochure.pdf>

Printing Request Form: <https://sunypoly.edu/sites/default/files/printshop/Print-Request-2020-Fillable.pdf>

7.3 Mail Service

<https://sunypoly.edu/offices/print-shop-mailroom.html>

All official mail, notices, and packages addressed to faculty are delivered daily. Outgoing mail is picked up once a day in the departmental office. All outgoing mail must be identified by the department's name. All incoming mail must include the department and name of the recipient.

Before using the mail, consider whether the item can be sent electronically (e.g., email, Dropbox, etc.).

7.4 Telecommunications Services

The Institute operates a NEC Univerge 3C VoiP PBX and a UM8700 Voicemail System for voice services and is maintained by the ITS Department. Each faculty member is provided a desktop analog or digital display telephone with a DID (direct indial) number and voicemail. See the SUNY Poly website, ITS department for more information pertaining to telephone features, conferencing, and voicemail.

In general, the following procedures apply to making a call from on campus.

Campus Calls: For calls to other offices on campus, dial the four digits of the number of the office to which you wish to speak.

Local Calls: For calls within the Utica area (including Clinton, New Hartford, Whitesboro, etc.) dial 8, followed by the 10 digit number.

Long Distance Calls: For all long distance calls, dial 8, then 1, then the three digit area code, followed by the seven-digit number. For calls within the 315 area code, dial 8, followed by the seven digit number. It is not necessary to dial 1 when making a long distance call within your own area code. Campus phones should be used for long distance calls only when these calls are on SUNY Poly business. SUNY Poly's telecommunication billing system automatically maintains a record of all outgoing calls.

Voicemail: All faculty and staff have voicemail services. To obtain information refer to campus Web pages.

7.4.1 Service Failures

For assistance with telephone problems and service, refer to the SUNY Poly website or call ext. 7440.

7.5 Food Service

Aramark is the current campus dining services provider on the SUNY Poly campus. Aramark is dedicated to serving millions of people, in 19 countries around the world, every day.

Faculty and Staff Meal Plan (for use at the Campus Center dining hall only)

5 Meal Swipes for \$40.00 – That is \$8.00 for all you care to eat instead of paying the door rate.

This plan offers faculty/staff the option of eating any 5 meals offered in the Campus Center Dining Hall during the course of the fall/spring semester. Meal swipes expire at the end of the spring semester and do not roll over to the fall. This meal plan can be purchased inside the Wildcat Den or at the Auxiliary Services Counter. Must present ID at time of purchase.

Serving Hours

Campus Center Dining Hall

Monday - Friday

Breakfast 7:30 a.m.-10:30 a.m.

Continental Breakfast 10:30 a.m.-11:00 a.m.

Lunch 11:00 a.m.-4:00 p.m.

Dinner 4:00 p.m.-8:30 p.m.

Saturday-Sunday

Brunch 9:00 a.m.-4:00 p.m.

Dinner 4:00 p.m.-7:30 p.m.

To view the current menu at the Campus Center, visit the following link:

<https://wildcathospitality.campusdish.com/LocationsAndMenus/Copy-of-Location2>

Student Center

Monday-Friday 7:30 a.m.- 11:00 p.m.

Saturday – Sunday 5:00 p.m. – 11:00 p.m.

****Hours vary based on Location. Visit the Wildcat Hospitality website below for details**

<https://wildcathospitality.campusdish.com/LocationsAndMenus>

7.6 Health Services

7.6.1 Health and Wellness Center

The Health and Wellness Center is only for student use; faculty should contact their medical provider/s for medical services.

All students, (full- or part time, graduate or undergraduate, and international) pay the health fee for health related and counseling services at the Health and Wellness Center and Counseling Center. For full list of services provided by the Health and Wellness Center and Counseling Center, please see <https://sunypoly.edu/student-life/student-resources/wellness-center.html>.

Clinical services are provided to students by a physician, nurse practitioners and/or registered nurses. The Health and Wellness Center, (315) 792-7172, is located in Oriskany Residence Hall, Suite B, and is open Monday through Friday 8:00a.m. - 4:30 p.m. while classes are in session. Summer hours are 8-4 Monday through Friday with administrative services only. When classes are not in session, hours are posted on the SUNY Poly website. Appointments are not necessary. Confidentiality is of utmost importance.

Additional requirements/services provided by the Health and Wellness Center:

- New York State Health Law compliance - NYS Department of Health requires students to provide immunization documentation, specifically for measles, mumps, rubella and meningitis. Students are required to provide the Health and Wellness Center the required health information **prior to class attendance**. According to the NYS public health laws, non-compliant students are **not allowed** to attend classes and will be de-registered. Nursing students and intercollegiate athletes have more stringent health requirements.

Also, SUNY Poly requires all full-time students provide proof of a physical examination completed within the past two years by a health care provider. Part-time students must also provide a physical examination if they access clinical services at the Health and Wellness Center. A “hold” will be placed on the student’s account preventing the student from registering for further classes until the student has provided the Health and Wellness Center the necessary health information.

- Medical insurance assistance for both domestic and international students. SUNY Poly requires all full-time domestic students to have medical insurance; either the SUNY Poly designated medical insurance or insurance purchased privately (e.g., employer, parent, etc.) Students with private insurance can waive the SUNY Poly designated medical insurance by contacting the bursar’s office. International students are required to purchase medical insurance designated by SUNY Administration. As medical insurance can be very confusing and intimidating, the Health and Wellness staff will assist students in navigating through the medical insurance process.
- “Professors Out Program” – A health educational program available to faculty when they are unable to hold a scheduled class. Instead of canceling the class, our Health Educator will provide your class health/wellness information on a topic of your choice. This is a great opportunity for faculty to provide health/wellness information to students instead of canceling your class. Contact the Health and Wellness Center in advance to make necessary arrangements. Twenty-four hour notice is preferred.

Written medical excuses are not provided to students who have missed a class or two. It is the responsibility of the student to make necessary arrangements with their instructor(s) for missed class and/or make-up academic work. However, if a student has an extended medical or other issue/concern (e.g., surgery, family crisis, etc.) that may require academic accommodations, the student must contact the SUNY Poly Accessibility Services Office at (315) 792-7170 **as soon as possible**.

7.6.2 Counseling Center – Mental Health

SUNY Poly’s Counseling Center is available to assist students through stressful and difficult periods during their time at SUNY Poly.

Mental health counseling services are voluntary, by student request and are provided with strict confidentiality. Our counselors provide short-term services to assist students to manage their concerns/issues. Some common concerns/issues may include:

- Balancing personal life, work and/or college
- Anxiety, stress and/or depression
- Anger management
- College transition issues including: roommate and/or relationship issues, adjusting to college life, homesickness, etc.
- Family and/or relationship problems

For faculty and staff, making a referral to the Counseling Center is recommended if you feel uncomfortable or uncertain about how to help a student who appears to be in distress. Please contact the mental health counselors with any questions regarding the referral process or about a specific student. Our role is not only to assist students, but as a consultant to the campus community.

Confidentiality is of utmost importance. Counselors will only communicate with a parent/guardian if written consent is obtained from the student. Crisis intervention services are provided by our licensed counselors, with referrals to local mental health services for students at risk to self or others.

The Counseling Center is affiliated with the Health and Wellness Center and is located in Oriskany Residence Hall, Suite B. Appointments are made by calling (315) 792-7172; office hours are Monday through Thursday, 9 am to 6 pm, Friday until 5 pm.

Information on the CARE Team can be found [here](#).

7.7 Athletics and Recreation

Intercollegiate Team

SUNY Poly's intercollegiate sports program, a member of the NCAA Division II, and the Empire 8 athletic conference, includes competitive teams in men's baseball, men's and women's basketball, men's and women's cross country, men's and women's soccer, women's softball, men's and women's volleyball, men's and women's lacrosse, and mixed golf.

NCAA Missed Class Policy (as approved by Faculty Senate)

Each student athlete must present a Notice of Class Absence Due to Competition form to the appropriate faculty member at the beginning of each semester or sports season. Student athletes representing the Institution in intercollegiate sports competition may be excused at the discretion of the instructor from required course activities due to participation in scheduled contests or due to travel to a scheduled contest. The student athletes are responsible for all material and announcements covered during their absence and should be fully aware that they are students first and athletes second while enrolled at the Institution. A sample of this form can be found in the Student-Athlete Handbook

<https://wildcats.sunypoly.edu/information/handbook/index>

Other issues relating to students who participate in intercollegiate athletics at SUNY Poly can be found on the Athletics webpage. For additional information or questions, please contact the Director of Athletics., 7520.

One-Credit Courses

Athletics offers one-credit courses in fitness and recreation, which are overseen through the College of Arts & Sciences. Students in these courses learn how to utilize the fitness center equipment and how to manage a personalized strength training or aerobic training program. Participants can begin playing or hone their skills in recreational sports like golf and racquetball. Classes are offered each semester and are also open to faculty and staff.

Faculty & Staff

All athletic facilities and programs are available to faculty, staff and their families, subject to current athletic department rules and regulations. Facility hours and schedules are available at the start of each semester. Currently, admission to all intercollegiate regular season contests is free and the Wildcats welcome your support!

Get Involved

Athletics is located in the Wildcat field house. For more information, call 315-792-7520 or check out our website at <http://wildcats.sunypoly.edu/landing/index>

7.8 Business Affairs

Accounting

Primary information source is <https://sunypoly.edu/business-affairs.html>

Description

The office of accounting is responsible for: cash management and distribution of receivables including direct state tax support and fee collections; management of revenue audit and reconciliation, as well as the distribution of campus scholarship, federal & state aid for disbursement against student accounts.

Noteworthy Accounting Items

1. Unless stated otherwise and only in accordance herewith, the accounting office conducts business operations consistent with the policies and procedures of the New York State Comptroller and State University of New York.
2. *Account Uses and Purposes*
 - a. State (Revenue Offset) accounts - source of funding is state tax dollars along with campus tuition support - used for personal service regular (PSR), temporary service (TS) (adjuncts, extra service, graduate students, student assistants, and OTPS (Other than Personal Service). State (revenue offset) funding sunsets from fiscal year to fiscal year. Does not carry over from year to year.
 - b. Income Fund Reimbursable (General IFR) accounts - source of funding is revenue-based collections, such as course fees or other departmental income - used for graduate assistant, student assistant and OTPS. Note, it is not recommended to pay for PSR or other TS out of these accounts due to fringe assessment implications. IFR funding carries over from year to year.
 - c. State University Tuition Reimbursable (SUTRA) accounts - source of funding is summer tuition support - used for graduate assistant, student assistant and OTPS. Note, it is not recommended to pay for PSR or other TS out of these accounts due to fringe assessment implications. SUTRA funding carries over from year to year.
 - d. Foundation accounts - used for departmental expenditures in accordance with donor restrictions (if applicable). Cannot be used for personal service of any kind to an employee on payroll funding by state accounts. For more information regarding Foundation accounts, contact the Vice President for Institutional Advancement. Foundation monies carry over from year to year.

Accounts Payable

Primary contact is accountspayable@sunypoly.edu

Primary information source is <https://sunypoly.edu/business-affairs/accounts-payable.html>

Description

The office of accounts payable is responsible for: vouchering against appropriations from state operating funds and coordinating remittances to vendors both domestic and international via established contracts and purchase orders.

Noteworthy Accounts Payable Items

1. Unless stated otherwise and only in accordance herewith, the accounts payable office conducts business operations consistent with the policies and procedures of the New York State Comptroller and State University of New York.

Budget

Primary contact is budget@sunypoly.edu.

Primary information source is <https://sunypoly.edu/business-affairs/employee-travel.html>

Description

The office of budget is responsible for: financial planning and analysis; development of university-wide operating and dormitory capital plans, management of budget control mechanisms including transfers of allocation, expenditure and distributed revenue; management of the state funds chart of accounts; internal audit of state payroll charges; campus internal and external billings, as well as interagency transfers and monthly campus recharges.

Noteworthy Budget Items

1. Unless stated otherwise and only in accordance herewith, the budget office conducts business operations consistent with the policies and procedures of the New York State Comptroller and State University of New York.

Procurement

Primary contact is procurement@sunypoly.edu

Primary information source is <https://sunypoly.edu/business-affairs/procurement.html>

Description

The office of procurement is responsible for: management of the corporate procurement card (p-card), including access to the Finance Management System (FMS) for monthly reconciliations related thereto; contract development & implementation including but not limited to solicitation, advertising and execution of said agreements; campus affiliation agreements;

memberships and the encumbrance of funding for requisitions and purchase orders against state funds.

Noteworthy Procurement Items

1. Unless stated otherwise and only in accordance herewith, the procurement office conducts business operations consistent with the policies and procedures of the New York State Comptroller and State University of New York.
2. Orders of \$2,500 and over require three (3) quotes or a single/sole source justification. Required justification and processing times increase at various dollar thresholds exceeding \$2,500. Please contact the procurement department for additional information.
3. Signature Policy: Only personnel with signatures on file with the Office of the State Comptroller (OSC) are authorized to sign on behalf of the campus. All contracts, contract renewals, and contract amendments need to be submitted to the Purchasing Office for review. This process can take more than 30 days (about 4 and a half weeks). Please plan to investigate renewals well in advance of the contract expiration.

Bursar/Student Accounts

Primary contact is bursar@sunypoly.edu

Primary information source is <https://sunypoly.edu/bursar.html>

Description

The office of student accounts is responsible for: student billing, third-party billing for student aid receivables; collection of tuition & fee revenue; collection of receivables for distribution into state operating funds, i.e. General IFR & SUTRA, and the coordination of debt payment plans and counseling of students that experience past due payments.

Noteworthy Bursar/Student Accounts Items

1. Unless stated otherwise and only in accordance herewith, the procurement office conducts business operations consistent with the policies and procedures of the New York State Comptroller and State University of New York.

Travel (see also Section 3.18)

Primary contact is travel@sunypoly.edu

Primary information source is <https://sunypoly.edu/business-affairs/employee-travel.html>

Description

The office of travel is responsible for: management of the corporate non-employee travel card (NET-card); management of the corporate employee travel card (T-card); direct travel-related and non-travel related employee and non-employee reimbursements, and assistance with travel arrangements for both employee and non-employee constituents.

Noteworthy Travel Items

1. Unless stated otherwise and only in accordance herewith, the procurement office conducts business operations consistent with the policies and procedures of the New York State Comptroller and State University of New York.

8 Auxiliary Support Offices

8.1 Public Affairs and Development

The Office of External Relations serves as the official contact point for all off-campus constituencies. External Relations is responsible for community, governmental, media, and public relations.

These responsibilities include services performed by the Office of University Marketing and Communications, including oversight of news releases, web content, media relations, and publications. Faculty and staff are encouraged to inform external relations, news@sunypoly.edu, of all noteworthy items concerning professional and scholarly activities and promotions. Such information will be used in external news releases; pitched to local, state, and national media; and/or featured in SUNY Poly e-newsletters and blog articles. External relations also coordinates the design, updates, and enhancements to the SUNY Poly website.

The Advancement Office is charged with all private fundraising and the staffing of the SUNY Polytechnic Institute Foundation, Inc. This responsibility includes conducting various campaigns with alumni and other key constituents and to raise philanthropic support, sponsorships and grants for student scholarships, faculty/professional development grants, academic programs, research initiatives and for other purposes that contribute to SUNY Poly's mission. Advancement officers work with faculty and staff to support and coordinate their fundraising efforts with external partners, corporations, Foundations, and other friends of SUNY Poly. Individual faculty and staff members may solicit gifts in the name of, and on behalf of SUNY Poly, after first coordinating their activities with the Vice President of Institutional Advancement. The Office also cultivates lifelong relationships with alumni through events, communications, and networking opportunities.

8.2 SUNY Poly Foundation

The SUNY Polytechnic Institute Foundation, Inc. is the fundraising arm of SUNY Poly. Chartered in 1974 as a not-for-profit and tax-exempt 501 (C)(3) organization, the Foundation's mission is to promote, receive, invest, and disburse private gifts to SUNY Poly.

Although the state makes available a campus with modern facilities and a substantial base of operating support, superlative academic performance demands a degree of excellence that only private support can provide. Private support enables public colleges such as SUNY Poly to attract the most talented students, recruit the finest faculty, conduct important research, and implement innovative programming.

The SUNY Polytechnic Institute Foundation exists solely to benefit the institution and its students through scholarships and grants. It also plays an integral role in securing the Institute's fiscal stability and contributes to the economic development of the Mohawk Valley and beyond.

8.3 Alumni Association

The Alumni Committee and Alumni Office work to foster a sense of community among all members of the SUNY Poly family: past, present and future. The Alumni Association, with volunteer and financial support from current and

former students, has made numerous contributions to SUNY Poly, including sponsoring events for alumni and future alumni, and providing valuable scholarship support to benefit our students, among other activities. The Alumni Office maintains and pursues relationships with SUNY Poly alumni through a variety of communication and outreach, including a twice-yearly magazine, *The Bridge*.

9 University Police & Facilities

9.1 University Police

<https://sunypoly.edu/university-police.html>

Kunsela Hall, Room B126 (Utica), (315) 792-7222

University Police provide patrol, investigative, and emergency services to the campus. University Police officers are police officers in the State of New York with authority to enforce New York state vehicle and traffic laws and parking regulations, New York state penal laws, investigate criminal complaints, and make arrests.

University Police maintain a daily log that records all crimes reported. The log reports the nature, date, time and general location of each crime, and the disposition of the complaint, if known. The log is open to the public. A request for information can be made in writing to the Chief of University Police. The Chief will review the entry with the requester and information will be released that does not interfere with a current investigation or violate the confidentiality of a victim.

9.2 Fire Drills

In accordance with Education Law 807, SUNY Poly is required to hold unscheduled fire drills during the school year. Actual fires, fire drills and other emergencies are indicated by the sounding of fire alarm bells/horns in the buildings. It is imperative that everyone leave their building quickly by the nearest available exit without using elevators. Everyone should move away from the building to allow fire emergency personnel and equipment to function, and not re-enter the building until a University Police officer signals all clear.

9.3 Accidents and Medical Emergencies, Thefts, Loss or Damage, Reporting Suspicious or Disruptive Persons

SUNY Poly's University Police department, Facilities department and Residential Life and Housing offices have developed a comprehensive approach toward making the campus a safe and secure place for faculty, staff and students. Emergency call boxes are strategically located throughout SUNY Poly for use by the public to be able to contact University Police for emergencies, as well as general assistance. Emergency call boxes have blue lights for identification at night and in inclement weather. The campus also utilizes red emergency telephones inside many of the campus buildings, providing additional means in which to contact University Police for services or emergencies. The campus' use of closed-circuit video monitors and electronic door locks have been added to increase campus safety. Anyone who observes a suspicious person or activity on campus, or feel threatened in any way should immediately contact the University Police department.

As part of their service mission, University Police officers provide periodic tours of the campus to check building security, provide emergency fire alarm response, respond to medical emergencies and provide emergency vehicle assistance. University Police assists on additional safety-related issues with our Environmental Health and Safety department.

The cooperation and involvement of faculty in a campus safety program is necessary. Faculty must assume responsibility for their own personal safety and the security of their personal belongings by taking simple precautions. Doors should be locked to secure personal and state property.

9.4 RAVE-ALERT Notification System

Students, faculty and staff are encouraged to sign up for RAVE-Alert, a university-wide emergency notification system. At SUNY Poly, those who sign up will receive important information via email, text and voice messages in the event an emergency situation arises on campus. RAVE-Alert will be used in conjunction with other existing and new communication and alert procedures to keep all those on campus safe in the event a serious situation occurs.

To take part in RAVE-Alert, students, faculty and staff can click on the following link, <https://sunypoly.edu/university-police/emergency-information.html>

9.5 Campus Parking

<https://sunypoly.edu/university-policy/parking-traffic/parking-regulations.html>

In order to use SUNY Poly parking lots, all vehicles must be registered with University Police to obtain a parking permit. The parking permit should be displayed on the outside glass of the left rear window of the vehicle. Unregistered vehicles will be ticketed. Currently the cost of a parking ticket for an unregistered vehicle on campus is \$15.00. When a vehicle with a parking permit is sold or traded, the permit must be removed. Visitor Parking is also available for those visiting campus but not there regularly.

The State of New York does not carry liability insurance and vehicles are parked on campus at the owner's risk. This lack of insurance coverage also applies to other personal effects that employees may keep in their offices.

9.4 SUNY Poly Card

<https://sunypoly.edu/university-police/keys-access-policy/card-policy.html>

Faculty are issued an official campus identification card, the "SUNY Poly Card" with their photograph and identification number. This card is required to access essential services and facilities on campus including lecture halls, labs, dining facilities, library, fitness center, and more. The card is used to access the dining plan and features a prepaid spending account. SUNY Poly ID cards can be obtained from the

College Association located in the Bookstore in, Kunsela Hall. A217, 8:30 a.m. - 4:30 p.m. You must bring picture ID with you to obtain a SUNY Poly card.

9.5 Keys

<https://sunypoly.edu/university-police/keys-access-policy/key-policy.html>

To obtain campus key(s), a key request form should be filled out and submitted to University Police. A \$75.00 replacement fee will be charged for every key core that has to be changed because of a lost key, and a \$20.00 fee will be charged for additional keys that have to be replaced because the core is changed. Keys should not be loaned to anyone else.

9.6 State Vehicles

State cars are available from the SUNY Poly fleet for use only on official business. The driver must have a valid driver's license recognized by New York State, and all passengers accompanying the driver must be state employees or engaged in state business. In addition, every driver of a fleet vehicle must have a License Event Notification Services (LENS) form on file with University Police. This information is confidential, and applicants may be denied use of a SUNY Poly fleet vehicle based on the results of the LENS check.

To request a state vehicle, submit an approved vehicle request form to Facilities Management at least 48 hours in advance. Facilities tries to honor all requests but is not permitted to reserve a car on the basis of a phone call; a written request is required. Persons traveling to the same destination are expected to travel in one vehicle. If a fleet vehicle is not available, Facilities will rent a vehicle for your use. In the event that a fleet vehicle or rental vehicle cannot be provided, the state will reimburse employees for the use of their personal vehicle at the appropriate mileage rate.

The vehicle packet and report form for the reserved vehicle are picked up in Facilities prior to departure. If Facilities is closed, contact University Police from the emergency phone located in the Facilities building vestibule. A University Police officer will open the building and issue the vehicle packet. Upon return, a vehicle report must be completed and should be dropped into the box in the Facilities vestibule along with the vehicle packet.

Each state car is supplied with a credit card which must be used to purchase gasoline or oil, or to pay for other maintenance or repairs to the vehicle. All credit card receipts must be placed in the packet and returned to Facilities. Each vehicle is also equipped with EZ-Pass for use on the New York State Thruway.

If the vehicle is involved in an accident, the driver must fill out the accident report form provided in the vehicle packet and submit it immediately to Facilities. The fleet vehicles are self-insured; therefore, there is no insurance I.D. card in the packet.

9.7 Maintenance Service

Request maintenance or other facilities-related services by filling out a Work Order in the Q-Ware System. To gain access to the Q-Ware System, contact via facilities@sunypoly.edu or call X7456. Please call Facilities immediately to report urgent items, such as a significant water leak or hazardous conditions. Facilities trades staff work from 7:30 a.m. to 4:00 p.m. Any calls or requests after 4:00 p.m. may encounter delays.

9.8 Building Hours

<https://sunypoly.edu/university-police/building-hours.html>

As a general rule, buildings open at 7:30 a.m. and remain open until 10:00 p.m. during the semester and are open from 8:00 a.m. - 5:00 p.m. at other times. During periods when the campus is closed for holidays or other reasons, all buildings will be locked, and heating or cooling of buildings may be adjusted to reduce costs. During such periods,

for personal safety and other possible emergency reasons, persons choosing to use offices, labs, etc., should notify University Police that they are in the building during closed hours.

9.9 No Smoking Regulation

Smoking is NOT permitted in any campus building.

<https://sunypoly.edu/contact/offices/human-resources/policies-procedures/smoking-policy.html>